



ASPEN
UNIVERSITY

2023-2024

**Master of Arts in
Psychology and
Addiction Studies
Handbook**

4615 East Elwood Street
Phoenix, AZ 85040

Student Responsibilities

Students can find information on the Program Learning Goals and degree requirements for this program in the Academic Catalog.

Student responsibilities are as follows:

- Suggest a field supervisor to their faculty based on geographic need, field supervisor qualification, reputation, and availability.

- Provide the field supervisor with the Field Supervisor Handbook (which contains course objectives and appropriate evaluations tools).

- Complete and submit the Field Supervisor Agreement Form (the “Intent of Relationship” form establishing your field supervisor’s willingness to serve as a field supervisor, along with the signature of administrative representative or business manager)

- Assist in collection of legal and contractual documents (Field Supervisor Profile and curriculum vitae/resume, and the Clinical Site Agreement) prior to beginning the clinical experience.

- Submit a completed student profile and curriculum vitae/resume, and individualized learning objectives to the field supervisor on or before the first clinical day.

- Establish a mutually agreeable schedule for clinical time with the field supervisor. They will come to the clinical experience prepared to perform in accordance with assigned learning activities in accordance with course.

- Fulfill all agency requirements prior to starting the practicum. This may include liability insurance (1 million/3 million), criminal background checks, and drug screens.

- Follow policies and procedures established in the field supervisorship site and will keep the field supervisor informed about learning activities.

- Participate in conferences with the field supervisor and Faculty Mentor to discuss progress, problems, and learning needs.

- Maintain accurate records of clinical time and experiences on the Clinical Hours Tracking Log (CHTL). This document will be completed, including the field supervisor’s signature each day the student is in the clinical site. The original CHTL will be submitted to the Faculty Mentor at the end of course 1 (Week 8) and at the completion of course 2(Week 16). Retain a copy for your records.

- Complete and submit the Site Evaluation and Field Supervisor Evaluation at the end of the course.

Specific Details Pertaining to Student Responsibilities

It is important for students to recognize their role as a graduate student and their responsibilities to the clinical site and field supervisor. The student can optimize their clinical learning experience by following these guidelines.

Selection of Field Supervisor

Students suggest a field supervisor to the faculty based on geographic need, field supervisor qualification, reputation, and availability. All field supervisors and clinical sites must be approved by the faculty prior to a final agreement with the field supervisor. The field supervisor must have a minimum of two years of counseling experience and a master’s degree. The field supervisor's credentials to practice in the state of the clinical practice site and a CV must accompany the students' request for field supervision. Contracts with the field supervisor and the clinical agency must be in place prior to the student being on site for clinical.

Interview with Field Supervisor

The student should set up an appointment to meet with the field supervisor prior to beginning practicum hours. The student should go to the meeting prepared with the Student Profile, a resume, written individualized clinical objectives, and liability insurance (If needed).

Negotiation of Clinical Hours

Students are to negotiate acceptable hours with the field supervisor prior to starting clinical practicum. The student is expected to accommodate the field supervisor's availability and schedule. The student's personal and work schedules are expected to accommodate participation in the required number of clinical hours specified by the clinical course. A clinical calendar should be completed by the student and submitted to the faculty and field supervisor. Changes to the clinical schedule are provided in writing to the field supervisor and the faculty.

Preparation for Practicum

The student is expected to prepare for the practicum as recommended by the faculty and field supervisor. This preparation includes developing individual learning objectives, conferring with faculty and field supervisor on areas of weakness that need to be refined, and seeking independent learning experiences that will provide the student with a higher level of self-confidence. The student is expected to prepare for the practicum by reading current reference and course materials for the educational challenges most often encountered by the field supervisor. Subsequent clinical day's preparation should include reading appropriate reference material to expand knowledge regarding situations encountered by the student during the practicum hours.

Evaluation of Clinical Site and Field Supervisor

The student's evaluation of their practicum experience and the expertise of the field supervisor is required at the end of each clinical experience. The Site Evaluation and Field Supervisor Evaluation must be submitted at the completion of the course.

Confidentiality of Information

The student will maintain confidentiality while communicating data, plans, and results in a manner that preserves the dignity and privacy of the client and provides a legal record of care. For purposes of accreditation, students will assemble certain information in relation to

their participation in the care of patients, but subsequent use of the information will be in redacted form meeting HIPAA Limited Data Set requirements.

When recording data to document student experiences, the student will remove any patient identifying data identified as "Limited Data Sets." Limited Data Sets are Protected Health Information (PHI) with the following 18 identifiers regarding the patient, the patient's employer, the patient's relatives and the members of the patient's household removed from it: 1) Names; 2) All geographic subdivisions smaller than a state; 3) All elements of dates (except year) for dates directly related to an individual; 4) Telephone numbers; 5) Fax numbers; 6) Electronic mail addresses; 7) Social Security numbers; 8) Medical record numbers; 9) Health plan beneficiary numbers; 10) Account numbers; 11) Certificate/license numbers; 12) Vehicle identifiers and serial numbers, including license plate numbers; 13) Device identifiers and serial numbers; 14) Web Universal Resource Locators; 15) Internet Protocol (IP) address numbers; 16) Biometric identifiers, including voice and finger prints; 17) Full face photographic images and any comparable images; and 18) Any other unique identifying number, characteristic or code.

