

Counseling Practicum Competency Checklist

Updated July 2015

Student Name: _____ Semester/Year: _____ Site: _____

Supervising Faculty/Instructor: _____

Rating scale: 1 – inadequate demonstration of skill (i.e., below expectation for Practicum level)

2 – adequate demonstration of skill (i.e., meets expectation for Practicum level)

3 – exceptional demonstration of skill (i.e., above expectation for Practicum level)

Helping Relationships -Basic Counseling Skills (Section I)	Skill Level		
	1	2	3
1. Listens carefully and communicates understanding to client.			
2. Is genuine and warm with client.			
3. Is respectful of and validates the client.			
4. Displays knowledge and skills appropriate to the client’s cultural and social context.			
5. Displays knowledge and skills appropriate to the client’s developmental context.			
6. Appears comfortable with a variety of feelings/and or issues shared by the client as demonstrated by the ability to hold the session in an emotional space.			
7. Demonstrates appropriate use of feeling reflections including appropriate delivery and accuracy.			
8. Appropriate use of paraphrases, content reflections and summaries including appropriate delivery and accuracy.			
9. Appropriate use of questions, probes, and accents including appropriate timing, concreteness, accuracy and brevity.			
10. Appropriate pacing of session/ responses.			
11. Appropriate use of silences			
12. Avoidance of advice-giving and inappropriate problem-solving.			
13. Demonstrates ability to address termination issues with client.			

Helping Relationships -Advanced Counseling Skills (Section II)	Skill Level		
	1	2	3
1. Demonstrates ability to identify patterns and use these as a basis for interventions.			
2. Demonstrates use of advanced-level empathy delivered accurately and appropriately.			
3. Uses humor cautiously and only as appropriate.			
4. Uses self disclosure cautiously and only as appropriate.			
5. Appropriate use of immediacy.			
6. Appropriate use of confrontation.			
7. Offers client feedback, even when it may be difficult for client to hear. Feedback is appropriate and offered respectfully/appropriately.			
8. Uses counseling interventions that are consistent with theoretical understandings of client and client concerns.			
9. Upholds an orientation towards wellness and prevention when working with client.			

Assessment & Intervention Planning Skills (Section III)	Skill Level		
	1	2	3
1. Is able to organize client information (intake, assessment tools, clinical interview) into understandings of client and client concern.			
2. Integrates cultural and/or developmental issues into the assessment.			
3. Integrates contextual and/or systemic factors into the assessment.			
4. Is able to recognize normative/developmental from problematic behavior/understandings/functioning.			
5. Is able to construct appropriate theoretical conceptualization of client issues.			
6. Is able to identify appropriate process goals congruent with the theoretical conceptualization.			
7. Is able to identify appropriate outcome goals congruent with the theoretical conceptualization.			

Personalization Skills (Section IV)	Skill Level		
	1	2	3
1. Demonstrates insight into own intrapersonal style.			
2. Demonstrates insight into own interpersonal style.			
3. Demonstrates insight into the interaction between student's intrapersonal and interpersonal style.			
4. Demonstrates awareness of diversity and multicultural issues including his/her/zer own biases. This awareness is evidenced by conversations with supervisor and peers.			
5. Is willing to take risks and explore how student is affected by client or client issues in supervision.			
6. Appropriately participates in feedback exchange with peers and supervisor (i.e., giving feedback, hearing feedback, and incorporating feedback into subsequent client work) during supervision sessions as evidenced by implementation of feedback with clients and peers.			
7. Appropriately applies feedback to subsequent sessions as evidenced by conceptualization and interventions with clients.			
8. Recognizes own limitations and seeks additional supervision when unsure of how to proceed.			

Professional Skills (Section V)	Skill Level		
	1	2	3
1. Demonstrates a knowledge of and ability to abide by ACA ethical and legal standards.			
2. Client records completed correctly and professionally.			
3. Client records filed appropriately (locked/on-campus file).			
4. Student on time to all campus class and supervision meetings.			
5. Student on time for all counseling sessions.			

Contextual Skills (Section VI)	Skill Level			
	1	2	3	n.a.
1. Demonstrates sensitivity to diversity and multicultural issues including one's own biases during counseling sessions. This is evidenced in participation in these discussions in supervision or the counseling session.				
2. Demonstrates understanding of diversity and multicultural issues as evidenced by conceptualization of client and interventions utilized during sessions.				
3. Intervenes appropriately in cases of suicide ideation.				
4. Promotes client self-advocacy (understanding of access to a variety of community resources).				
5. Engaged (practicum student) in system and community advocacy.				
6. Able to use the DSM assessment system to understand client concerns.				
7. Recognizes own limitations & makes referrals as appropriate (with supervision).				
8. Works with others in client's community (referral/consultation/collaboration).				
9. Other:				

Comments relevant to strengths of student:

Comments relevant to areas that are challenging the student:

This checklist should be completed and signed by the UVM Supervisor and reviewed and signed by the student. The original will be kept in the student's permanent file.

