

**The University of New Mexico
Department of Psychology**

Basics in Addiction Counseling (BAC) Concentration

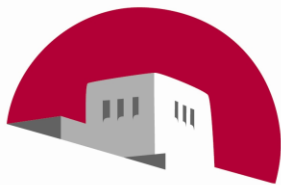
and

Applied Clinical Experience (ACE)

Instruction Manual

A Handbook for BAC Students, Placement Supervisors, and Faculty

Policies, Procedures and Forms



THE UNIVERSITY *of*
NEW MEXICO

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Introduction

The BAC Program's Applied Clinical Experience (ACE) Manual was developed for BAC students, faculty and agency placement supervisors. It provides essential information on the rationale, educational objectives, policies and procedures for the ACE program. In addition, it is a guide toward understanding the philosophy, mission, goals and objectives of the BAC Program. The manual outlines the criteria used in the selection of ACE agencies and placement supervisors who make a significant impact in the education of future addiction counselors. It clarifies the roles and responsibilities of the BAC Program Specialist, BAC Advisory Committee, BAC Students and ACE Placement Agencies and Supervisors.

Basics in Addiction Counseling at The University of New Mexico

The Psychology Department created the Basics in Addiction Counseling program, providing academic coursework and applied clinical experience to prepare students for a career in the addiction counseling field.

Addiction counseling is one of the few fields in which it is possible with a bachelor's degree to work as a fully licensed behavioral health professional. The need for addiction treatment services is high in New Mexico, which has some of the nation's highest death rates from drunk driving, drug overdose, and other alcohol/ drug-related causes. Psychology graduates who have successfully completed the BAC program will have completed all **coursework requirements** to become a Licensed Substance Abuse Associate (LSAA) and Licensed Alcohol/Drug Abuse Counselor (LADAC), pending approval by the NM Counseling and Therapy Practice Board*. The program emphasizes clinical practice based in scientific knowledge, informed by a commitment to provide services to persons in need, and adherence to the highest ethical standards. Students may apply for the BAC program in the fall or spring and must be enrolled in at least the equivalent of the 4th semester of full-time coursework toward a college degree.

***The New Mexico Counseling and Therapy Practice Board will make all decisions on licensure eligibility. UNM cannot guarantee licensure.**

BAC Program Goals

1. Provide students with a curriculum that builds upon the core scientific knowledge of evidence based treatment of addictions.
2. Prepare students to develop a professional addiction counselor identity, which incorporates the purpose, values and ethics of the profession.
3. Prepare students for addictions counseling practice which demonstrates respect and knowledge of human diversity and promotion of social justice including access to a range of addiction treatment for persons affected by addictions.
4. Prepare students to use evidence-based research to guide and support practice for professional knowledge building.
5. Prepare students to be professional addiction counselors.
6. Prepare students for culturally competent practice with diverse populations.

BAC Program Objectives

1. Apply evidence based theoretical frameworks to understand individual development and behavior across the life span and within the context of reciprocal interactions among individuals, families, groups, organizations and communities.
2. Use supervision and consultation to enhance addictions counseling practice.
3. Understand and interpret the history of the addictions counseling profession and its relationship to contemporary addictions treatment policies and issues.
4. Understand the purpose, values, and ethics of the addictions counseling profession and apply these standards to practice.
5. Practice with respect and without discrimination knowledge and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex and sexual orientation.
6. Understand the forms of oppression and discrimination and apply strategies for advocacy and addictions counseling that advance treatment and justice.
7. Compare evidence based research studies and apply research findings to practice.
8. Compare addictions counseling practice interventions and outcomes in the literature.
9. Function within the structure of treatment organizations and service delivery systems.

10. Discuss the complexities of any organizational changes that might be made on behalf of clients with BAC supervisors to discuss possible directions for action.
11. Demonstrate the knowledge, sensitivity and skills of culturally competent practice with an emphasis on minority, oppressed, and at-risk groups of the Southwest.
12. Understand the needs, challenges, and practice adaptations required for competent counseling practice in the urban and rural Southwest.

BAC Concentration Course Curriculum

Core Courses (12 credit hours)

Course #	Course Title	Hrs.
PSY 105	Intro. To Psychology	3
PSY 200	Statistical Principles	3
PSY 240	Brain & Behavior	3
PSY 302	Psych Research Techniques	3

Choose three (3) from the following 200 level courses (9 credit hours)

Course #	Course Title	Hrs.
PSY 220	Developmental Psych	3
PSY 260	Learning & Memory	3
PSY 265	Cognitive Psych	3
PSY 271	Social Psych	3
PSY 280	Health Psych	3

Five (5) required 300/400 level, upper division psychology electives (15 credit hours)

Course #	Course Title	Hrs.
PSY 332	Abnormal Behavior	3
PSY 347	Drugs & Behavior	3
PSY 430	Alcoholism	3
PSY 411	Treatment of Addictions	3
PSY 335	Clinical Psychology	3

Choose one (1) required psychology lab from the following (2 credit hours) or a pre-approved upper level lab or Psy 499.

Course #	Course Title	Hrs.
PSY 335L	Clinical Psych Lab	2
PSY 480L	Health Psych Lab	2

Additional Requirements for BAC Concentration

Course #	Course Title	Hrs.
PSY 313	Case Management in Addictions	1
PSY 412	Applied Clinical Experience in Addictions Counseling	6

Applied Clinical Experience (ACE) Policies and Procedures

Applied clinical experience is an educational opportunity to give students practical experience in an addictions counseling placement at a treatment program to compliment their coursework. Following a BAC student's junior year, students enroll in ACE concurrently with the required BAC courses. They attend a weekly, 1 hour seminar that accompanies the Applied Clinical Experience (ACE). Students accumulate 300 hours of practical, hands-on experience in the addictions counseling profession. The required weekly seminar provides students the opportunity to broaden their knowledge about addictions counseling and obtain consultation on practice and ACE issues.

