



**Addictions and Mental Health  
Treatment Program**

**Practicum Manual**

**AY 2024 – 2025**

**ADDICTIONS AND MENTAL HEALTH TREATMENT PROGRAM  
PRACTICUM MANUAL  
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for total of 6 credits or 200 hours. Prerequisite: 24 credits in BH.

#### 1.4 PRACTICUM COURSE OBJECTIVES/STUDENT LEARNING OUTCOMES

The Practicum experience is a fundamental component of preparation for professional practice. Students are expected to exhibit satisfactory progress and proficiency in the following five general areas:

1. Analyze and outline the role of the practicum agency as an integral part of the community's behavioral health-care system, and describe the roles that the agency and its professional staff play in addressing behavioral health-related problems.

2. Apply applicable legal and ethical standards to demonstrate professional judgment.

and synthesize information to demonstrate reflection, self-awareness and cultural competence.

relevant







## **2.5 GUIDELINES FOR THE STUDENT-AGENCY RELATIONSHIP**

The role of the student in the agency is primarily a learning role rather than a working role, even though it is inherent in the Practicum

## **2.6 GUIDELINES FOR AGENCY PRACTICUM SUPERVISORS**

6. **EXPERIENCE IN COMMUNITY ACTIVITIES:** The student needs to gain a greater understanding of the relationship between the Agency and its programs to the larger health and human services systems and the community. We request that the Practicum Supervisor facilitate the student's attendance at inter-agency and community meetings where possible and practical.

7. **ANALYZING PROBLEMS AND WORKING TOWARD CHANGE:** The student needs to gain experience in identifying, assessing and diagnosing problems as well as

developing service or care plans for staff. (revised) 12/21/04 and 11/23/07. 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### **3 POLICIES AND PROCEDURES**

#### **3.1 MANDATORY ONLINE HIPAA EDUCATION POLICY**

**POLICY:**

It is the policy of Alvernia University AMH students to participate in a mandatory online Health Insurance Portability and Accountability Act (HIPAA) Education Session prior to entering clinical field work with client contact. The goal of this program is to familiarize students with HIPAA initiatives regarding patient privacy and data security and to help healthcare workers comply with the guidelines.

**PROCEDURE:**

Please refer to the **Alvernia University Academic Compliance Regulations for Academic Year 2024 – 2025** for details. If you have any questions, please contact the Academic Compliance Officer at [Academic.Compliance@alvernia.edu](mailto:Academic.Compliance@alvernia.edu)

#### **3.2 STUDENT BACKGROUND CLEARANCES POLICY**

**POLICY:**

The Addictions and Mental Health Treatment Program requires that students obtain the following three (3) background check clearances prior to being allowed to participate in Practicums.

1. Act 34 – PA State Police Criminal Record Check
2. Act 151 – PA Child Abuse History Clearance
3. Act 114 – FBI Clearance

The fees for these clearances are the responsibility of the student. Students should be aware that individual Practicum Agencies may require additional clearances and/or documentation, trainings or other information. Students are responsible for providing the additional information required by the Practicum Agency.

Since these clearances are mandated by the state of Pennsylvania, students **WILL NOT** be permitted to begin Practicum hours until the clearance documents are provided to [Academic.compliance@alvernia.edu](mailto:Academic.compliance@alvernia.edu) with the proper clearance approval. Students should retain the original copies of clearances and submit \_\_\_\_\_ of clearances to [Academic.compliance@alvernia.edu](mailto:Academic.compliance@alvernia.edu). The goal of this policy is to ensure compliance with Pennsylvania law and to maintain the integrity of the AMH Practicum.

**PROCEDURE:**

Please refer to the **Alvernia University Academic Compliance Regulations for Academic Year 2024 – 2025** for details. If you have any questions, please contact the Academic Compliance Officer at [Academic.Compliance@alvernia.edu](mailto:Academic.Compliance@alvernia.edu)



### 3.3 HARASSMENT POLICY

A. BACKGROUND It is the responsibility of each person on campus to respect the personal dignity of others. Alvernia has always encouraged its students, faculty and staff to celebrate in the diversity of the University and to immediately confront any expressions of harassment within the community based on differences in sex, race, religion, disability or ethnic background. Your Academic Field Experience will be taking you outside of the Alvernia Campus Community. The Agency in which you will serve has been carefully screened by the University and the Sponsoring Agency has affirmed its complete agreement with the policy of showing no tolerance for any form of harassment. The Sponsoring Agency has agreed to hold all members of its institutional community to the same high standards of respect and dignity essential to the mission of Alvernia.

