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Dear Practicum Student,

Thank you for choosing the Mental Health Associate of Applied Science as your major. This program was designed to provide you with the education and credential you need to transfer to a four-year institution or advance in your career in fields such as psychology, social work, child welfare, education, health , family services, gerontology, criminal justice, substance abuse, therapeutic recreation, and homelessness, among others.

As part of the requirements for this program, you must complete two MH 200: Practicum, Fieldwork in Mental Health/Human Services courses. These courses provide a continuous fieldwork experience in mental health and other human services. You will be assigned to a community human service facility and your participation is supervised by the class instructor and appropriate personnel at the facility.

This handbook is designed to answers questions you may have about policies and procedures pertaining to the MH 200 course. While this booklet can provide you with some important information, please do not hesitate to ask your instructor if you have any questions or concerns about your role as a practicum student.

Your dedication to the Mental Health Program is truly appreciated. Please know my door is always open if you have a concern about your practicum assignment. So please accept a warm welcome on behalf of the entire Mental Health Program faculty and staff, and I look forward to working with you during your time in this program.

Sincerely,

A handwritten signature in cursive script that reads "Charles Marcantonio".

Charles Marcantonio, Ph.D.

Before Class Begins

Practicum Orientation

The semester before you take MH 200, the program coordinator will come to one of your classes and give a practicum orientation. He or she will describe the MH 200 course and answer any question you may have. He or she will also provide forms for you to fill out that will assist in helping to find a placement for you. These forms are the Practicum Search Form and Sample Resume Template.

Completing Appropriate Forms

You must fill out the Practicum Search Form completely and turn it in as soon as possible. You must also create a resume and turn it in with you Practicum Search Form. The program coordinator will tell you during orientation when and where to turn these documents and how he or she can be contacted if you have any trouble completing them.

Contacting Agencies

After you turn in your forms and they are reviewed, you will be given a list of possible agencies to do your practicum. It is up to you to contact these agencies and set up an interview. You do not, however, have to choose an agency on the list. You can choose your own, as long as the majority of the population you are working with has mental health issues.

When you call these agencies make sure you:

- ❖ Speak professionally
- ❖ Identify yourself as Montgomery College student
- ❖ Ask to speak with the supervisor or whoever is responsible for hiring interns
- ❖ Explain the practicum program and that you are looking for clinical experience as an intern at their agency
- ❖ Arrange a time to meet and tour the agency
- ❖ Thank the person on the phone for their time

If you have trouble getting started, you may use this example:

“Hello, my name is (insert your name here). I am a student in the Mental Health Program at Montgomery College and I am interested in doing an internship at your agency. May I please speak to someone who can help me?”

When you speak to the supervisor you can say:

“Hello, my name is (insert your name here). I am a student in the Mental Health Program at Montgomery College and I am interested in doing an internship at your agency. I am looking for clinical experience working with populations dealing with mental health issues. If there is an opening, would it be possible for me to come in for an interview.

Be prepared to answer questions about the program, should the supervisor ask any. Example questions are:

- ❖ “What type of experience are you looking for?” Your response could be: “I am looking for an agency that could provide me with clinical experience working with mental health service delivery.”
- ❖ “What is the purpose of the internship?” Your response could be: “The purpose of the internship is to provide students with fieldwork experience in mental health service delivery.”
- ❖ “Why do you want to work here?” Your response could be: “I want to work here because I think this facility deals with a population that I am interested in learning more about and will also meet the needs of my internship requirements.”

No matter what the answer is please say Thank You. You are a representative of the college and therefore must be professional at all times.

Other Details

It is best to have at least 3 interviews to increase your chances of finding a position that you will like. Remember: You must start your internship no later than two weeks after the first class or you run the risk of being dropped from the course.