Purpose of Applied Clinical Experience (ACE)

ACE is an integral part of the BAC program in the Department of Psychology at UNM and is designed to promote the development of professional competence. In ACE, students discover how to integrate learning from the classroom and placement instructors and apply these to actual practice situations and clients. ACE takes place at various treatment agencies under close supervision of an ACE placement instructor. Students also are assigned to a faculty placement liaison who oversees their applied clinical work and conducts the seminar class.

Student assignments and cases are selected not only to match the student's level of education and experience, but also to provide concrete learning experiences. Thus, the placement experience is where students learn addictions counseling knowledge, values, and skills while helping people in need. Students are placed in addictions treatment community organizations and institutions to gain knowledge of professional practice, experience functioning within an organization, and experience working with a diversity of individuals, families, groups, organizations and communities. The field program provides students with the opportunity to develop addictions counseling practice skills within placement agency settings.

ACE placement placements are available in a variety of government, non-profit, and private agencies throughout Albuquerque. Students will receive experience in individual, family and group, organizational, community and policy-related addictions counseling practice. However, many field placements have an emphasis in a particular practice area. Students will work with clients from various cultural, ethnic, racial, social, and age groups. In general students will have placement placements in addictions treatment settings.

Applied Clinical Experience (ACE) Objectives

In the ACE Program students will:

1. Demonstrate the ability to identify the knowledge base and theoretical orientation used by the agency.
2. Use critical thinking skills to apply basic addictions counseling knowledge, skills, and abilities in addictions treatment practice.
3. Demonstrate effective communication skills and use communication differently, as appropriate across client populations, colleagues, and communities.
4. Demonstrate the ability to apply the knowledge and skills of generalist practice with client systems of all sizes using their strengths.
5. Demonstrate an understanding of factors that affect individual and family development and guide practice with client systems of varying sizes.
6. Use supervision and consultation effectively for development as an addictions counselor.
7. Demonstrate an understanding of the federal and state addictions treatment policies that influence the operation of the field agency, its policies, the addictions counselor's role, and its clients.
8. Adhere to the New Mexico Counseling and Therapy Practice Board Code of Ethics and to the application of addictions counseling goals, values, and standards of basic addictions counseling practice.
9. Practice with sensitivity and respect for all persons without discrimination
10. Demonstrate the ability to evaluate research studies and apply findings to practice at the agency.
11. Demonstrate the ability to track client progress and evaluate practice.
12. Demonstrate professionalism and the ability to function effectively within the agency.
13. Understand the operations and service delivery of the agency and advocate for improvement of services to clients.
14. Demonstrate cultural competence when interacting with client systems of varying sizes and cultures.

15. Demonstrate an awareness of challenges and practice adaptations for competent addictions counseling practice in the rural and urban Southwest.

Applied Clinical Experience Team

An Applied Clinical Experience (ACE) placement is the result of the collaborative efforts of the ACE Program Specialist, the ACE Placement Supervisor, the Placement Agency and the student. These relationships are crucial to carrying out an effective ACE Program and providing a valuable learning experience for students. The university encourages frequent and open communication among all participants in this educational partnership.

Roles of Team Members

The BAC Program Specialist

Has responsibility for administration and coordination of the BAC and ACE program.

Duties include:

- Recruiting and approving agency sites and instructors
- Providing annual Placement Supervisor orientations and training.
- Creating and updating the ACE Instruction Manual and ACE Syllabi.
- Ensuring students meet requirements for participation in the program.
- Matching students to agencies and approving the student placement.
- Maintaining records of agency sites, student application forms, and placement evaluations.
- Providing prompt attention to and resolution of reported problems regarding students or field agencies.
- Overseeing the ACE Program and ensuring coordination of the ACE placement, quality of the curriculum and program.
- Scheduling and facilitating ACE Advisory Board meetings.
- Facilitating weekly seminars with ACE students
- Interpreting the BAC curriculum to individual ACE Placement Supervisors
- Assisting students and Placement Supervisors in developing appropriate Learning Contracts
- Acting as a resource for students and Placement Supervisors regarding the integration of theoretical and experiential based learning and supervision of students
- Making initial phone contacts with Placement Supervisors within the first three weeks of the placement and making at least one additional phone call or email contact during the semester
- Conducting at least two site visits with students and Placement Supervisors during the semester, one at mid-term for evaluation and grading and one at the end of the semester for the same purpose.
- Making additional contacts and site visits as needs arise.

- Mediating issues that arise between, or among students, Placement Supervisors, agencies and the university.
- Conducting seminar classes and discussions with students and providing written and oral assignments to assist students in integrating classroom and ACE learning.
- Maintaining records related to students ACE practica, e.g., orientation checklists, learning contracts, evaluations, time sheets, documentation of contacts, etc.
- Evaluating student's progress and assigning students' grades for field placement
- Monitoring and assessing the experience provided by the agency and reporting this to the BAC Advisory Committee.
- Reporting to the BAC Advisory Committee about students having difficulty with the ACE placement, problems with professional misconduct, sexual harassment, safety, or ethical violations.

ACE Placement Agency

A placement agency is an agency that has entered into an agreement with The University of New Mexico to provide an ACE placement experience for BAC students. The agency agrees to:

- Provide a Placement Supervisor with the education and experience necessary to supervise a student who has been approved by the UNM BAC Program.
- Provide an orientation for students to familiarize students with agency policies, procedures, services, personnel and safety practices.
- Provide students with addictions counseling experiences appropriate to the level of coursework and that afford students opportunities to successfully complete the objectives of the Learning Contract
- Provide the appropriate number of placement hours and supervision for students assigned to the agency within the dates of the UNM academic semester including summer session.
- Provide the resources necessary for students to complete their ACE Placement.
- Allow Placement Supervisors to participate in the required Placement Supervisor Training for new Supervisors and annual orientation meetings
- Notify the ACE Program Specialist of problems with students, including failure to follow agency policies and procedures, failure to meet Learning Contract requirements, or inappropriate interactions with agency clients or personnel.
- Retain the right to dismiss students from Placement at the agency site. Examples of possible situations for dismissal include: violating agency policies and procedures, failure to appear for ACE hours or failure to take responsibility for learning.
- Complete the Student Evaluation form at mid-term and at the end of each semester.

