Dear Practicum Site Supervisor,

Thank you for agreeing to provide a supervised practicum experience for a graduate student in the Student Development in Higher Education program at Central Connecticut State University. Your decision to supervise a practicum intern reflects your commitment to the profession and to maintaining high standards in the preparation of student development in higher education professionals.

The practicum format depends upon the nature of the college or university, the needs of the department, and the goals of the student. However, there are certain standards that must be upheld across all practicum sites. The information provided below is intended to assist you in your role as a site supervisor.

# What is expected of the Student?

*Hours* – Practicum students are expected to complete a minimum of 100 hours on site during practicum, 40 of the 100 hours must be in direct contact with students either in a group or individual experience so that students may work on their communication skills. Students will work at their practicum site for approximately 6-7 hours per week during a Spring practicum or 12-13 hours per week during a Summer practicum experience. The student will keep a log of the hours and ask you to sign off on the log at the end of each month. Students also participate in an academic seminar as part of their academic program requirements. The course (CNSL 503) meets for 90 minutes - two hours each week during the Spring or Summer Semesters.

*Building Relationships* – The ultimate success of the experience as a practicum student will be strongly influenced by the quality of the personal and professional relationships that students have developed during their time a practicum student. It will be through cooperative efforts with faculty and administrators that students will be able assist others in achieving their academic, career, and personal goals. The ability to function in helpful and caring ways, to treat others with respect, and to maintain close communication and cooperation with all members of the college community will be critical to the success of the experience.

*Professional and Ethical Considerations* – At all times, students are expected to conduct themselves professionally and to adhere to the appropriate ethical standards for the profession. Professional conduct during coursework and the practicum influence a student’s reputation, acceptability and employability after graduation. Appropriate dress, decorum, respect for confidentiality and standards of performance must be maintained at all times. Practicum students should be trained on institutional policies and should seek supervision whenever there is any doubt or confusion regarding ethical or legal requirements.

*Maintaining Confidentiality* – Confidentiality is an essential element of professional behavior. Practicum students should not discuss confidential situations with anyone but the appropriate supervisor from either the institution or the faculty. Practicum students should not speak to authorized persons in inappropriate contexts, such as in hallways or in cafeterias/dining rooms or restaurants. Practicum students should ensure that there is privacy when discussing situations on the phone. Practicum students should consult with supervisors prior to discussing any situation with persons who are not directly involved. The practicum student should ensure that documentation is protected at all times and is handled in compliance with institutional procedures. Conversations about confidential situations should be conducted on a need-to-know basis, in private. No confidential material about a student should be shared without the student’s consent.

*Other Administrative Requirements* – By the time the practicum student begins their experience they will have obtained professional liability insurance. They will also have met with you and completed the *Practicum Site Agreement* that outlines the responsibilities of both the university and the program. Please let the student know if your department has any additional requirements.

# What is expected of the Site Supervisor?

*Credentials* – The site supervisor must be a member of the student affairs profession with a Master’s degree in Student Development in Higher Education or Student Personnel with an strong emphasis in counseling and at least two years of professional experience. **(If the supervisor does not have this requirement, a co-supervisor may be put in place and will help with supervision.)**

*Work Site* – Most of the program responsibilities are outlined in the Practicum Site Agreement. The site supervisor should provide the practicum student with opportunities to engage in a full variety of student affairs, student services and student development activities. The practicum student will need adequate workspace, telephone, computer, office, supplies, and staff to conduct professional activities. In addition, practicum students should be provided with opportunities to become familiar with the full range of professional activities and resources.

*Face-to-Face Supervision* – In addition to receiving supervisory oversight while the practicum student is working, site supervisors should provide a minimum of one hour of face-to-face supervisory contact each week. This is a time for you to review the student’s work, offer ongoing feedback, and assist the student in connecting their academic course work and their practical experiences. It also allows the student time to reflect on the experience, ask questions, and clarify expectations.

The weekly supervisory meeting is one of the most critical aspects of your supervisee’s training experience, and for this reason we strongly recommend these meetings be held at a regularly specified time. (if a co-supervisor is added they would need to meet with the student at least bi- monthly for a 15-week semester or at least 3 times over an 8-week semester.)

*Site Supervisor’s Evaluation* - In addition to being a supervisor, mentor, and advocate to your practicum student, you will also have an evaluative role. You will provide a written evaluation of the student’s performance on the “*Final Site Supervisor’s Evaluation*” form. CCSU collects student evaluation data through a web-based system. You will receive an email which provides a direct link to the evaluation website. Please complete the evaluation, print a copy for your records, and submit an electronic copy on-line through the system. Your evaluation will figure prominently in the student’s final grade. Evaluations will be completed at the end of the Spring and Summer semesters respective of when the student is in practicum.

 ***What is expected of the University?***

*Weekly Seminar* - A faculty supervisor will be meeting with the practicum student in a weekly seminar. During the seminar, students will have an opportunity to discuss their experiences with each other and receive additional supervision from the department faculty.

*Site Visits* – The faculty supervisor will be contacting you to arrange at least one site visit per practicum student to discuss the practicum student’s progress and address your questions and concerns.

Communication – If at any time you have questions or concerns regarding the program requirements, your responsibilities, or the practicum student, please contact the Program Coordinator. If you have immediate concerns about your practicum student please contact the students' Faculty Supervisor/Practicum class instructor, each student should provide you with this persons’ contact information at the beginning of each semester.

On behalf of CCSU and the Department of Counselor Education and Family Therapy, we thank you again for your role in training future generations of competent and ethical student development in higher education professionals.

Sincerely,

Dr. Jelane A. Kennedy, LPC, LMHC, NCC

Pronouns: they, them, their, she, her

Professor

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