



## REHABILITATION COUSELOR TRAINING PROGRAM

### LANGSTON UNIVERSITY

## Sections for Practicum Portfolio:

**Front Cover Label should have:** **Special Note: Label should be typed out!**

- ✓ Your Name
- ✓ CWID #
- ✓ Course number and title
- ✓ Semester Enrolled
- ✓ Practicum Site Location

### **Section I (Practicum Agreement)**

#### **Content Includes:**

- ✓ Practicum agreement
- ✓ Insurance Certificate [Include proof of payment, i.e. attach receipt to liability certificate (*mandatory*)
- ✓ Practicum Site Request Form
- ✓ Carl Albert Executive Fellowship Contract (If applicable)
- ✓ Student Resume (*most current*)

### **Section II (Weekly Practicum Logs)**

#### **Content Includes:**

- ✓ Weekly Logs
- ✓ Informed Consent form(s) (if applicable) **Special Note: Use informed consent forms ONLY if you video or audio sessions with clients**

### **Section III**

#### **Content Includes:**

- ✓ Practicum Projects (See faculty supervisor for details)
- ✓ Final Exam

### **Section IV**

#### **Content Includes:**

#### **Evaluation(s)**

- ✓ Description and Student Evaluation [Written Report Outline] (Student)
- ✓ Practicum Evaluation Form (Site Supervisor)
- ✓ Student Rating Sheet (Faculty Supervisor)

### **Section V: (Supplemental Documents)**

#### **Content Includes:**

- ✓ CRC Code of Ethics
- ✓ Any additional documents that you may have that support your practicum experience, including but not limited to; extra class assignments, articles reviews special projects etc...