- Complete the ACE Placement Program Evaluation form at the end of each semester

Agency Criteria for the ACE Placement Program

The approval of potential placement sites is completed by the Program Specialist, who evaluates the agency's ability to provide a placement experience that complements and supports the university's mission and the BAC program's goals and objectives. To be an approved Placement site for the BAC program, agencies must not discriminate with regard to age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, gender or sexual orientation with respect to the selection, assignment, education and retention of students. The agency must have been established and providing addictions treatment services for at least one year before it can be approved as a placement site for students.

The Program Specialist will make a site visit to assess the agency for approval taking into consideration the following factors:

- Agency functioning and services provided
- Appropriateness of the site to accommodate students without high risk safety concerns
- Commitment of the agency to provide student instruction and promote addictions counseling ethics, values, principles and standards of practice that conform to the New Mexico Counseling and Therapy Practice Board rules, regulations and code of ethics
- Ability to support the educational focus of ACE Placement
- Ability to provide students the opportunity to practice with diverse client populations
- Ability of the agency to support the mission, goals, and objectives of the BAC program
- Ability of the agency to provide basic addictions counseling experiences appropriate to the baccalaureate level of coursework, allowing students to successfully complete the objectives of a Learning Contract
- Ability of the agency to provide a Placement Supervisor with the experience consistent with the New Mexico Board of Counseling and Therapy Practice criteria, to meet with students for a minimum of one hour per week and provide appropriate instruction, guidance and task supervision.

The Placement agency must provide information about the learning available and sign an Affiliation Agreement between UNM and the Agency. The Affiliation Agreement stipulates the collaborative process that occurs between the BAC Program and agency and outlines respective responsibilities. The agreement is signed by the Agency representative and the Dean of the College of Arts and Sciences. Each approved Agency will receive a copy of this manual.

Placement Supervisor

A Placement Supervisor is an employee of an agency who is assigned by the agency to work with the BAC student and is the student's contact within the agency. The Placement Supervisor serves as an instructor, supervisor, and mentor for students and helps students apply addictions counseling skills, values, and ethics to practice in treatment settings. They also help students understand the challenges and rewards of addictions counseling practice and play a crucial role in the professional development of BAC students.

Placement Supervisors have the primary responsibility for supervising student activities and monitoring their performance. Students and Placement Supervisors collaborate to establish weekly schedules that optimize the student's learning experiences. Each week, Placement Supervisors must be available for one hour of supervision and for supervision during the student's hours at the agency. If a Placement Supervisor is unavailable due to absence or illness a designee must be appointed to supervise the student. Weekly time sheets tracking the students' hours are signed by the Placement Supervisor.

Placement Supervisors orient the student to the agency and select student assignments and cases according to the student's level of education, experience and whether the activities will provide addictions counseling learning experiences. In consideration of the learning styles and needs of students, Placement Supervisors use a variety of teaching strategies to help students integrate their education with the Applied Clinical Experience. During weekly supervisory meetings, Placement Supervisors provide students the opportunity to review cases, discuss professional and ethical issues, and receive feedback on their field performance. Suggestions for structuring these sessions can be found in the Outline for Weekly Supervisory Sessions. Supervisory Report Forms may be used to document supervisory sessions and to inform the BAC Program Specialist of the progress of the student's Applied Clinical Experience. Any unusual conditions or concerns that arise about the student and/or the placement should be communicated to the BAC Program Specialist as soon as they become evident. During the semester, Placement Supervisors meet with the BAC Program Specialist to discuss the student's progress and the effectiveness of the educational experience. Placement Supervisors complete student evaluations at mid-term and at the end of the semester as well as make pass/fail grade recommendations.

The Placement Supervisor agrees to:

- Participate in Placement Supervisor training and annual orientation
- Commit to the educational objectives of the BAC Applied Clinical Experience program including empirically -supported practice
- Orient the student to the mission, policy, procedures and safety practices of the agency
- Complete the Orientation Checklist with the student
- Collaborate with the student to develop the Learning Contract

- Provide assignments and learning opportunities that will enable the student to fulfill the objectives of the Applied Clinical Experience
- Provide ongoing close supervision and evaluation of the student throughout the semester
- Be available at the agency during the student's field hours and ensure that alternate supervision is available if called away
- Provide a minimum of one hour per week of direct supervision to the student during which the student receives addictions counseling instruction and evaluative feedback about his/ her progress toward achieving competency as a beginning level addictions counselor
- Verify student's completed hours by signature, on the student's Weekly Field Placement Time Sheet
- Complete an evaluation of the student by assessing the student's performance and competency level in mastering the Applied Clinical Experience Learning Objectives at the mid-term and the final at the end of the semester
- Meet with the BAC Program Specialist and student during the semester at the time of the signing of the Learning Contract, midterm and final evaluations and recommend a pass or fail grade based upon the student's performance.
- Notify the BAC Program Specialist of any problems, concerns, questions as soon as they become evident. Meet with the student and Program Specialist, as needed for resolution of issues
- Complete and return requested forms in a timely manner to the BAC Program Specialist.
- Uphold the Code of Ethics of the New Mexico Counseling and Therapy Practice Board

Placement Supervisor Criteria

A Placement Supervisor must be a licensed professional clinical mental health counselor (LPCC), licensed marriage & family therapist (LMFT), licensed psychologist, licensed psychiatrist, licensed alcohol & drug abuse counselor (LADAC) with three years of alcohol and drug experience acquired after licensure, clinical nurse specialist in substance abuse **or** a licensed independent social worker (LISW). Supervisors must have experience in alcohol & drug counseling. Placement Supervisors play a vital role in the professional development of students and should possess certain qualities in order to instruct and mentor students. The following qualifications are criteria considered in the approval process:

- Knowledge of the addictions counseling profession, empirically supported practices and current practices;
- Knowledge of the agency's practice, policies and structure;
- Interest in professional addictions counseling education and willingness to work cooperatively to accomplish the educational objectives of the BAC Applied Clinical Experience Program;

- Behavior that is professional, non-discriminatory and ethical;
- Ability to provide constructive evaluative feedback and addictions counseling instruction;
- Ability to assist students in applying theory to practice and using critical thinking skills;
- Ability to develop learning assignments relevant to field course objectives and the student's abilities and learning needs, and
- Ability to provide close supervision and has the time to fulfill responsibilities of Placement Supervision.

