

## Practicum Documentation

At the end of each semester of practicum, you will submit your completed log and a summary form. Your site and University supervisors should sign and date both. You will keep the log with your records and the summary form will go into your departmental file with the completed practicum contract and evaluation forms. The following is a list of specific practicum information required by APPIC when applying for internship. It is recommended that you use these guidelines when completing your log. Please refer to the APPIC website (<http://www.appic.org/>) for more detailed and current requirements.

### Assessment

Document direct assessment hours, which includes test administration and feedback sessions, under one of the categories below. Time spent for preparation, scoring, interpretation, and report writing is not included here. Keep a current list of all tests administered, how many of each, and whether you wrote a corresponding report.

1. Psychodiagnostic test administration (e.g., IQ, achievement, objective measures, personality tests, projectives)
2. Neuropsychological assessment

### Intervention

Report number of hours in direct service to clients according to the categories listed below. You will need to know the number of different individuals or groups that you served; for example if you provided individual counseling to one student and also conducted three different social skills groups, you would have 1 individual and 3 groups.

1. School counseling interventions (includes consultation, direct intervention, and other - specify)
2. Group therapy
3. Individual therapy
4. Career counseling
5. Family therapy
6. Couples therapy
7. Other - describe (medical/health, substance abuse, intake/structured interview, milieu therapy)

### Other Psychological Experience

1. Supervision of other students performing assessment or intervention
2. Program development/outreach programming
3. Systems intervention or organizational development
4. Other - specify

### Support Activities

Record number of hours of indirect service, which includes: chart/record review, test scoring, writing reports or progress notes, planning interventions, consulting with others about cases (client is not present), video/audiotape review, didactic instruction (e.g., grand rounds, seminar). These hours do not need to be categorized, but you may want to be specific in your log in case the information is requested at a later date.

### Supervision

Three categories of supervision are identified. Supervision is differentiated by a focus on specific cases, with the intent of overseeing those cases.

1. Regularly scheduled, individual, face-to-face supervision
2. Group supervision (seminar time spent in case discussion)
3. Peer supervision

### Client and Setting Characteristics

In addition to logging number of hours engaged in assessment/intervention, support, and supervision activities, you need to keep a record of the following.

1. age of client
2. gender (male/female/transgendered)
3. race/ethnicity
4. disability/diagnosis (physical/orthopedic, vision, hearing, learning/cognitive, developmental disability, serious mental illness which includes severe developmental disability, other – specify); may include more than 1 designation
5. setting (schools, inpatient hospital, outpatient medical/psychiatric clinic, community mental health center, University counseling center, child guidance clinic, departmental clinic, forensic/justice setting, military, other – specify)

### Additional Notes on APPIC Requirements

1. A practicum hour is actual time, not semester hour; a 45-50 minute session can be counted as a full hour.
2. Practicum hours are mutually exclusive – you may not count an activity under more than one category (assessment/intervention, support, or supervision).
3. Practicum is defined as formal training sanctioned by the University program for which you receive academic credit and supervision.
4. Other clinical or professional experience may be documented in a manner similar to but separate from practicum hours.
5. In listing specific tests administered, you may combine numbers from practicum, work, and research experiences (but not practice administrations).
6. In addition to number of reports written for specific tests administered, APPIC asks for the number of integrated reports written, which includes: history, interview, and at least two tests administered.
7. Teaching experiences also may be documented.

### Practicum Summary Form

The summary should include:

1. Your name, semester/year, site, site supervisor's name, and University supervisor's name
2. Site description: a narrative describing the location and type of setting, characteristics (age, disability, etc.) of the clients you served, and kinds of training experiences (e.g., assessments instruments used and types of interventions).
3. A list of direct contact (assessment/intervention), indirect contact (support), supervision, and total practicum hours

Practicum Summary Form

Student Name: \_\_\_\_\_  
Semester: Fall Year: \_\_\_\_\_  
Site: \_\_\_\_\_  
Site Supervisor Name: \_\_\_\_\_  
University Supervisor Name: \_\_\_\_\_

---

Site Description: (include location, type of setting, characteristics of clients, and types of training experiences) \_\_\_\_\_

---

Summary of practicum hours:

Direct contact (assessment/intervention) = \_\_\_\_\_  
Indirect contact (support) = \_\_\_\_\_  
Supervision: Individual = \_\_\_\_\_  
                  Group = \_\_\_\_\_  
Total Hours = \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Supervisor Signature

\_\_\_\_\_  
Date