If you choose an agency that requires an orientation seminar and/or a background check before they hire you, you should complete this as soon as possible because, unless you have made other arrangements with your instructor, you will be expected to begin working no later than two weeks after the first class. If the agency is not returning phone calls or is taking too long, it is best to find another agency. It is your responsibility to find a practicum placement and start working. The program coordinator can assist you if you are having a hard time contacting an agency.

Beginning Your Practicum

In special circumstances students may be allowed to start their practicum before the beginning of classes. In order to be considered for this, you must first talk to your class instructor and get approval. You must complete all appropriate paperwork before starting your practicum. Hours completed before given approval by your class instructor will not be counted towards your 200 hour requirement.

By the end of the semester you will be required to have worked at least 200 hours at your practicum site. Anything short of 200 hours will result in a failing grade.

The First of Day of Class

What to Expect

On the first day of class the instructor will distribute syllabi, student contracts, and timesheets. The instructor will also review class policies, procedures, assignments, and expectations.

Syllabus and Other Paperwork

The syllabus contains the instructions for all your assignments and contact information for your class instructor. It is your responsibility to keep all paperwork distributed (i.e. contracts, timesheets, etc.). If you should lose or misplace these papers, it will be your responsibility to relocate them. The following documents can be found on our website:

www.montgomerycollege.edu/Departments/socscitp/

- ❖ MH200
- ❖ Sample Resume Template
- ❖ MH200 Syllabus
- ❖ Class Leader Guidelines Appendix A
- ❖ Appendix B
- ❖ Journal Review Appendix E Final Report
- ❖ MH Student Contract
- ❖ Timesheet
- ❖ Midpoint Evaluation
- ❖ Final Evaluation

Student Contract

A student contract must be completed as soon as you start your practicum. The contract must be filled out by your supervisor and turned into your class instructor as soon as possible.

The purpose of the contract is so that you know exactly what your responsibilities will be. In the contract, you and your supervisor will write down exactly what you will be responsible for during your time as an intern. Make sure you and your supervisor go over the contract so that you both understand all that is expected from you.

Your duties are required to be mostly composed of clinical tasks NOT clerical duties. Although you may need to make some copies and do some typing from time to time, these should not be your main responsibility. If your supervisor insists on putting you at the front desk or a similar position, let your class instructor know as soon as possible and be prepared for possibly having to locate another agency of adjustments cannot be made.

Before you sign the contract, make sure you are comfortable with your assigned tasks. It is best to have your contract completed before you begin working to minimize the chance for conflict and confusion. After the contract is completed, make sure to make a copy for you and your supervisor. The original should be turned in to your instructor.

Timesheets

The timesheet is your record of hours worked, therefore, it is important for you to keep an accurate record and get it initialed after each workday so that there are no disputes later on. Lost timesheets result in lost hours. At the end of the semester you will be required to turn in your timesheets with the necessary signatures.

Additional copies of blank timesheets can be printed from the Mental Health web site.

Starting Your Practicum

Professionalism

During your internship you are expected to conduct yourself in a professional manner at all times. This includes dressing appropriately, arriving to work on time, and being respectful to your supervisors and coworkers. Failure to do may result in your being dropped from the course.

Dress-Code

You should dress professionally on the day of your interview. During the interview, ask your supervisor about the appropriate dress code for the agency in which you will be working.

Confidentiality

At times, you may become privy to client information. Confidentiality is the most important principle in the mental health field; therefore, it is extremely important that you keep client information private.

Communication

As with any professional environment, communication is essential. Office gossip, openly complaining about supervisors and other non-professional behaviors are strongly discouraged. You are a representative of Montgomery College and therefore should conduct yourself in a professional manner at all times.

Conflicts with Supervisor

If any conflicts with your supervisor should develop, you are encouraged to discuss your concerns with your supervisor. If you are uncomfortable and feel you need more support, you may talk with your class instructor about the matter. Your class instructor will set up a meeting and act as mediator between you and your supervisor if the need should arise.

