

**NEW JERSEY CITY UNIVERSITY
COLLEGE OF EDUCATION
DEPARTMENT OF COUNSELOR EDUCATION
M.A. IN COUNSELING PROGRAM**

Field Experience Manual

**NEW JERSEY CITY UNIVERSITY
COLLEGE OF EDUCATION
DEPARTMENT OF COUNSELOR EDUCATION**

Dear Counseling Student,

Welcome to the clinical phase of the Counseling Program. Your field experiences will provide hands-on opportunities to improve your counseling skills and learn the work of the professional counselor in your chosen counseling field. Think with the “end” in mind and begin planning for Practicum early in your program.

Listed Below is the Counseling Program Faculty and Staff:

Dr. Vaibhavee Agaskar, vagaskar@njcu.edu (Faculty)

Dr. Jean Georgiou, jgeorgiou@njcu.edu (Faculty)

Dr. Brian Hutchison, bhutchison@njcu.edu (Faculty)

Dr. Yung-Wei Lin, lyungwei@njcu.edu (Faculty)

Dr. Yumiko Ogawa, yogawa@njcu.edu (Chairperson)

Dr. Grace Wambu, gwambu@njcu.edu (Faculty)

Mrs. Anna Ivanova-Tatlici, aivanova@njcu.edu (Clinical Coordinator)

Mrs. Norma Araujo, naraujo@njcu.edu (Office Assistant)

OVERVIEW OF THE PRACTICUM/INTERNSHIP PROCESS

Beginning Practicum is the most exciting part of your Counseling Program experience.

The following is an overview of the Practicum application process.

Practicum Application Packet and Field Experience Manual:

Detailed information is available in the Practicum Application Packet and Field Experience Manual found on the NJCU Website (<http://www.njcu.edu/departments/counselor-education>). This information will also be posted on Blackboard shell for each of your field experience courses. You are required to attend a Practicum Orientation the year before beginning Practicum.

Practicum Orientation:

If you plan to begin Practicum in a later semester, you can attend the Practicum orientation for information; be mindful to have the appropriately updated paperwork completed and submitted to the Counseling Program. Some sites require your Request for Placement (RFP) one year in advance.

Course and Credit Requirements:

Students are required to complete between 27-30 credits including the four core courses (COUN 601, COUN 605, COUN 607, and COUN 608) with a “B” or higher before beginning Practicum.

Start Site Research Early:

Start your site’s researches early to make an informed decision.

- Research potential sites online
- Talk with interns
- Visit sites
- Network
- Schedule informational interviews
- Speak with site representatives about site availability

Practicum Application and Practicum Agreement Deadlines:

The deadline for submitting the required “Completed” Practicum Application and the “Original” Practicum Agreement (contract) to the Clinical Coordinator will be discussed during the “Mandatory” Practicum Orientation.

Begin to conduct your site research and gather documents now after attending the Practicum orientation. Schedule your Practicum appointment with the Clinical Coordinator by email well in advance of the deadline. The Clinical Coordinator will review and approve your Practicum application at your scheduled meeting. **You must receive an approval of your Practicum application before proceeding to complete the RFP, Site Placement Contact, and Site Supervisor Information.**

Finding your Site:

You are responsible for finding and securing your site and you will list your preferred site on your Practicum Proposal (in your Practicum Application Packet). Faculty members can provide site suggestions based on our site agreements and student placements. Site placements are competitive and some sites have additional requirements. Mental Health Sites often require COUN 609 and submission of the application a year in advance. **Sites with relatives or close friends on staff are not permitted.**

Certain sites require that your Practicum application be submitted directly from the University (e.g., Jersey City Board of Education, Jersey City Medical Center). Please read the manual thoroughly, investigate potential sites, and speak with the Clinical Coordinator if you have questions.

Site Supervisors:

Site Supervisors are required to have two years of experience in the program area (i.e., School Counseling or Clinical Mental Health Counseling) and the required license or certification (e.g. School Counselor Certificate, or LPC, LCSW, LCADC, LMFT, licensed Psychologist or Psychiatrist, or Nurse with advanced training in Psychiatric Nurse or Addictions). Your site and site supervisor must be approved and some sites require a non-standard contract. **Site supervisors may not be a relative or close friend.**

Core Course Review Form:

You must complete the four Core Courses with a “B” or higher before you begin Practicum. **If you are currently completing a core course, the core review will be submitted by the professor at the end of the semester.** Core Course Instructors will have already submitted your core review after completion of the course. The Clinical Coordinator will inform you during your advisement appointment if a core review is missing from your file. It will be your responsibility to reach out to the professor to obtain the missing core review.