Placement Supervisor Orientation and Training

The BAC Applied Clinical Experience program provides annual orientation and training for all Placement Supervisors. The purpose of the orientation is to explain the BAC program's mission, goals, objectives and curriculum; the policies and procedures of field placement; the specific duties and responsibilities of Placement Supervisors, the BAC Program Specialist and the student; and the criteria for establishing learning contracts and the evaluation of students. The orientation also covers the review of placement forms and the Placement Instruction Manual. Participants are provided current versions of the Placement Instruction Manual, the Placement Syllabi Packet and other handouts pertinent to instructors.

Orientation is required annually for Placement Supervisors. If extenuating circumstances prevent attendance, the BAC Program Specialist may provide individual orientation sessions or a self-study orientation packet.

Placement Supervisor Training is required for Supervisors to gain the knowledge and skills necessary for providing quality Applied Clinical Experience instruction to students. The training curriculum covers the following topics:

- The mission of the BAC Applied Clinical Experience
- Conducting a successful agency orientation for students
- Effective placement supervision
- Understanding learning styles
- Integrating theory and practice
- Ethical issues in placement education
- Effective feedback and evaluation

Contact with the BAC Program Specialist

Placement Supervisors may contact the BAC Program Specialist throughout the academic year for consultation on specific placement issues, instruction on any aspect of placement education, or to provide suggestions to improve the BAC Applied Clinical Experience.

A continuing dialog with the Placement Supervisor and agency is maintained through notices by email, mail, and phone of program, policy or procedural changes, and BAC program events, for example. Other means of continuing dialog include the meetings with Placement Supervisors and students during the academic semester such as the site visit to approve the Learning Contract, and at the mid-term and final evaluation meetings. Additional site visits are conducted by the BAC Program Specialist when placement concerns, conditions or challenges require attention and resolution. The agreements signed by agencies and Placement Supervisors outline the guidelines and requirements of effective communication between the agencies and BAC program staff and set the tone of a team approach toward advancing student learning in the Applied Clinical Experience.

Student Eligibility for the Applied Clinical Experience

For a student to be eligible to participate in the Applied Clinical Experience s/he must:

- Be a Psychology Major who has been accepted into the BAC Concentration
- Complete all course work in BAC with a 3.0 or better; if not this will be discussed in review by the Advisory Committee
- Submit the Application for Applied Clinical Experience including updated resume to the BAC Program Specialist, which will be reviewed by the Advisory Committee
- Interview with the BAC Program Specialist

In addition, the student may be asked to use UNM resources such as Career Services to assist the student in developing a resume and practicing interviewing skills prior to approval to interview at placement agencies.

Process for Acquiring an Applied Clinical Experience Placement

1. Student submits an Application for Applied Clinical Experience including updated resume to the BAC Program Specialist.
2. Students are required to complete fingerprinting and background checks. The process and DOH forms will be provided by the BAC Program Specialist. Once a student has completed the fingerprinting cards (provided by the fingerprinting organization) and process, the students will provide them to the BAC Specialist for processing through the Department of Health, Caregiver's Screening Program. The cost is approximately \$100 for which the student assumes responsibility. Students will provide a copy of the Drivers License and sign the DOH forms in the presence of the BAC program Specialist or Department Chair.

3. Student reviews Field Placement Site List as provided by the BAC Program Specialist.
4. Student meets with BAC Program Specialist to review the ACE application packet (see 1 above), identify educational needs and goals and career interests, and discuss circumstances pertinent to the selection of the ACE site. The BAC Program Specialist and student work together cooperatively to find an appropriate ACE placement.
5. The BAC Program Specialist will connect the agency and student by email or telephone so that an interview may be scheduled.
6. The student calls the agency to schedule the interview; notifies the BAC Program Specialist of the interview appointment, participates in the interview, providing the interviewer with a copy of his/her resume.
7. The student notifies the BAC Program Specialist that the interview has been completed.
8. The BAC Program Specialist contacts the agency to discuss whether or not the student is accepted or declined for placement.
9. The BAC Program Specialist notifies the student about the decision and obtains the student's decision about accepting/declining the ACE placement.
10. The student and agency decide to proceed with placement and the BAC Program Specialist notifies the agency that the placement is formally approved both verbally and in writing.
11. If a decision is made by the agency not to proceed with the student, or if the student provides sufficient reason to decline the placement, the process is repeated.
12. The student contacts the agency to make arrangements for any additional background screening, tests, or immunizations, so that there are no delays in starting the placement.

If a student is unable to secure a placement after interviews with three different agencies, the BAC Program Specialist, the Chair of the Psychology Department, and a member of the BAC Program Committee will meet to discuss terminating the placement process and to develop a plan to address the problems.

Legal Issues/Background Checks/Criminal Records

In order to identify a suitable ACE placement, students are required to disclose any history of felony/ and or misdemeanor convictions or other legal or investigative issues when applying for an ACE placement. Students also are required to provide comprehensive explanations of the circumstances of these convictions or legal issues. Failure to provide the requested information may result in the inability to process the student's ACE application and to provide an ACE placement. Please note that a conviction or legal issue does not automatically disqualify a student from an ACE placement. Depending upon the date and nature of the offense, dispositions, and rehabilitation efforts, students may have restrictions on the choice of the ACE placement.