Absences

As with any job, if you must take any unscheduled day off, let your supervisor know in advance. It is not acceptable for you to just not show up for work. Your supervisor depends on you to be at work when you are scheduled. Your supervisor has the right to terminate you if absences become a problem. Additionally, you may be dropped for the course if absences become excessive.

Tardies

It is not acceptable for you to show up late to work, but if you are running late, make sure you call your supervisor and let him or her know. Too many tardies may result in you being terminated by your supervisor. Additionally, you may be dropped from the course if absences become excessive.

Hours

One of the requirements for this course is that you must work at least 200 hours at your practicum site before the semester is finished. It is a good idea to tally up your hours periodically to make sure you are on target and working enough hours per day.

Just a note: you should have at least 100 hours by mid-term so that you can do your midpoint review and get it turned in on time.

Class Time

You may not work during the hours that we meet as a class. If this is a problem for your supervisor, let your class instructor know so that your supervisor and your class instructor can resolve the issue. Remember, if you miss more than one class session, you may be dropped from the course.

Late Assignments

Class assignments are designed to compliment your practicum placement; therefore, your assignments are due as scheduled in your syllabus. Assignments turned in late will be penalized or refused.

The End of Your Internship

Saying Goodbye

It is a good idea to remind clients and co-workers that you will be leaving when the semester is over. Do not say that you will come back to visit if you are not serious because they will expect you to fulfill your promise.

You may be asked to volunteer at your agency when the semester is over. Generally, this is not a good idea if you are in your first practicum. Students have tried this in the past with unpleasant results.

Last Impression

Hopefully your practicum experience was positive, but even if it was not, you are expected to leave gracefully. Other Montgomery College students may intern at your agency, so it is a good idea to leave a good impression when the semester is coming to an end. We want to build a partnership between the school and social service agencies. Part of that partnership is for the agencies to have a good impression of our students.

Here are some suggestions on what to do:

- ❖ Give a thank you card to your supervisor
- ❖ Give a couple weeks notice as to when you will be leaving
- ❖ Say “goodbye” to co-workers and clients
- ❖ Make sure your supervisor is aware of any unfinished projects or tasks you may be leaving

Do's and Don'ts

Do's

- ❖ Do set up at least 3 interviews
- ❖ Do act professionally
- ❖ Do turn in contract ASAP
- ❖ Do keep track hours worked with all appropriate signatures
- ❖ Do work at least 200 hours
- ❖ Do seek help from your instructor to resolve any issues or problems
- ❖ Do leave a good impression

Don'ts

- ❖ Don't procrastinate on findings an agency
- ❖ Don't act inappropriately
- ❖ Don't lose your timesheets
- ❖ Don't work during scheduled class time
- ❖ Don't be late or absent to work or class
- ❖ Don't turn in assignments late

Contact Information

Name	Phone #	Fax #	Email Address
Charles Marcoantonio, Ph.D.	(301) 650-1394	(301) 650-1532	Charles.Marcantonio@Montgomery College.edu
Myra King, MSW	(301) 650-1400	(301) 650-1532	Myra.King@MontgoeryCollege.edu
Jeff (Tsung) Chuang	(301)-650-1697	(301) 650-1532	tsung.chuang@montgomerycollege.edu

Notes

 **Montgomery College**
Takoma Park/Silver Spring Campus
Mental Health Associate Program

Practicum Search Form

Personal Information

Name: _____ **Class Instructor(s):** _____

Address: _____

Phone Number: _____ **E-mail Address:** _____

Previous Job Experiences

(Include practicum, volunteer, and internship experiences)