Internship:

To begin Internship I, it is highly recommended that new students who began the program in the Fall 2016 semester, have completed COUN 616 (School Counseling) or taking concurrently with Internship I and COUN 609, 610, 650, and 686 (Clinical Mental Health Counseling) prior to Internship I or COUN 650 and COUN 686 taking concurrently with Internship I. These courses are highly recommended for current students and it’s required at some sites.

Internship Contract:

Students can request a contract for multiple semesters, e.g. Practicum, Internship I, and/or Internship II at the same site. If you change your site, a new contract is required, which also includes a new Practicum Proposal Form and an RFP.

If you are unable to get a contract for multiple semesters then it is your responsibility to make sure you check each semester to assure that your contract is current and there are no changes.

PRACTICUM AND INTERNSHIP STANDARDS AND EXPECTATIONS

Practicum and Internship provide an opportunity for you to perform under supervision a variety of counseling activities that a professional counselor is expected to perform and to develop and refine your individual and group counseling skills. Clinical experiences provide opportunities for you to counsel clients who represent the ethnic and demographic diversity of their communities. As gatekeepers of the profession, the faculty is responsible for developing counselors-in-training and ensuring quality client care. In order to fulfill these dual responsibilities, faculty continuously evaluates your academic, professional, and personal qualities. Thus, all candidates shall....

- Demonstrate professional counseling knowledge, skills, and dispositions including warmth, genuineness, respect, integrity, unconditional positive regard, and empathy in interactions with clients, classmates, staff, and faculty, and others.
- Demonstrate the ability to accept and integrate feedback and express feelings effectively and appropriately.
- Be aware of your impact on others and accept personal responsibility for your knowledge, behavior, and attitudes.
- Demonstrate knowledge of and compliance with the ACA Code of Ethics and other relevant divisional ethical codes, regulations, and standards of conduct and continuously monitor your own performances accordingly.
- Consult immediately with your on-site supervisor, instructor, and Clinical Coordinator if you have an ethical concern or dilemma on site.
- Report any serious or potentially serious issue (e.g. suicide ideation, threat, neglect, abuse) immediately to your site supervisor/designee, instructor, and/or director of the program and follow institutional policy.
- Behave at all times as a professional counselor, graduate student, and representative of NJCU, as well as a volunteer worker and guest at the field site.
- Each student will be provided **two opportunities** to successfully complete all field experience course requirements (COUN 690, COUN 694, and COUN 695). If a student is terminated from a site placement, due to unprofessional and/or unethical behavior, the student will have to retake the field experience course the following semester (Fall or Spring).
- **If unsuccessful, after the two attempts**, the student will be evaluated by the Counseling Program Faculty to determine his/her suitability in continuing the program (Refer to the Remediation Policy included in this manual and the Counseling Student Handbook).

REQUIREMENTS FOR PRACTICUM

1. 27-30 credits with a “B” or higher including the four core courses, COUN 601, COUN 605, COUN 607, and COUN 608. COUN 603, 604, 609, 629, 636, and 663 are highly recommended.
2. Clinical Mental Health Counseling students need COUN 609. COUN 686 can be taken concurrently with Practicum for some sites. School Counseling students need COUN 616 and COUN 636, COUN 663 and must complete the courses before or concurrently with Practicum and prior to Internship.
3. A minimum GPA of 3.0 with no incomplete grades or grades below a “B”.
4. Current American Counseling Association (ACA) student membership for the duration of your field experience courses (Practicum, Internship I and Internship II).
5. Acceptable core reviews from the instructor of COUN 601, COUN 605, COUN 607, and COUN 608 or from another faculty member approved by the Clinical Coordinator if the faculty member is not available.
6. Satisfactory knowledge, skills, and dispositions determined by the Faculty Committee.
7. Time and availability to complete 40 hours of direct service, 60 hours of indirect service on a regular basis throughout semester and attendance at the weekly class.
8. Demonstrated ability and commitment to accepting feedback and complying with directions, rules, ethics, and standards of the Counseling Program and field site institutions. No remediation plan.
9. For Practicum or Internship students who will be in a school site and who are not currently certified teachers: a copy of their substitute license/criminal background check must be submitted to the Center for Teacher Preparation and Partnerships, P203A one month prior to the start of the field experience.