Since the first concern of addictions counseling and substance abuse treatment is the welfare of clients, many agencies require specific background, criminal record checks, and/or abuse and neglect checks prior to accepting students for an ACE placement. Depending on the agency, students may be responsible for the cost of the background check, which can take up several weeks to obtain results. Agencies may restrict students with felony convictions, certain misdemeanor convictions, or other legal or investigative issues from ACE placement with their agencies. Every reasonable opportunity to secure a suitable ACE placement for students will be explored. Students' written consent will be obtained before sharing any background information with an agency. If an ACE placement cannot be found that will accept the student for placement because of the student's legal issues, the student may be asked to leave the BAC program. The student rights of appeal, according to the UNM Student Handbook, will apply.

Students should note that false statements on their BAC/ACE applications are considered unethical behavior and grounds for termination from the BAC program. Students who have had any criminal arrests and/ or convictions while enrolled in the BAC program must notify the BAC Program Specialist for a review of the circumstances and determination of continued eligibility in the BAC or ACE programs. Failure to notify or provide accurate information could result in termination BAC and/ or ACE.

Student applicants with felony or certain misdemeanor convictions are warned that they may be denied licensure by the New Mexico Counseling and Therapy Practice Board in New Mexico and in other states. **Students are further advised that their eligibility for licensure in New Mexico is determined by the New Mexico Counseling and Therapy Practice Board when an application for licensure is submitted after graduation from UNM.**

Student Responsibilities

Students who have received permission to participate in the ACE Program agree to:

- Adhere to the New Mexico Counseling and Therapy Board's Code of Ethics and UNM's Student Code of Conduct.
- Obey all federal, state and local laws.
- Comply with the policies, procedures and expectations of UNM Department of Psychology's BAC/ACE Program Manual and course syllabi.
- Conduct themselves in a professional and ethical manner at all times. This includes being punctual, demonstrating continuous learning, accountability, respectful behavior, responsive, excellent outcomes, and reliable in all ACE placement assignments as well as interacting in a non-discriminatory manner with clients and staff of the agency.
- Comply with the BAC Program policy about client transportation: "***BAC students are prohibited from transporting agency clients in their vehicles.***"
- Comply with all field agency policies and procedures.
- Set and adhere to a schedule for the hours of the ACE placement and provide a copy of the hours to the BAC Program Specialist and Placement Supervisor.
- Be prepared for active participation in weekly, one hour supervisory sessions with the Placement Supervisor.
- Regularly attend and actively participate in the weekly ACE Seminar.
- Immediately alert the BAC program Specialist and Placement Supervisor of any personal or professional difficulties which impedes the student's ability to perform the assigned tasks.
- Complete and submit all assignments and documentation in a timely manner, to include the Orientation Checklist, Learning Contract, Weekly Time Sheets, Weekly Journal, and BAC Placement Evaluations.
- Maintain a cumulative GPA of 3.0 or a Psychology GPA of 3.5.

Distribution of Hours

Students will accumulate a minimum of 300 ACE hours over the course of two semesters.

Students may enroll in one to three credit hours of ACE (Psy 412) each semester they are enrolled in the BAC program, provided they have completed all pre-requisites and maintain a cumulative GPA of 3.0 or a Psychology GPA of 3.5. Students enrolled in three credit hours of ACE will complete approximately 10 hours per week in the agency, one hour per week of ACE field seminar and one hour per week of group clinical supervision provided by the BAC Program Specialist.

Tasks and processes that are included as ACE hours are: placement supervision, client interaction, placement training and education about the organization's policies, procedures and practices as well as staff meetings. Travel time to and from the agency does not count as ACE hours unless the time is related to the assigned duties of the BAC/ACE student.

Students are not permitted to accrue ACE hours during one academic semester for the purpose of accumulation/ application to the next semester. Students must submit weekly time sheets signed by the Placement Supervisor to the BAC Program Specialist. If a student misses hours due to agency closure on the day of their scheduled hours, the student will make the hours up in the same academic semester. The BAC Program Specialist is the ACE instructor of record. Any absences from ACE placement or seminar require approval in advance from the Program Specialist or the absence is considered unexcused. In addition, the student must seek approval for the absence from the Placement Supervisor. If absence is due to an illness, the student must provide a written excuse from his/ her medical provider. All hours missed require make up. The clock hours for the ACE placement must be completed before a final grade may be given. The student must complete each semester's placement before the student is eligible to begin the next ACE course. See page 25 for more information.

Life and Work Experience

The BAC/ACE Program does not accept life experience and/ or previous work or volunteer experience for academic credit or for ACE placement.

Student Journals

Students will complete journals as assigned to discuss a key experience of their BAC placement for the week. Students will protect the confidentiality and identity of individuals or groups discussed in all journal entries.

ACE Seminar Class

Seminars for the ACE Placement are facilitated by the BAC Program Specialist on a weekly basis to discuss the integration of theory to practice, ethics and practice issues, readings and assignments as well as their experiences in the BAC placement. The BAC seminar and journal assignments enhance student's abilities to integrate knowledge, values and skills while assisting students at the ACE placement. The seminars also serve the function of monitoring student's growth and development in professional addictions counseling practice. Reviews of students' journals provide further insights into the level of progress being made by students in achieving competency as a beginning- level addictions counselor. Please refer to the ACE seminar syllabus for more information on attendance policies.

Learning Contracts

The purpose of the Learning Contract is to identify the specific learning opportunities and practice experiences that will enable students to meet objectives of the BAC course, ACE placement and to establish the criteria for the students' evaluations. The BAC Program

Specialist consults with students and Placement Supervisors as they develop the individualized learning contracts which will serve as a written plan to guide student learning. Learning contracts for each ACE placement include BAC Program objectives. The learning contract establishes the new knowledge, skills and abilities the student will learn, the methods for acquisition and the level of competence the student is expected to achieve within the semester to become a beginning-level addictions counselor. This is based upon the student's current level of education and experience and will be stated as an objective. The expected level of competence includes performance indicators to assist in the evaluation of the student at the mid-term and final evaluations. Grading is based upon pass, fail and incomplete.

Students are required to complete and submit the Learning Contract for approval to the BAC Program Specialist by the third week of the semester. Students failing to complete a Learning Contract will receive a failing grade.