B. DEFINITIONS Sexual Harassment is one example of forbidden harassment and has been defined by the University as unwanted sexual attention, intimidation or advances that are made:

1. Either explicitly or implicitly as a term or 5 Td[(h)10 (e U)natel16(t)12 (ut)2 7 ( s)4 (h)10 (a (em)



### **3.6 DRESS CODE POLICY**

Practicum students are required to maintain an appropriate and dignified professional appearance while in the agency setting in accordance with the following guidelines and subject to the specific requirements of the Agency. Students will follow all specific dress



### **3.7 DRUG TESTING POLICY**

#### **POLICY**

The Addictions and Mental Health Program may require students to undergo a drug screening test for the presence of drugs or controlled substances immediately prior to participating in Practicums. The cost for this mandatory drug screening is covered by student fees. Additional drug screening may be required at any time during a student's enrollment. Indications may include but are not limited to observed chemical

### **3.8 DRUG TESTING POLICY (continued)**

4. The Health and Wellness Center is the referral base for chemical abuse evaluation. The student signs an agreement (refer to Chemical Impairment Policy) to participate in a treatment program and to have his/her progress monitored by the Health and Wellness Center. The Director of the Health and Wellness Center will provide written communication to the Department Chair or his/her designee regarding treatment progress.
5. The student may not participate or progress in Practicum until the evaluation and recommended treatment are completed and the student has been cleared to return by the treating healthcare provider. Refusal to obtain an evaluation results in immediate dismissal from the Addictions and Mental Health Treatment Program.
6. The student may be allowed to return to the Program after the treatment program is completed and a sufficient period of stable recovery has been established. This may require one or two semesters and may result in an extra year to complete the program of study.
7. If further evidence of chemical impairment during any Alvernia University classroom, laboratory, clinical practice, or field activity is substantiated, the student is dismissed from the Addictions and Mental Health Treatment Program.

**ALVERNIA UNIVERSITY  
ADDICTIONS AND MENTAL HEALTH TREATMENT PROGRAM  
DRUG TEST WAIVER AGREEMENT**

I understand it is the policy of Alvernia University to require students to undergo a substance abuse test for the presence of drugs or controlled substances immediately prior to participating in Practicums. I must submit to a drug test at a designated la



### 3.8 CHEMICAL IMPAIRMENT POLICY (continued)

The faculty member in the classroom who is confronted with a student who is unable to participate appropriately in that classroom and/or exhibits behaviors consistent with substance use will contact Campus Security and request that when they respond the student be taken to the Health and Wellness Center for immediate evaluation.

Additional information is contained in the Drug Testing Policy included in this Manual.

4. **The student may not participate in Practicum until the evaluation is obtained. Refusal to obtain an evaluation results in immediate dismissal from the Addictions and Mental Health Treatment Program.**

OUTCOMES of procedures under the Chemical Impairment Policy:

- a. Evaluation **does not substantiate** a substance abuse problem. The student may be allowed to return to the classroom and clinical setting with no negative consequences. If so, Alvernia faculty will provide opportunity for the make--

Evalon **does not substantia** ( n i )

**ALVERNIA UNIVERSITY  
ADDICTIONS AND MENTAL HEALTH TREATMENT PROGRAM  
CHEMICAL IMPAIRMENT POLICY  
SAMPLE AGREEMENT**

**This is a sample agreement. Each agreement will be individualized to the specific situation.**

I, \_\_\_\_\_, will receive a comprehensive substance abuse evaluation conducted by \_\_\_\_\_ . I understand that payment for the evaluation, treatment, and follow-up care will be my responsibility. If no treatment is recommended, evidence of such will be provided to the Department Chairperson before I return to the clinical practice setting. If treatment is recommended, I must successfully complete the program determined by the evaluator. Written evidence of my treatment program completion, ability to return safely without impairment of the academic program and my after-care treatment and monitoring plan will be submitted to the Department Chair.

I give permission to the Director of the Alvernia University Health and Wellness Center to release information regarding my evaluation and treatment to the Department Chair.

It has been explained to me that the grade of "I" or "W" may be awarded for courses interrupted by my treatment. I understand that my failure to successfully complete my treatment and after-care program and/or further evidence of chemical impairment during any Alvernia University classroom, laboratory, clinical practice, or field activity will result in dismissal from the program.