TIPS FOR STEP 1

1. Update your resume each semester and in COUN 663 Career Counseling. Consult with Professional Staff in the Career Center to “polish” your resume and your letter of interest. Resumes and cover letters with Standard English or organizational errors will not be accepted.
2. Think about your time commitments and how you will balance your employment, family, and personal responsibilities with Practicum and Internship requirements.

School counseling interns must complete 2 semesters of Internship in a school. Most schools meet during the day. There are very few placements at night in alternative schools and vocational schools and students apply up to a year in advance for these sites.

School Counseling students can complete their Practicum in a school or a Mental Health Counseling Site. Mental Health Counseling Sites require additional preparation including COUN 609 and 686.

Most Mental Health Sites provide Internship/Practicum opportunities and clinical supervision only during the day. Night and weekend field experiences are very limited and students can apply up to a year in advance for these sites.

Please Note: Students seeking “Dual Tracking” (both School Counseling Certification and 60-credit Clinical Mental Health) must first complete their Practicum in a Mental Health Counseling Site and Internship I and Internship II in a School Counseling setting. Dual Track is only offered to Matriculated students who were admitted into the program before Spring 2015.

3. Update your Program Plan sheet regularly with your faculty advisor and the completed Program Plan is to be included in your application packet (refer to the Practicum Application Packet).
4. Talk with students or graduates who were at your potential site. Schedule an interview with a counselor or representative (clinical director, principal, and supervisor) at your potential site. Phone and in person contacts are more effective than email. Do not give them a contract or request form until the Clinical Coordinator approves your application. Some sites will only discuss a placement with you with authorization from the University. When your Practicum application is approved, the Request for Placement will be your “authorization” that you are approved by NJCU for a placement.
5. Follow up your letter with a phone call or meet the site contact person to find out if they have availability. Many sites accept candidates a year in advance. The contact person may be:
 - A counselor you know or who has been referred to you.
 - The Clinical Director or Director of the Training Program in an agency or hospital.
 - The Counseling Supervisor/Guidance Director in a school.
 - The Board of Education office representative for placements.
6. Check to assure that your transcript has no incompletes. Courses with a “C+” or lower grade must be repeated successfully before submitting your application.
7. Schedule your appointment with the Clinical Coordinator early and submit all documents together.

INFORMATION ABOUT SITES AND SITE SUPERVISORS

1. For Clinical Mental Health Counseling students, your site supervisor must be a licensed Mental Health Professional (LPC, LCSW, LCADC, LMFT, clinical nurse specialist, licensed Psychologist or Psychiatrist, etc.) with 2 years of experience. **Relatives or close friends may not be supervisors or work at the site.** The site cannot be an independent or private practice and should be nonprofit. Most sites require coursework in Mental Health and diagnosis and treatment planning (COUN 609, COUN 610, and COUN 686). Clinical sites serving severely mentally ill patients or only children are not recommended unless you have additional preparation.
2. For School Counseling students, your site supervisor is a Certified School Counselor with two years of experience. If you plan to log hours for the LPC, your site supervisor must also be a licensed Mental Health Professional.
3. Determine who approves your contract. For school sites, the principal or guidance director often approves your application; however, some school districts require that your name be approved by a resolution of the school board. Board meetings are usually once or twice per month.
4. School districts may require that the Request for Placements be sent directly by the University. Check with your faculty advisor or Clinical Coordinator about a specific site.
5. Make sure the site you are going to apply for Practicum **will allow** you to videotape 3-4 of your counseling sessions. Audio taping is only an option when videotaping is unacceptable by the site. See below some site information:

Jersey City BOE: The Request for Placement, letter of interest, and resume **are only submitted by the Clinical Coordinator for the School Counseling Student Placements to the BOE.** Address your “formal” letter to Ms. Mary Beth Maloney at the BOE and email all documents as “attachments” to the Clinical Coordinator who **is required to submit all student application packets directly to Ms. Maloney.** You can speak with the School Counselor or Principal in a specific school and request the specific school in your letter of interest. This process may take 4-7 months.

Bayonne BOE: The Request for Placement, letter of interest, and resume **are only submitted by the Clinical Coordinator for the School Counseling Student Placements to the BOE.** Address your request to Ms. Mary Maloney.