1. **Name of business:** _____
Location: _____
Job Responsibilities: _____

2. **Name of business:** _____
Location: _____
Job Responsibilities: _____

3. **Name of business:** _____
Location: _____
Job Responsibilities: _____

4. **Name of business:** _____
Location: _____
Job Responsibilities: _____

5. **Name of business:** _____
Location: _____
Job Responsibilities: _____

Interests and Preferences

1. What age do you wish to work with? Circle all the ones that you are interested in.
(A) 0-5 (B) Elementary age (6-12) (C) Teenage/Secondary age (D) Adults
(E) Senior Citizens (F) no preference
2. What setting would you like to work in? Circle all the ones that you are interested in?
(A) Education (B) Substance Abuse (C) Hospital (D) Day Care
(E) Shelter (F) Other: _____

Availability and Transportation

- 1) How far are you willing to travel from your home?
(A) 5-10 miles (B) 10-20 (C) Does not matter
- 2) How will you be getting to your practicum site?
(A) Bus (B) Car (C) Walking (D) Other: _____
- 3) Do you have a driver's license?
(A) Yes (B) No
- 4) What time are you available to work?
Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____
Saturday: _____
Sunday: _____
- 5) How many hours per week are you able to work? _____

Placement Recommendations

Based on your interest, preferences, time availability and practicum availability, these are the recommended practicum placements:

Recommendation #1:

Agency: _____

Address: _____

Contact Person: _____

Duties and Responsibilities:

Schedule: _____

Recommendation #2:

Agency: _____

Address: _____

Contact Person: _____

Duties and Responsibilities: _____

Schedule: _____

Recommendation #3:

Agency: _____

Address: _____

Contact Person: _____

Duties and Responsibilities: _____

Schedule: _____



RÉSUMÉ TEMPLATE

Amy Smith
123 Main Street
Atlanta, Georgia 30339
Home: (555) 555-1234
Cell: (555) 555-1235
asmith@sample~resume.com

Objective

A challenging and rewarding position as a counselor working with youth populations

Special Skills

- Bilingual-Spanish/English
- Success with violent youth offenders
- Comfortable with urban environment

Certifications/Trainings

Certified Rehabilitation Counselor, Counselor #13853
 Licensed Professional Counselor (CA), #9012

Employment History

1996 - Present Head Youth Counselor

Abraxas Youth Correctional Facility, Los Angeles, CA

Provided supervision for a group of 20 youth counselors, and worked directly with a diverse population of 200 juvenile offenders. Designed and implemented rehabilitation programs designed to help facilitate a smooth transition for children who would return to their regular families and schools upon completing their term at Abraxas. Established group therapy methods and a theatre arts program, both still in existence at the facility today.

1992 - 1996 Counselor

Mission Valley High School, San Diego, CA

Provided counseling for 2,000 students, ages 14 through 18. Familiarized students with the college admissions process; helped students prepare applications. Provided vocational counseling for students who were more technically inclined and desired to enter trade school. Ensured mental and emotional well-being of the student body.

Education/Relevant Courses

1988 B.A., Sociology & Education
 Columbia University, New York, NY

Volunteer Experience

1999-Present San Leandro YMCA, San Leandro, CA
 1996-1998 Shook Nursing Home, San Francisco, CA

 **Montgomery College**
Takoma Park/Silver Spring Campus
Mental Health Associate Program

Student Contract

Student Information:

Name: _____
Address: _____
Phone Number(s): (h) _____ (c) _____
E-mail: _____

Site Information:

Agency Name: _____
Address: _____
Agency Director: _____
Phone: _____
Assigned Department: _____
Department Supervisor: _____
Phone: _____
E-mail: _____
Other Contact: _____
Phone: _____
E-mail: _____
Contact Notes and Information: _____ _____ _____

Student Responsibilities:

Identify assigned responsibilities that student intern is expected to complete during the semester. Please review these responsibilities with student.