Evaluation of Student Learning and Development

The BAC Program Specialist and Placement Supervisor will evaluate the student's progress toward meeting the stated objectives of the learning contract at mid-term and final. To complete this, the BAC Program Specialist and Placement Supervisor will rate the student on the specific performance indicators listed for each objective on the ACE Student Evaluation Form. In addition they will meet with the student to discuss the student's performance, the evaluation and recommend a grade. Credit/ no credit grades are assigned by the BAC Program Specialist. The assigned grade is based upon the ACE placement performance and attendance, the Seminar performance and attendance, completion of the weekly journal, course assignments, record keeping, and progress toward meeting the Learning Contract objectives and assignments and compliance with the New Mexico Counseling and Therapy Practice Board Code of Ethics and the UNM Student Code of Conduct.

Students in ACE placements must receive a passing grade in order to receive credit for courses and to advance to the next semester of ACE placement and for successful completion of the BAC program.

Grade Review Policy

If a student has a grievance with his or her evaluation or grade, it should first be addresses with the Placement Supervisor and BAC Program Specialist. If the grievance is not resolved, the student should seek a Review Meeting with the BAC Program Specialist and Chair of Psychology. If the student is dissatisfied with the resolution regarding the grade, he or she should follow UNM policies with respect to grades:

<http://www.handbook.unm.edu/D175.html> or call the Dean of Students Office at 277-3361.

ACE Student Protection

The New Mexico Tort Claims Act provides liability insurance for student performance. The coverage only applies while they are in the course and scope of their UNM courses. Any outside work on their own is not covered. Please see UNM Business Policies for details:

7.14 Subject: RISK MANAGEMENT AND INSURANCE

Adopted: September 12, 1996

Amended: December 14, 2010

Applicability

This policy applies to all members of the University community and to all property owned or controlled by the University.

Policy

It is the policy of the University to take reasonable steps to avoid accidents or other incidents that could result in injury or death to students, faculty, staff, and visitors, and to protect the physical resources of the University against loss or damage. The University, therefore, will have an active safety and loss prevention program. Because of the unique and distinct manner in which the Health Sciences Center operates and the unique nature of the risks of loss with respect thereto, the governance and oversight of the safety and loss prevention program for the Health Sciences Center (and each of its component colleges, schools, centers, units, and subsidiary corporations as described in Section 1 of [RPM 3.4](#)) shall be as described in Section 3i of [RPM 3.5](#) for the Health Sciences Board of Directors and Exhibit A Section 12 of [RPM 3.6](#) for the UNM Board of Trustees. The program will also provide for the proper handling and disposition of hazardous materials, pursuant to applicable laws.

The University will provide opportunities for its students and employees to purchase medical and accident insurance. Liability insurance covering the University and its "public employees," as defined in the New Mexico Tort Claims Act, property and casualty insurance, workers' compensation insurance, and health care liability coverage for health care students are provided by the Risk Management Division, General Services Department, of the State of New Mexico.

The Board shall approve the establishment or elimination of any alternative insurance or self-insurance program.

Implementation

Recognizing that the University's and its "public employees" tort liability to third parties is subject to the immunities and limitations set forth in the New Mexico Tort Claims Act and the Eleventh Amendment to the U.S. Constitution, in cooperation with the Risk Management Division of the New Mexico General Services Department under and pursuant to the New Mexico Tort Claims Act, the University will carry (a) fire and extended coverage insurance on its buildings, heating and cooling systems, and major equipment; (b) workers' compensation and unemployment compensation as required by applicable law, (c) medical malpractice, professional liability, and comprehensive general

liability insurance under the Public Liability Fund administered by the Risk Management Division to protect itself and its “public employees,” as defined in and consistent with the New Mexico Tort Claims Act; (d) such other and further insurance coverage as may be necessary and appropriate under the circumstances of a particular situation.

The University will offer to all its active and retired permanent faculty and staff employees several different plans of group health insurance coverage which the University co-pays in accordance with state law. University employees may also purchase group life insurance, accidental death and dismemberment insurance and long-term disability insurance coverage for themselves and their families through the University.

The University will offer one or more health insurance policies to its students each year. The President shall report annually to the Board on the status and financial condition of the University's risk management and insurance programs. In this regard, the Chancellor for Health Sciences shall coordinate reporting for the Health Sciences Center's safety and loss prevention program with the President of the University.

References

Tort Claims Act, § 41-4-1 *et seq.*, NMSA 1978; Workers' Compensation Act, §52-1-1, *et seq.*; Group Benefits Act, §10-7B-1, *et seq.*

Transporting Clients

UNM prohibits students from transporting clients in their personal vehicles so as to insure the safety of both the clients and the students and to reduce liability for the student.

Safety

The BAC Program is committed to preparing students for the potential dangers they may encounter in the field setting through the ACE Seminar, materials provided in this document and other readings. Each student is encouraged to consult with their Placement Supervisor about the safety policies and practices of the organization.

Attendance and Holidays

Students are expected to regularly attend their ACE placements. Students will work in collaboration with their Placement Supervisor to develop a weekly schedule which optimizes their learning experience and provides the required hours per week to fulfill their learning contract.

If a student is absent, the student's Placement Supervisor must be notified immediately by the student. The student must then submit a written plan (outlining how they will make up the hours) to their Placement Supervisor and BAC Program Specialist. Frequent, unexcused and/ or unplanned absences may result in the student being dismissed from the ACE placement and/ or receiving a failing or no credit grade in the ACE course.

Students are expected to observe the agency's hours and holiday schedule. Students are not required to be at their ACE placement during UNM breaks and holidays and are

required to notify the Placement Supervisor two (2) weeks in advance of UNM breaks and holidays. This is to ensure continuity of care for clients.

Students will be required to request leave at minimum two weeks in advance and in writing to their placement supervisor and BAC program specialist for prior approval with a plan for client services to be provided in their absence and plans to make up the missed hours. Approval is on a case by case basis by the Program Specialist.

