Date:

Practicum Training Coordinator:

Dear ______):

The purpose of this letter is to formalize the doctoral practicum placement for ___ for the [Specify semester, year].

All practicum placements for Counseling Psychology doctoral students are asked to provide:

(a) A minimum of 2 hours/week of formally scheduled supervision. One hour must be individual and the remaining hour can be provided by case conference or group supervision format.

(b) A review of at least 4 samples of work with clients which must be direct observation: co-therapy, two-way mirror room, streaming video, or video recording. Note: Audio recording alone is not sufficient.

(c) Completion of a final evaluation at the end of each semester. Please return it to the Counseling Psychology Department by [relevant date for given semester].

(d) Space, support services and equipment appropriate to the student’s activities.

Practicum placements vary from 15-20 hours per week. Weekly, 1-hour minimum formally scheduled supervision with a licensed psychologist is required. Supervision may additionally be offered in group format, or by psychology interns or post-docs if the training so offers. Specific responsibilities for practicum students include individual, couples and/or group counseling, assessment and/or consultation.

In 2013 the two primary training counseling, CCPTP for Counseling Psychology and CUDCP for Clinical Psychology endorsed the following as minimum preparation for the predoctoral psychology internship:

Trainee completed at least 450 face-to-face, program-sanctioned, verified graduate practicum hours of assessment/intervention that includes evidence-based practice and at least 150 hours of supervision by a licensed psychologist or other mental health professional (as appropriate for the jurisdiction). Supervision was delivered according to accepted individual or group models and included observation of the trainee’s work.
Training in professional psychology over the past several years has been moving towards a competency based model of trainee evaluation. This model endeavors to provide an evidence-based assessment of trainee competencies which we are identify as Training Goals and Learning Outcomes, which are enclosed.

Further to that end, in the APA’s new Standards of Accreditation, “…practicum evaluation must be based in part on direct observation of the practicum student and her/his developing skills (either live or electronically)”, as noted above. [https://www.apa.org/ed/accreditation/about/policies/standards-of-accreditation.pdf](https://www.apa.org/ed/accreditation/about/policies/standards-of-accreditation.pdf) (Retrieved electronically 2/29/16)

In addition, we thought it would be helpful in advance of evaluating our trainees for you to see the evaluation form in order to know what to be looking for as the semester progresses. Students also evaluate their training sites and we felt it would also be useful for you to see the dimensions they will be using to reflect upon their experiences with you in your professional setting.

In accordance with APA accrediting standards, we would like to request that you send us a current vita that we may keep on file or you can send it by email to Vicki.Railing@mail.wvu.edu or give it to your supervisee to deliver to us.

Two copies of this letter are enclosed, one for your records, and one to be signed and returned to me in the enclosed envelope.

Thank you for agreeing to provide practicum training for [student] Please let me know if questions or concerns arise during the semester (James.Bartee@mail.wvu.edu; 304-293-2227).

Sincerely,

James W. Bartee, Ph.D.,
On-Campus Practicum Supervisor
Licensed Psychologist; Teaching Assistant Professor

__________________________  Date:__________
Signature of Practicum Site Supervisor/Coordinator