Newark BOE: The school may require a Memorandum of Understanding (MOU) in place of the contract.

Larger school districts process Requests for Placement through the BOE. Smaller districts may work through the School Principal.

SAMPLE SITE LIST

Sample Sites for Clinical Mental Health Counseling:

Bayonne Community Mental Health Center
Beth Israel Hospital
Camp Clover
Catholic Charities
Christ Hospital (**no longer available**)
Friendship House, Hackensack
Giant Steps, Hoboken
Project Hospitality (HIV/AIDS), Staten Island
Holy Angels Hospital
Hudson County Community College
Jersey City Medical Center
New Hope Foundation
Opportunity Scholarship Program, NJCU
Puerto Rican Family Institute
Real House, Sunshine House, Iris House
St. Joseph's Medical Center
Salvation Army
Talbot Hall, Delaney Hall
Youth Consultation Services (YCS)

Sample Sites for School Counseling:

A. Harry Moore School, Jersey City
Bayonne School District
Bloomfield School District
East Orange School District
Golden Door Charter School, Jersey City
Hudson County Area Vocational Technical Schools
Jersey City School District
Kearny School District
Marist High School, Bayonne
Newark School District
North Bergen School District
Orange School District
Union City School District
Union Township School District
West New York School District
University Academy Charter High School

Request for Placement Form and Site Placement Contract

1. Upon signature from The Clinical Coordinator, students are expected to proceed with the submission of the Request for Placement Form.
2. Upon receipt of the approved RFP, the Clinical Coordinator will work with the student to send out the Site Placement Contract and Site Supervisor Information Form (requesting a copy of the site Supervisor's Counseling License or School Counseling Certification). **PLEASE NOTE:** For School Counseling Site Placements, some districts require that only the Clinical Coordinator sends out the site placement contract.
3. Large agencies and hospitals may require a Nonstandard Agreement with specific clauses for their site. These are negotiated with the University lawyer and Vice President of Academic Affairs. It may take 6-12 months to finalize, but are in place for 2-3 years. So start the process extra early if your site requires a nonstandard agreement.
4. Keep in touch with your potential site supervisor and Clinical Coordinator as you wait in receipt of the site placement contract. Being that reviewing and approving documentation may take some time.

REFER TO THE ATTACHED SAMPLE CONTRACT

Expected School Counseling Experience

| Experience/Activity* |
|--|
| Individual Counseling |
| Small Group Counseling |
| Parent/Family Counseling/Consultation |
| SAC groups |
| I&RS meetings |
| Classroom observations |
| Classroom programs/lessons |
| CST Evaluation Report/IEP meetings/annual review |
| Counseling department meetings |
| Faculty meetings |
| Parent programs (e.g. back-to-school, junior/senior night, PTA, family night) |
| Student orientation program |
| In-service program |
| Crisis intervention team/emergency response team meeting |
| Board of Education meeting |
| Faculty/district policy trainings (e.g. suicide, substance abuse, DYFS, bullying) |
| Enrollment/new student/withdrawal sessions |
| Peer leadership/peer mediation |
| Emotional/social skills/character education, code of conduct programs |
| Individual student planning |
| Transition program |
| Community outreach/collaboration program |
| School opening day/closing or moving up/graduation |
| School wide programs |
| College fair/college reps. instant decision day |
| Visit to vocation/technical school, out of district placement, or alternative school |
| Other: |

***Site Supervisor and Intern will select and schedule experiences.**

Expected Clinical Mental Health Counseling Experience

| Experience/Activity* |
|--|
| Individual counseling |
| Group counseling |
| Family counseling |
| Crisis Intervention |
| Consultation with family members |
| Consultation with staff, community resources, or referrals |
| Consultation other |
| Staff/unit meetings/case rounds |
| Case presentation |
| Support groups |
| Group psychoeducation |
| Professional development |
| Multidisciplinary team meeting |
| Crisis intervention team/CERT meeting |
| Assessment/case history |
| Testing |
| Registration/Intake |
| Discharge |
| Referral |
| Community outreach |
| Home visit |
| Agency visit |
| Hospital visit |
| Other: |
| Other: |
| Other |