Sexual Harassment/ Sexual Misconduct

This is comprehensively addressed in the UNM Student Code of Conduct which can be accessed online at: <http://pathfinder.unm.edu/policies.htm#studentcode> and in the UNM University Business Policies and Procedures Manual Sexual Harassment Policy.

Students who do not follow the ethical guidelines of the agency and UNM are subject to termination from BAC.

Resolving Problems in ACE Placement Placements

The ACE placement environment is challenging and demanding. Even students who have done exceptionally well academically may find the multiple demands of the practice environment complex and, at times, overwhelming. It is expected that difficulties will arise occasionally for students, the Placement Supervisors or the Placement Agency. When problems do occur, it is in the best interest of all concerned that they be resolved as expeditiously as possible.

Request for a Change of Placement

It is expected that students remain in their assigned ACE placement. However, the BAC program recognizes that it is sometimes necessary to change a field placement site. If, during the process of establishing the Learning Contract (developed within the first three weeks of the ACE placement) the student or the Placement Supervisor concludes that the ACE setting is not a good match for the student or there are extenuating circumstances, the student may contact the BAC Program Specialist about replacement in a new agency. The BAC Program Specialist, Placement Supervisor and student will make a plan regarding the student's assignments at the ACE placement until another ACE placement is identified. Students and Placement Supervisors please note: *requests for placement changes after the sixth (6th) week of the semester may require withdrawal from the ACE course.*

Issues Identified by BAC Program Specialist

The BAC Program Specialist monitors students' progress in field placement through the review of weekly time sheets and supervisory reports, the journal entry, seminar discussions, contacts with students and Placement Supervisors, site visits and student evaluations. If issues are identified that may have an impact on the student's placement experience and learning experience, the Program Specialist will address concerns with the student and Placement Supervisor.

Issues Identified by the Placement Supervisor or Student

Other problems may be identified by the student or Placement Supervisor. These problems or concerns may raise questions regarding the appropriateness of the placement for a particular student and/ or the student's ability to meet the agency expectations or fulfill the responsibilities of the ACE placement and BAC program. Common concerns that students may identify include the need for more supervision, instruction and preparation from Placement Supervisors; the need for greater responsibility and more client contact; and the need for more opportunities to address objectives of the Learning Contract. Some of the concerns that Placement Supervisors identify are the students' performance of basic work responsibilities such as attendance, timeliness, dress, completion of assignments, and use of time; lack of professionalism; questionable ethical behavior; negative attitudes toward clients, staff or colleagues; and problems in personal functioning (health, behavior, and mental health) that negatively impact client welfare.

Steps in Problem Resolution:

The collaborative process of developing a Learning Contract is intended to clarify roles, expectations, and responsibilities and to prevent problems in the ACE placement. The BAC program encourages students and Placement Supervisors to deal directly and immediately with concerns or conflicts that take place at the agency. Weekly supervisory meetings are an appropriate setting for students and Placement Supervisor's concerns to be discussed and addressed in a timely fashion. An action plan can be agreed upon and written in the Supervisory Report Form. The following procedures have been developed so that all of the members of the ACE placement team will know how to proceed if, for any reason the placement raises concerns.

Step 1: Awareness on the part of the student, Placement Supervisor, BAC Program Specialist or other person involved in the ACE placement that a concern exists.

Step 2: The concerned person addresses the issue directly with the person about whom they have the concern, or alternatively, requests assistance or consultation informally with a BAC placement team member to get perspective or support prior to addressing the person about whom they have the concern. It is expected that most problems will be resolved at this step or at Step 3. Team members may wish to take informal notes about the issue and resolutions discussed. The issue and resolution is to be included in the student's weekly journal and supervisory report. If the situation is not resolved, please go to Step 3.

Step 3: A meeting is called by any of the involved people, with the student, BAC Program Specialist and Placement Supervisor. The issue is discussed and a plan, such as a corrective action plan made for the purposes of resolution of the problem and expectations for the student. If the issue cannot be resolved, the BAC Program Specialist will seek guidance from the BAC Advisory Committee.

Developing a corrective action plan is preferable to terminating placements or students from the program. Students, who are performing at a failing level in their ACE placement, may be given an opportunity to correct any deficiencies early in the placement.

Termination of ACE Placement

The ACE Placement Program is an opportunity for students to learn about the addictions counseling and alcohol and substance abuse treatment professions and how well the professions may be a match for the student's personal and professional goals. Since students will have an opportunity to interact with agency professionals and clients, they must strive not only for academic excellence, but must maintain a high standard of ethical behavior and conduct. If a student has problems in the ACE placement that have not been resolved through consultation and meeting with the BAC Program Specialist and the BAC Advisory Committee, the student may be terminated from the ACE placement. In some circumstances, it may be detrimental to the student, agency, staff or clients to allow the student to remain in the ACE placement during this process.

The reasons for termination of field placement include (but are not limited to) the following:

1. Ethical Violations- Students who violate the New Mexico Therapy and Counseling Board Code of Ethics or UNMs' Code of Conduct may have their ACE placement terminated. Serious ethical violations, including sexual misconduct with a client, may result in expulsion from the BAC Program.
2. Failure to Disclose- Students who have failed to disclose arrests and/ or criminal convictions or failed to provide accurate information on their applications may be terminated from the ACE Placement and BAC Programs. Please note that most placement agencies require background checks before a student may be allowed to work with clients.
3. Emotional Instability, Behavioral Problems, and/ or Irresponsibility- Students who display emotional instability, behavioral problems, and / or irresponsibility may be asked to leave their ACE placements. Students, who are unable to control their emotions, demonstrate unresolved issues, or who react inappropriately with clients, colleagues, or faculty may not be ready or appropriate for ACE placement.
4. Behavior that is emotionally or physically damaging to clients.
5. Inability to carry out work assignments at the ACE Placement or work effectively with client systems.

6. Failure to maintain Academic Standards- Students who fail to maintain a satisfactory GPA in their BAC courses (a minimum cumulative GPA of 3.0) and a 3.5 in all Psychology courses will not be allowed to establish an ACE Placement the following semester. Continued problems with maintaining academic standards may result in expulsion from the BAC Program.
7. Repeated Absences- Students who have repeated absences from their ACE Placement are at risk of having their placements terminated. Consistent attendance is necessary in order to fulfill the dictates of the ACE Placement, to optimize learning experiences and to ensure adequate service to clients.