1.	_____

2.	_____

3.	_____

4.	_____

5.	_____

Student Responsibilities:

1. Student is expected to complete 200 hours at practicum site unless other arrangements have been made and approved by both practicum coordinator and practicum supervisor.
2. Student is to keep a log of hours completed at the practicum hours. Supervisor will sign timesheet to verify hours.
3. Student is expected to follow all agency rules and regulations including confidentiality policies and procedures.
4. Student is to report to immediate supervisor if there will be a schedule change.
5. Student is to schedule regular meetings with supervisor to discuss progress and other concerns.
6. Student is responsible for reminding and providing evaluation forms to supervisor and returning completed forms to practicum coordinator.
7. Student is to conference with practicum supervisor and practicum coordinator if any issues should arise.

Supervisor Responsibilities:

1. Ensure that student has a designated supervisor who is familiar with program expectations and is available to oversee student progress.
2. Identify and explain student responsibilities at the beginning of the internship.
3. Ensure that student is getting hands-on experience at the practicum site.
4. Oversee student activity and progress.
5. Conference with student on a regular basis.
6. Complete program forms including contract, midterm report and final evaluation.
7. Contact practicum coordinator if any issues should arise.

Student Signature

Date

Supervisor Signature

Date

Practicum Coordinator

Date



Montgomery College
 Takoma Park/Silver Spring Campus
Mental Health Associate Program
TIMESHEET

Student Name: _____	Practicum Site: _____
Instructor: _____	Supervisor: _____ Semester: _____

Date	Time In	Time Out	Total Hours	Student's Initials	Supervisor's Initials

Total number of hours of clinical experience performed: _____

This is to verify that _____ has completed the
 above hours. (Student Name)

 Student's Signature Date Supervisor's Signature Date Instructor's Signature Date

Montgomery College-Takoma Park/Silver Spring Campus* 7600 Takoma Ave. Takoma Park, Maryland 20912 * 301-650-1394



Mental Health Associate Program

Midpoint Evaluation

Student Information	
Name:	_____
Placement Name:	_____
Placement Address:	_____
Immediate Supervisor:	_____ Phone: _____

Student and supervisor are to complete their assigned questions and *a meeting should follow to discuss each other's answers*. Both student and supervisor must sign the report and submit it to the College.

Student Questions

1. What do you do at this facility? Indicate which tasks are your primary tasks versus your secondary tasks.

2a. When do you meet with your supervisor (i.e. weekly, biweekly, monthly)?

2b. Do you discuss concerns with your supervisor?

2c. Do you receive feedback from your supervisor on your progress or other issues concerning your placement? _____

3. Do you participate in staff meetings, training or educational events? If so, name some of the activities that you have participated in. If not, do you plan to attend future activities?

4. Do you have questions or concerns about your placement thus far? If so, what are they?

*Supervisor
Questions*

1. Is the intern completing all his/her assigned responsibilities? If not, please explain.

2. Do you meet with the intern regularly and discuss progress and other relevant issues?

3. How well does the intern work with his/her colleagues?

4. Please comment on the intern's attendance, punctuality and professional appearance.

Student Signature

Date

Supervisor Signature

Date



Mental Health Associate Program

FINAL EVALUATION

Student Information	
Name:	_____
Agency Name:	_____
Agency Address:	_____
Immediate Supervisor:	_____ Phone: _____

Please comment in the space provided. If needed, you may use additional paper.

I. Please comment of the student’s overall performance during this practicum.

II. What additional skills or areas of knowledge would have been helpful for the student to be more involved in your facility?

III. Please comment of the following areas:

A. Ability to communicate with client(s).

B. Ability to communicate with supervisor and other staff members.

C. Ability to perform all assigned duties and responsibilities as addressed in contract.

D. Please comment on student's professional attitude: ethics, punctuality, dependability, interest, self-confidence, involvement and any others you consider relevant.

E. Professional attributes: resourcefulness and initiative, insight and sensitivity, creativity and versatility, flexibility, ability to resist manipulation, appropriate emotional control.

IV. Additional comments:

A. Please comment on student's growth and progress during this practicum period.

B. Please comment on student's needs (i.e. areas that need improvement or additional classes/training to be considered).

C. Other comments and suggestions:

Supervisor's Signature

Date