***Site Supervisor and Intern will plan and select experiences.**

STUDENT SITE LOGS AND MONTHLY SUMMARY SHEET

- Students are expected to update their weekly log each day. Students will review, with their site supervisor, each week before the site supervisor signs the log.
- Students are expected to submit the signed weekly log at the beginning of your class each week to the field experience course instructor (make a copy of the log before you submit it).
- Students are also expected to update their Monthly Summary Sheet each week. Submission of the Monthly Summary Sheet should take place at the beginning of the class to the field experience course instructor. Your site supervisor does not sign the monthly summary. **Students are highly encouraged to check the due dates in their course syllabus.**

LOGSHEETS ARE PROVIDED IN EACH FIELD EXPERIENCE COURSE SYLLABUS

MIDTERM AND FINAL EVALUATION

- Mid-Term Evaluation should be completed by both the student and the site supervisor. Then the Mid-Term Evaluation forms are attached to the course syllabus. It is expected that both the student and site supervisor will review their completed evaluation during a weekly supervision session. The students are expected to submit both completed forms to the field experience course instructor.
- Final Evaluation (same form used for the Mid-Term Evaluation) should be completed by both the student and site supervisor. Then again the Final Evaluation forms are attached to the course syllabus. It is expected that both the student and site supervisor will review their completed evaluation during a weekly supervision session. The students are expected to submit both completed forms to the field experience course instructor.

EVALUATION FORMS ARE PROVIDED IN EACH FIELD EXPERIENCE COURSE SYLLABUS

Frequently Asked Questions about Practicum and Internship

What is Practicum?

Practicum is an intensive individual and group counseling field experience. The general purposes of Practicum are to improve counseling skills and to become oriented to professional practice through an introductory experience on site. Candidates will also conduct consultation, assessment, and classroom counseling. Candidates will video record individual and group counseling sessions with client and/or parent permission.

The assigned site supervisor is responsible for client care, as well as the candidate's ethical and professional conduct as a Practicum student. Students must be well prepared and committed to doing their best work. By working at the site for a semester or more, students will have the opportunity to build therapeutic relationships and respond to the needs of the clients they see, and learn from professional counselors and mental health professionals.

Can I take Practicum and Internship together?

Only one field experience may be taken each semester. Field experience courses are not offered in the Summer (Fall and Spring semesters only). All required hours and assignments must be completed during the semester unless there are extraordinary circumstances such as illness or family emergency.

What field experiences are required?

Candidates complete three semester field experiences: a 100-hour practicum (40 direct hours and 60 indirect hours for a total of 100 hours or 120 hours for students with no prior experience in school) and two 300-hour semester Internships (120 direct hours and 180 indirect hours). School Counselor candidates must complete two Internships in a school under the supervision of a Certified School Counselor with two years of experience. School Counseling candidates may complete the Practicum in a mental health or school setting. In many cases, teachers complete the field experiences in their school with additional hours before and after the school day. Practicum students who have little or no experience in their setting (school or mental health agency or hospital) must perform observations for 20 additional hours.

How do I find a field site?

Candidates are responsible for finding sites that meet their needs and schedule. The program provides support through interns' and faculty recommendations regarding previous sites, the Practicum and Internship Manual, the Practicum Orientation Meeting, and faculty advisement. Some sites have formal agreements with NJCU for Practicum and Internship placements. Candidates receive detailed information at the Practicum Orientation and in the Practicum and Internship Manual. Counseling candidates who complete field experiences in NJCU settings do not counsel students or their relatives enrolled in the Counseling Program. Counseling candidates do not perform field experiences at the University Counseling Center.

When can I begin Practicum?

Candidates may apply two semesters before they plan to start Practicum. To apply, they must have successfully completed or will complete 30 credits (36 credits for Clinical Mental Health Counseling for new students beginning Fall 2012) including the four core courses prior to the beginning of Practicum. Students who study full time and have taken nine credits every semester may apply with 27 credits to be completed prior to Practicum. They must attend a Practicum Orientation in the semester before they intend to begin even if they have attended an earlier Practicum Orientation.

What hours will I work?

Practicum students spend a minimum of 1½ to 2 days or 10-12 hours each week of the semester at their Practicum site during Spring or Fall. Hours include both direct and indirect services. The schedule is determined by the site supervisor and the student and established for the semester. Students must be on site throughout the semester even if they complete the minimum number of hours before the semester ends. Some sites require more hours for Practicum students. Internship students complete a minimum of 3 days or nights or 18-24 hours each week. Both direct and indirect hours are required.

