



Thomas University  
Graduate Level Fieldwork

Division of Social and Behavioral  
Science  
Master of Science in Counseling

*Tips for Success*

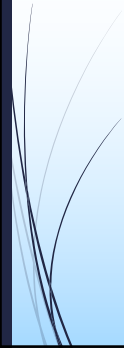
# Required Hours

| Practicum                                                                                                                            | Internship (I, II & III)                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• 100 Hours</li><li>• 6-7 hours/week (Fall or Spring)</li><li>• 10 hours/week Summer</li></ul> | <ul style="list-style-type: none"><li>• 300 hours</li><li>• 18.75 hours/week (Fall or Spring)</li><li>• 30 hours/week Summer</li></ul> |

40% of the total hours must be spent providing direct services to persons 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 first group supervision session?**

- Day one of the semester. Check your instructor's syllabus and Canvas site to find the day and time that supervision meets, as well as the Teams link.
- Supervision will meet on the same day and time throughout the semester.

- **How often will I meet with my faculty supervisor?**

- Once a week, for 1.5 hours
- Supervision is a time to work collaboratively with other students and the supervisor to learn from each other's experiences. Be respectful and courteous of each other.

- **Am I required to be on camera on Teams?**

- Yes. This is a counseling program which requires the instructor and students to be able to see one another and share in the supervision experience. Do not plan other work, family, or site obligations during the time of supervision. Your undivided attention is required.
- Attendance at every supervision session is mandatory. Only extenuating circumstances will be excused if discussed with the instructor first.



# Fieldwork Policies

- Attendance is factored into the final grade. More than 2 unexcused absences in a semester will result in an Unsatisfactory grade. Please discuss all attendance questions with your instructor well in advance.
- The Student Handbook & Fieldwork Manual will be available in your course Canvas Site, as well as on the Counseling Connections Canvas Site.
  - All fieldwork policies are outlined in the manual and strictly adhered to.
  - If you have any questions about this information, please ask your Faculty supervisor.
- Time logs must be completed in ELC **weekly**. Do NOT keep track of your hours on paper thinking you will enter all your hours into ELC at the end of the semester at one time. This inconveniences the faculty and site supervisor and delays calculating total hours, as well as your grade.



# Site Supervision

- Weekly supervision by the site supervisor is a requirement
  - Schedule a meeting for one hour each week
  - This time will get logged in ELC under “supervision.”
  - \* Note: Time spent in group supervision with your TU faculty supervisor will **not** be logged into ELC.
- Site Supervisors will electronically sign all student time logs in ELC.
- Time needs to be logged daily by the student in ELC so that site supervisors can approve hours at the end of each week.
- If your site supervisor does not agree with the time logged, they can “request changes” and send the time sheet back to you.



## Tips for Success at the Fieldwork Site

- Establish a work schedule ASAP to ensure the site knows when to expect you.
- Ask the site supervisor for their preferred mode of communication (email, phone, etc.)
- Work hard to make a positive first impression.
- Be accountable and professional at all times.
- Follow through with all commitments.
- You are a representative of Thomas University. The reputation of our program is reinforced by positive fieldwork experiences by our students.



# Tips for Success at the Fieldwork Site

- Find the best method to organize your time and tasks.
- Determine the best way to handle emergencies at the fieldwork site.
- Express appreciation for the fieldwork opportunity.
- Ask how you can help.
- Work with as many people on site as you can to learn all aspects of the agency.
- Attend staff meetings as allowed. These are informative in developing your future career.
- Don't be afraid to try new things. This is the time to learn, and make mistakes.
- Seek out your faculty supervisor should any issues occur at your field placement.
- Your fieldwork experience should be a positive one. If at any time you are dissatisfied with the site, site supervisor or co-worker, please let your faculty supervisor know so the situation can be resolved in the most reasonable and respectful manner possible.
- Program faculty and administrators are here to support YOU!



## Consider How 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!



# Remediation Policy

- In the event that a student demonstrates below average clinical skills or professional conduct on their site, a remediation plan may be implemented.
- If a student's professional conduct results in the removal from their site, an internal audit will take place by the Faculty instructor to determine the extent of the issue and whether remediation is indicated.
- Removal from a site due to unprofessional behavior and/or lack of clinical skill will result in an automatic unsatisfactory grade and possible dismissal from the program at the Division Chair's discretion.
- \*Full remediation policies are detailed in the Fieldwork Manual.



# Technical Assistance/ Support

- **Fieldwork Coordinator**

**Thomas University**

**[vroberts@thomasu.edu](mailto:vroberts@thomasu.edu)**

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