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

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Witness Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



### **3.8 DISMISSAL POLICY (continued)**

8. New criminal activity or conviction while participating in Practicum or previous criminal activity or conviction that was unreported. Students are required to immediately inform Alvernia University of any and all such criminal convictions.
9. Persistent inability or unwillingness to perform assigned activities, meet deadline dates on classroom or Practicum assignments, or excessive tardiness or absenteeism.

#### **PURPOSE**

Inappropriate behaviors and functional impairment compromise both the educational process and the rights and safety of others. Alvernia University and our agency partners are responsible for safeguarding the wellbeing of the individuals with whom students interact during Practicum.

#### **PROCEDURES FOR DISMISSAL**

If a student has met criteria for dismissal, the following procedures will be followed:

1. The student will be formally notified of the intent to dismiss the student from the Addictions and Mental Health Treatment Program, including the reason(s) for dismissal, by the Department Chair.
2. The student will be referred to the Academic Success Center to discuss an alternate academic plan.
3. The student will have the right to file a grievance of the dismissal. The grievance procedures are outlined in the current Alvernia University Student Handbook.



## **4.0 PRACTICUM FORMS**

**Alvernia University**  
**AMH 404, 405, 406 407: Practicum**  
**Preliminary Report**

Course Number(s):            AMH 404    AMH 405    AMH 406    AMH 407

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Practicum Supervisor Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_                      E-mail: \_\_\_\_\_

Provide (or attach) an anticipated schedule of days/dates/times of agency participation to meet the required number of field hours (100 or 200 hours):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Alvernia University**  
**AMH 404, 405, 406 407: Practicum**  
**Student Learning Goals (4 pages)**

Student Name: \_\_\_\_\_

Attitudes & Values Goals

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**LEARNING OUTCOME #2**

Demonstrate reflection, self-awareness and cultural competency in professional practice, and assess one's own values, beliefs, biases, thoughts, feelings, actions and reactions within the therapeutic process.

Knowledge Goals

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Skills Goals

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Attitudes & Values Goals

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**LEARNING OUTCOME #3**

Experience personal, professional and civic development through engaged learning, and by exercising initiative and displaying professional conduct in the practicum setting.

Knowledge Goals

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## Skills Goals

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**LEARNING OUTCOME #5**

Apply applicable legal and ethical standards and therapeutic boundaries in professional practice and - with the assistance of field supervision - demonstrate sound ethical decision making and professional judgment.

Knowledge Goals

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Skills Goals

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Attitudes & Values Goals

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Practicum Supervisor's Signature

Date

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Student's Signature

Date

**Alvernia University**  
**AMH 404, 405, 406 407: Practicum**  
**Weekly Hours Log**

Student Name: \_\_\_\_\_

Practicum Site: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

| Date | # of hours | Brief Description of Activities | Supervisor's Initials |
|------|------------|---------------------------------|-----------------------|
|      |            |                                 |                       |
|      |            |                                 |                       |
|      |            |                                 |                       |
|      |            |                                 |                       |
|      |            |                                 |                       |
|      |            |                                 |                       |





**Alvernia University**  
**AMH 404, 405, 406 407: Practicum**  
**Final Evaluation (2 pages)**

Student Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

This form is to be used to evaluate the overall performance of the student. Your evaluation will contribute toward the determination of a grade, and serve to point out the student's strengths and weaknesses. Please evaluate the student in comparison to other undergraduate students you may have supervised. We encourage you to review this evaluation with the student.

This form allows for a 5-point numerical ranking of each characteristic considered: **5** (exceptional/top 5%); **4** (excellent); **3** (above average); **2** (average or satisfactory); **1** (below average); and **0** (unsatisfactory). In all cases where there are any questions, please make comments in addition to your rankings. In cases where you do not have enough information or where the student did not have sufficient experience for you to evaluate a characteristic, please indicate **(N/A)**.

1. Evaluate the extent to which the student demonstrated personal qualities conducive to good professional functioning:  
\_\_\_\_\_  
This forft3w 1.5 /P <

4. Evaluate the extent to which the student demonstrated ability to work within the agency itself:
  - \_\_\_\_\_ A. Understanding of the mission, purpose and functions of the agency
  - \_\_\_\_\_ B. Appropriate interactions with Supervisor
  - \_\_\_\_\_ C.