What are direct services?

Direct services are face-to-face clinical work with clients. Practicum requires a minimum of four clients whom the candidate counsels regularly for several weeks. Candidates will lead at least one counseling group for a minimum of 5 sessions. In Internship, the number of clients will be much higher to complete 120 hours in direct services on site and 180 hours of indirect services. In Internship a minimum of 2 long-term groups are conducted and group work should constitute 30% to 50% of the direct hours.

What are indirect services?

Students log indirect hours for work that supports their counseling experiences such as observation, case conferences, individual supervision, training, completing logs, progress notes, and client records, professional development, meetings, consultation, and presentations. Students may not count hours for non-counseling duties such as lunchroom, filing, or clerical paperwork or duties that do not directly support their counseling.

What kind of supervision will I have?

In Practicum and Internship candidates will meet for individual supervision with their assigned site supervisor. Students will attend group supervision in class at NJCU one night each week during the semester in Practicum and Internship for 2.5 hours. These hours are counted as indirect services.

Can a relative or close friend serve as my supervisor?

Sites with relatives or close relations are not permitted.

Is video recording required in Practicum and Internship?

Yes, candidates must video records themselves and show their recordings in-group supervision. Written permission of the client and parents (if needed) is required. If the site does not permit videotaping or audio taping at the site, students must find a second site to conduct videotaping at a second site. Viewing videotaped sessions provides excellent feedback to improve skills and is an essential component of the student assessment system. Permission forms and letters explaining video procedures and confidentiality are provided after the Practicum application is approved.

Can I split Internships between School Counseling and Clinical Mental Health Counseling?

For School Counselor Certification two 300-hour Internships must be completed in a school. Students must first complete their Practicum (100 hours) in a Mental Health Agency.

After Practicum, do I stay in the same site for Internship?

Choice of sites depends on the student's goals and needs as well as the site's needs and availability. Some students change sites to have new experiences and challenges; others remain at the same site for two or three semesters. Many Clinical Mental Health Counseling sites require a year's commitment. Candidates are strongly encouraged to complete a minimum of two semesters at one site.

What is Internship?

After Practicum, students complete two semesters of Internship doing the work of a professional counselor in their chosen area. Each semester of Internship requires 300 hours and is not merely an accumulation of hours. Students will develop a broad range of skills expected of a counselor in the program area over the two semesters. Students remain on site for the full semester. More information will be provided in classes, in the Practicum and Internship Manual, and the course syllabus.

**New Jersey City University
College of Education
Department of Counselor Education**

Remediation Policy

I. The Primary Areas for Review

Students' performance is holistically evaluated in the following areas:

1. Academic Performance

a) Academic Courses

The first time a concern is documented about a student's academic performance; the Faculty Advisor and Department Chair/Counseling Program Coordinator will meet with student and discuss and develop a remediation plan.

Students must (1) complete academic courses while maintaining a 3.0 GPA in the program; (2) abide by the College of Education Academic Integrity Policies; and (3) participate fully in learning experiences. If a student fails to maintain a 3.0 GPA, the student will meet with her/his Faculty Advisor and/or the Department Chair/Counseling Program Coordinator to discuss a plan to improve the student's GPA. The student will be given one semester to meet the required 3.0 GPA in the program. A student who receives a grade of B- or below in the 4 core courses (COUN 601, COUN 605, COUN 607, and COUN 608) must repeat the course to earn a grade of B or better.

b) Field Experience Courses (COUN 690, COUN 694, and COUN 695)

The first time a concern is documented about a student's field experience; the Clinical Coordinator, the Instructor of the field experience course, and the Site Supervisor will meet and develop a remediation plan.

In the event a student is terminated from a site placement for unprofessional/unethical conduct; the student has to withdraw from the course and repeat the course the following semester.

Students must earn a grade of B or better in all field experience courses. Any student who receives a grade of B- or below in any of the field experience courses (COUN 690, COUN 694, and COUN 695); must repeat the field experience course the following semester.

Each student will be provided two opportunities to successfully complete all field experience course requirements (COUN 690, COUN 694, and COUN 695). After the two attempts and the student is still unsuccessful, then he/she will be evaluated by the Counseling Program Faculty to determine suitability in continuing the program.