Certified as true and correct in content and policy by

Joanne Weiss, Provost

August 31, 2023

Clinical Setting

Clinical Setting Selection

Students will identify practicum sites and field supervisors based on appropriateness to the required learning outcomes with the approval of the Practicum Faculty.

Specific Policies for Students in Clinical Facilities

- Professional apparel that meets agency guidelines is expected.
- The student will work within the policies of the agency and maintain a constructive relationship with the agency.
- The student is required to supply health information to facilities as requested.
- The student should wear a name badge which identifies her or his status as graduate student if required.
- The student is responsible for her or his individual costs related to clinical experiences.
- Aspen University provides general liability coverage for students. If required by the field supervisor site, the student must secure coverage of any excessive liability insurance (1 million/3 million) prior to commencement of the first clinical practicum course.

General Guidelines Regarding Clinical Practicum

- Participation in approved clinical experiences at the required number of hours for each specific course; student must be prepared, active, informed, accountable, and professional.
- Demonstration of effective and appropriate communication skills.
- Demonstration of effective and appropriate documentation on client's records, dictation, and clinical logs, including correct spelling.
- Completion of clinical logs documenting variety of experiences using the required system.
- Clinical conferences with instructor.

- Completion of personal/professional objectives along with self-evaluation of progress.

Attendance at Clinical Experiences

Students are to negotiate acceptable hours with the field supervisor prior to starting clinical practicum. The student is expected to accommodate the field supervisor's availability and schedule. Students are expected to treat the agreed upon clinical hours as they would a place of employment. If the student is to be absent for a scheduled clinical day due to illness or emergency, the field supervisor will be notified prior to the beginning of the clinical day. The student should negotiate the procedure for contacting the field supervisor in case of absence prior to starting clinical practicum. Make-up hours are then to be negotiated. Students also must contact the faculty promptly.

Students are required to keep a log of completed clinical hours and have the field supervisor sign the log each clinical day. Specific intervals required are set by each course. If the student is not attending as scheduled, the faculty must be notified promptly.

Clinical Forms and Evaluation Tools

Clinical Site Agreement

Field Supervisor Intent of Relationship

Field Supervisor Profile

Student Profile

Field Experience Hours Tracking Log

Site Evaluation

Faculty Responsibilities

Faculty Services:

Make student/field supervisor assignments.

Faculty Mentor:

- Responsible for evaluating and providing feedback on student assignments as outlined in the study guides for each clinical course
- At the completion of the final practicum course, complete the Clinical Competence Scale, weighing input of both the Field Supervisor and the Faculty Mentor.
- Evaluate clinical sites and field supervisors for appropriateness of learning experiences Review all documents related to the field supervisorship, including the:
 - Field Supervisor Intent of Relationship,
 - Field Supervisor Profile (and curriculum vitae), and
 - Clinical Site Agreement (Memorandum of Agreement).
- Arrange at least ONE teleconference with the field supervisor and student (jointly) during the practicum for evaluation purposes.
- Provide immediate consultation and/or support of the field supervisor when needs or problems are reported.
- Review completed Site evaluation and field supervisor evaluation forms at the end of the course, and making revisions as dictated by student feedback. Seek field supervisor input regarding the student's performance Document the student's progress and specify satisfactory/unsatisfactory completion of clinical experience based on the field supervisor evaluations (Student Performance Evaluation and teleconference) and the achievement of clinical objectives for the practicum experience. Specific Details Pertaining to Faculty and Field Supervisor Responsibilities: Field Supervisor & Site approval and verification of current contracts

All field supervisors and clinical sites must be

approved by the faculty prior to a final agreement with the field supervisor. The field supervisor must have a minimum of two years of counseling experience and a master's degree. An Addiction Counselor with a master's or doctoral degree and NAADAC certification is the optimal candidate. The field supervisor's credentials to practice in the state of the clinical practice site and a CV must accompany the students' request for field supervisorship. Contracts with the field supervisor/clinical agency must be in place prior to the student being on site for clinical.

Communication with Field Supervisors

The Faculty should contact the Field Supervisor prior to the onset of student clinical experience. Information that should be shared includes: course requirements; level of prospective student; time and method of regular communication; expectations of the Field Supervisor; method(s) of student performance evaluation. This information can be through written or verbal communication. The Faculty should verify that the field supervisor has received the following documents from the student: Field Supervisor Handbook, completed Student Profile, resume, and liability insurance (if required).

Evaluation of Student

The course syllabus and clinical evaluation forms include the requirements and evaluation criteria for successful student performance. Evaluations by the faculty, with input from the field supervisor are important components of the student performance. Open communication between the Course Faculty, field supervisor and student is essential. Faculty employ several methods including interactions with field supervisor, regular review of student's clinical logs documenting the student's clinical experiences and supportive evidence from the clinical field supervisor are utilized.

Evaluation of Clinical Site and Field Supervisor

The Program Director will complete a regular review of each field supervisor using information from student evaluations. These documents will be used for continued approval or removal as a field supervisor.