

**Guidelines for Site Supervisors  
of Practicum Students  
Wake Forest University Department of Counseling**

Thank you for your willingness to serve as a site supervisor for the Practicum experience of one of our Wake Forest University Counseling students. Your willingness to provide expert professional supervision is an important contribution to his or her professional development.

A Practicum student is a second semester student who has successfully completed basic skills training and other courses totaling at least 17 semester hours. It is the judgment of this faculty that he or she possesses the necessary skills to begin working with individual or group clients under your supervision. Site supervisors are asked to meet with the practicum student for at least thirty minutes a week to review the students work and to be available for consultation as needed. Each practicum student also has a faculty supervisor with whom he/she meets for one hour a week individually or in pairs for one ½ hours a week in group supervision with other Practicum students.

The Department of Counseling requires that a Practicum student spend a total of 165 hours (an average of 11 hours per week for 15 weeks) on site. At least 65 of the 165 hours should to be spent in direct contact with individual or group clients. It is very important that the student have opportunity to tape interactions with clients for review and discussion with both you and his/her Faculty Supervisor. For the balance of the time spent on site, our hope is that the student will be as fully involved as possible in the activities of the site such as staff meetings, consultations, continuing education, and observation. A more detailed specification of Practicum requirements is contained in the "Overview of CNS 738: Counseling Practicum" which is included in your packet.

At the end of the semester, we will ask you to complete a written evaluation of the Practicum student. A copy of the evaluation form is included for your review. Another one will be provided to you toward the end of the internship experience.

Please contact Dr. Donna Henderson at 758-1890, Dr. Laura Veach at 758-6998, Dr. Debbie Newsome at 758-3492 or Pamela Karr at 758-4932 at any time during the semester if you have questions or need additional information.

Thank you again for being a site supervisor for one of our counseling students!