UVM Supervisor/Instructor Signature *Date*

Practicum Student Signature *Date*

To be completed by UVM Supervisor at end of the semester:

Student Name: _____ Semester: _____

____ Passed Practicum

____ Did Not Pass Practicum (Will be required to enroll in an additional Practicum course prior to internship.)

Original: Student's Permanent File

CACREP Standards –Practicum Skills Summary Page

Key Assessment Practicum Competency Checklist Summary	Skill Level			
	Does Not Meet Standard	Meets Standard	Exceeds Standard	Not Avail at Site
Common Core Professional Orientation/Ethical Practice (1) e. <i>(Rating from: Section IV 1-8)</i>				
Common Core Professional Orientation/Ethical Practice (1) j. <i>(Rating from: Section V 1)</i>				
Common Core Helping Relationships (5) a. <i>(Rating from: Section II 9)</i>				
Common Core Helping Relationships (5) b. <i>(Rating from: Section I 1-13 & Section IV 1-8)</i>				
Common Core Helping Relationships (5) c. <i>(Rating from: Section I 1-13 & Section II 1-9)</i>				
Common Core Helping Relationships (5) d. <i>(Rating from: Section II 1,8 & Section III 1-7)</i>				
Mental Health Counseling, Prevention & Intervention – Skills & Practice (D) 2. <i>(Rating from: Section I 4, Section III 2,3, Section VI 1-8)</i>				
Mental Health Counseling, Prevention & Intervention - Skills & Practice (D) 5. <i>(Rating from: Section I 4, Section III 2,3, Section VI 1-8)</i>				
Mental Health Counseling, Prevention & Intervention - Skills & Practice (D) 7. <i>(Rating from: Section V 1-3)</i>				
Mental Health Counseling, Prevention & Intervention - Skills & Practice (D) 9. <i>(Rating from: Section IV 1-8 & VI 7)</i>				
Mental Health Diversity & Advocacy - Knowledge (E)1. <i>(Rating from: Section I 4 Section III 2,3 & Section VI 1,2)</i>				
Mental Health Diversity & Advocacy - Knowledge (E)2. <i>(Rating from: Section I 4, III 2,3 IV 4 & VI 1,2)</i>				
Mental Health Diversity & Advocacy - Knowledge (E) 3. <i>(Rating from: Section VI 1, 2,4)</i>				
Mental Health Diversity & Advocacy – Skills & Practice (F) 3. <i>(Rating from: Section VI 1, 2)</i>				
Mental Health Assessment – Knowledge (G)1. <i>(Rating from: Section III 1-7)</i>				
Mental Health Assessment – Skills & Knowledge (H) 2. <i>(Rating from: Section III 1-7 & VI 3,6)</i>				
School Counseling Counseling, Prevention & Intervention– Skills & Practice (D) 1. <i>(Rating from: Section I 4,5, Section III 2,3 Section IV 4 & Section VI 1,2)</i>				
School Counseling Counseling, Prevention & Intervention– Skills & Practice (D) 5. <i>(Rating from: Section IV 1-8 & Section VI 7)</i>				
School Counseling Diversity & Advocacy– Skills & Practice (F) 1. <i>(Rating from: Section VI 1,2)</i>				

	Does Not Meet Standard	Meets Standard	Exceeds Standard	Not Avail at Site
School Counseling Diversity & Advocacy– Skills & Practice (F) 2. <i>(Rating from: Section VI 4,5)</i>				
School Counseling Diversity & Advocacy– Skills & Practice (F) 3. <i>(Rating from: Section VI 4,5)</i>				
School Counseling Assessment – Skills & Practice (H) 2. <i>(Rating from: Section III 1-7)</i>				
School Counseling Assessment – Skills & Practice (H) 3. <i>(Rating from: Section III 1-7)</i>				

**Key Assessment Data Summary Chart
Class Information Report**

Practicum Competency Checklist

Course: Practicum

Semester:

Instructor:

Number of Students in Class:

Standard	Competency Level - # of students			% Met or Exceeded
	Not Met	Met	Exceeded	
Common Core Professional Orientation/Ethical Practice (1) e.				
Common Core Professional Orientation/Ethical Practice (1) j.				
Common Core Helping Relationships (5) a.				
Common Core Helping Relationships (5) b.				
Common Core Helping Relationships (5) c.				
Common Core Helping Relationships (5) d.				
Mental Health Counseling, Prevention & Intervention - Knowledge (C) 6.				
Mental Health Counseling, Prevention & Intervention – Skills & Practice (D) 2.				
Mental Health Counseling, Prevention & Intervention - Skills & Practice (D) 5.				
Mental Health Counseling, Prevention & Intervention - Skills & Practice (D) 7.				
Mental Health Counseling, Prevention & Intervention - Skills & Practice (D) 9.				
Mental Health Diversity & Advocacy - Knowledge (E)1.				
Mental Health Diversity & Advocacy - Knowledge (E)2.				
Mental Health Diversity & Advocacy - Knowledge (E) 3.				
Mental Health Diversity & Advocacy – Skills & Practice (F) 3.				
Mental Health Assessment – Knowledge (G)1.				
Mental Health Assessment – Skills & Knowledge (H) 2.				
Mental Health Assessment – Skills & Knowledge (H) 2.				

Standard	Competency Level - # of students			% Met or Exceeded
	Not Met	Met	Not Met	
School Counseling Counseling, Prevention & Intervention– Skills & Practice (D) 1.				
School Counseling Counseling, Prevention & Intervention– Skills & Practice (D) 5.				
School Counseling Diversity & Advocacy– Skills & Practice (F) 1.				
School Counseling Diversity & Advocacy– Skills & Practice (F) 2.				
School Counseling Diversity & Advocacy– Skills & Practice (F) 3.				
School Counseling Assessment – Skills & Practice (H) 2.				
School Counseling Assessment – Skills & Practice (H) 3.				