

Thomas University
Graduate Level Fieldwork
Division of Counseling & Psychology

Achieve Success!

Required Hours

- Practicum:
 - **100** hours
 - 6-7 hours/week -- fall or spring semester
 - 10 hours/week --summer semester
- Internship (I, II, or III)
 - **450** hours
 - 28 hours/week -- fall or spring semester
 - 40 hours/week --summer semester

40% of the total hours must be spent providing direct services to person's with physical and/or mental disabilities utilizing graduate counseling skills for individuals with disabilities or at-risk populations.

Faculty Supervision

- When do I join my faculty supervisor's course?
 - Day one of the semester
 - It is critical to go to the course link immediately at the beginning of the semester
- How often will I meet with my faculty supervisor?
 - Weekly for 1.5 hours
 - Your faculty supervisor will determine the day of the week for students to come together on-line for supervision
 - Students must have the required hardware and software to join remotely. Plan ahead!

All students must join by camera on Zoom. A link will be provided in Canvas.

Attendance is MANDATORY!

Faculty Supervision

- Weekly sessions with the faculty supervisor are mandatory, not optional.
 - Attendance is factored into the final grade
- Your faculty supervisor will provide you with the fieldwork manual and information regarding completing of case logs on Typhon. This format must be adhered to throughout ALL fieldwork courses.
 - Case logs must be completed on Typhon weekly
 - Timely submission of logs is essential to pass the course

Do not wait to complete case logs at a later date. This inconveniences your site supervisor and creates unnecessary work tracking your hours.

BE TIMELY in your submissions!

Liability Insurance/ Miscellaneous Fees

- Students are responsible to purchase/hold liability insurance throughout all fieldwork courses
- A copy of the coverage needs to be sent to the Division and must be available upon request by the fieldwork site/agency
- Options:
 - <http://nrca-net.org/Liability1.html>
 - <http://www.hpsso.com/students/studentindex.php3>
 - www.proliability.com

Agency

- Weekly supervision by your site supervisor is a requirement. Plan to meet for one hour week.
- Your site supervisor will complete all your case log approvals in Typhon.
- Case logs need to be completed daily in Typhon so that your site supervisor can approve hours in a timely manner.

Tips for Success at the Fieldwork Site

- Work on establishing a concrete work schedule ASAP.
- Ask your supervisor for his/her preferred mode of communication (e-mail, phone, etc.)
- Work hard to make a positive first impression.
- Arrive at least five minutes early, stay five minutes late.
- Dress for success.
- Be accountable and professional at all times.
- Follow through with all commitments.

Tips for Success at the Fieldwork Site

- Implement and use organizational aids.
- Find out how to handle emergencies at the fieldwork site.
- Express appreciation for the fieldwork opportunity.
- Ask how you can help.
- Keep track of your hours on Typhon in a timely manner.
- Make sure your liability insurance is in place and effective throughout the course.
- Seek out your faculty supervisor should you experience any issue at your agency.

Consider How your Fieldwork can Positively Impact Your Future!

- Remember, your role is not unlike that of an employee.
- Your hard work and efforts may be rewarded with excellent letters of reference.
- Or, you may be:
 - in the right place
 - at the right time
 - with the right work ethic

to be hired as a permanent employee!

Technical Assistance/ Support

Fieldwork Coordinator

Thomas University

Division of Counseling & Psychology

229-226-1621