2. Counseling Skills and Counseling Dispositions

The first time a concern about a student's counseling skills and/or counseling dispositions are documented; the Faculty Advisor and Department Chair/Counseling Program Clinical Coordinator will meet and develop a remediation plan.

The sequence of clinical skills, including, but not limited to COUN 607, COUN 608, COUN 690, COUN 694, and COUN 695, involves the demonstration of increasingly complex counseling skills competencies. Professional behaviors and dispositions influence one's ability to provide ethical and effective services. Students have to adhere to all aspects of the American Counseling Association *Code of Ethics* (2014), demonstrate multicultural competence and accept and implement feedback from supervisors.

Students should also demonstrate openness to new experiences and different values, tolerance of ambiguity, patience, creativity, self-awareness, maturity, flexibility, ability to express feelings appropriately, acceptance of his/her own limitation, and integrity.

II. Assessment Points

Students' performance evaluation is an ongoing process while students are in the Counseling Program. However, more thorough assessment of the students' performance is conducted at the following points:

1. Admission Interview
2. Initial and ongoing Advisement Meetings with Faculty Advisor
3. Completion of 4 Core Courses and Core Reviews
4. Practicum Application Process
5. Successful Completion of Practicum, Internship I and Internship II:
 - a. Mid-Term Evaluation
 - b. Final Evaluation
 - c. Site Evaluation
6. Completion of Internship II (readiness for graduation):
 - a. E-Portfolio
 - b. Counseling Skills and Counseling Dispositions demonstrated through the use of videotaping individual and group sessions and presentation of case study in field experience courses

IV. Remediation Steps

1. In addition to the aforementioned assessment points, a faculty member may bring up a student whom the faculty member has concerns about during any program meeting. Concerns may be experienced by the faculty member directly or reported by adjunct professor, staff members, site supervisors, and/or peers.
2. The first time a student fails to maintain a 3.0 GPA, receives the first unsatisfactory grade for any clinical course or when the student fails to demonstrate the graduate level of academic performance, professional and counseling skills and counseling dispositions delineated in Section I; the full time faculty members will review the information, collect supportive evidence and explore the possible course of actions to be taken. Documentation of these occurrences is kept in the student's file.
3. An initial meeting with the student will be conducted with the faculty member and may include other relevant parties such the Faculty Advisor and the Department Chair/Counseling Program Clinical Coordinator.
4. During the initial meeting, the faculty members and the student collaboratively develop a Remediation Plan in which the concern(s) are identified and a plan is set to rectify the concern(s) are presented.
5. If the student agrees with the Remediation Plan and decides to follow it, then the student, Faculty Advisor, and the Department Chair/Counseling Program Clinical Coordinator will sign the form to indicate adheres to the Remediation Plan. The student is expected to meet with his/her Faculty Advisor once per semester to evaluate the student's progress with the goals and objectives of the Remediation Plan.
6. If the student disagrees with the Remediation Plan; the student will be provided with instructions to appeal the process and will be given the contact information of the College of Education Assistant Dean's Office to submit an official appeal.

**New Jersey City University
College of Education
Department of Counselor Education**

Area of Concern/Remediation Plan

| | |
|---|-----------------------|
| Date of Meeting: | |
| Student's Name: | Student's Gothic ID#: |
| Attended Faculty Members/Site Supervisor: | |
| Reported Concern: | |

Remediation Plan

| Area of Concern | Remediation Goal | Target Date |
|-----------------|------------------|-------------|
| | | |
| | | |
| | | |
| | | |

Student Signature and Date

Faculty Advisor Signature and Date

Department Chair/Counseling Program Clinical Coordinator Signature and Date

| Follow Up Meeting Date/Signatures | Student's Progress |
|-----------------------------------|--------------------|
| | |
| | |
| | |
| | |

**New Jersey City University
College of Education
Department of Counselor Education**

Acceptance of the Counseling Program Remediation Policy

I _____ have read the “*Remediation Policy*” for the Counseling Program at New Jersey City University dated _____. I am responsible for reading and fulfilling the requirements and policies of the remediation policy. I agree that the Counseling Faculty in consultation with the College of Education have the right and responsibility to monitor my academic progress, my professional ethical behavior, and my counseling skills and counseling dispositions relevant to my performance as a student and counselor-in-training.

Student’s Name (please print) _____

NJCU Email _____

Student’s Signature _____ Date _____

Received By _____ Date _____