Faculty of the BAC Program has responsibility to terminate a student from the ACE placement program at any time prior to completion of the program if the student fails to meet minimum standards in the ACE placement. In addition to academic expectations, students are expected to demonstrate professional, non-discriminatory and ethical behavior. Since the role of the addictions counselor involves helping clients from a diversity of backgrounds and with a range of problems, it is important that the student be aware of personal issues they have that may interfere with their ability to render assistance to those in need and use this awareness to prevent potential interference. In instances where students demonstrate behaviors which suggest that their own difficulties are not sufficiently resolved the student may be dismissed from the ACE placement program.

The Chair of the Psychology Department will inform students in writing of the termination of the ACE placement or termination from the ACE placement program and the grounds for the termination.

Students' Rights to Appeal

Please refer to <http://www.handbook.unm.edu/D175.html> or call the Dean of Students Office at 277-3361.

BAC Advisory Committee

The BAC Advisory Committee:

- Develops BAC Program policies, procedures and processes
- Accepts or declines BAC Student Applications
- Sets the direction for the BAC Program, including: purpose, goals, objectives, curriculum, and faculty participation
- Approves addiction treatment programs as ACE placement agencies
- Directs the activities of the BAC Program Specialist, including: the development of program criteria, BAC program implementation, support of BAC students, BAC activities, and BAC coursework.
- Participates in the decision-making process for issues and problems that arise in BAC and ACE.

Appendix

Learning Contract

Mid-Term Evaluation

Final Evaluation

Weekly Time Sheet

Monthly Time Sheet

Student Evaluation of Agency and Instructor

Placement Supervisor Evaluation of ACE Program

BAC Program and ACE Instruction Manual

ACE Agency Instructor's Evaluation of Student – Mid-term

Student _____ Date _____

Agency/Site Name _____ Agency Instructor _____

Please comment on each of the following:

1. Awareness, knowledge and skill in working with diverse clients (i.e., age, race, ethnicity, gender sexual orientation, religion)

Comments:

2. Case conceptualization skills including assessment, treatment planning and referral

Comments:

3. Ethical and professional behavior including attendance, punctuality, appearance, interest and ability to work effectively as part of a team

Comments:

4. Progress on the specific learning goals stated on the student's learning contract

Comments:

5. Student's openness to constructive feedback during supervision; student's potential for learning & professional development:

Comments:

6. Additional comments:

Is this student making adequate progress to continue as an Applied Clinical Experience (ACE) intern for the remainder of this semester?

_____ Yes

_____ No

Comments:

Student Signature

Date

Agency/Site Instructor Signature

Date

UNM BAC Program Specialist Signature

Date

BAC Program and ACE Instruction Manual

ACE Agency Instructor's Evaluation of Student- Final

Student _____ Date _____

Agency/Site Name _____ Agency Instructor _____

Please rate the student named above on the following:

5= Outstanding: exhibits extraordinary skill and personal attributes

4= Above average: performs at an above average level

3= Average: meets expectations and performs at an appropriate level

2= Below average: needs some improvement to meet professional standards

1= Far below expectations: a concern that needs much improvement, and remediation is necessary

Please indicate rating by circling a corresponding number to each area. Comments are encouraged!

Awareness, knowledge and skill
in working with diverse clients (i.e., age, race,
ethnicity, gender sexual orientation, religion)

5 4 3 2 1

Comments:

Case conceptualization skills including
assessment, treatment planning and referral

5 4 3 2 1

Comments:

Ethical and professional behavior including
attendance, appearance, and ability to work as
part of a team.

5 4 3 2 1

Comments:

Progress on the specific learning goals
stated on the student's learning contract.

5 4 3 2 1

Comments:

Ability to seek supervision appropriately
and incorporate feedback into practice.

5 4 3 2 1

Comments:

Overall quality and degree of professional
development while at agency/site.

5 4 3 2 1

Comments:

Has this student adequately fulfilled your expectations of an Applied Clinical Experience (ACE) student? _____ Yes _____ No

Comments:

Student Signature

Date

Agency/Site Instructor Signature

Date

UNM BAC Program Specialist Signature

Date

Weekly Applied Clinical Experience (ACE) Time Sheet
The University of New Mexico
Department of Psychology
Basics in Addiction Counseling

Semester_____

Student Name_____

Agency_____

Day	Date	Time In	Time Out	Total Hours
Mon				
Tues				
Wed				
Thurs				
Fri				
Total Hours				

Student Signature_____

Date Signed_____

Placement Supervisor _____

Date Signed_____

BAC Program Specialist_____

Date Signed_____

BAC Program and ACE Instruction Manual

MONTHLY TIMESHEET

INTERN NAME _____

SITE _____

MONTH/YEAR _____

Day	Date	Time In	Time Out	Total Hours
Mon				
Tues				
Wed				
Thurs				
Fri				
Total Hours				
Day	Date	Time In	Time Out	Total Hours
Mon				
Tues				
Wed				
Thurs				
Fri				
Total Hours				
Day	Date	Time In	Time Out	Total Hours
Mon				
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Day	Date	Time In	Time Out	Total Hours
Mon				
Tues				
Wed				
Thurs				
Fri				
Total Hours				
Day	Date	Time In	Time Out	Total Hours
Mon				
Tues				
Wed				
Thurs				
Fri				
Total Hours				

Total monthly hours: _____

Student _____

BAC Program Specialist _____

Student Evaluation of the Agency and Instructor

Student Name:

Agency:

Agency Instructor

Name:

Academic Year:

Quality of Agency as an Applied Clinical Experience:

1. Learning opportunities available (check all that apply):

- ☐ Individuals
- ☐ Couples
- ☐ Families
- ☐ Groups
- ☐ Implementing Evidence Based Treatment
- ☐ 12 core functions (screening, intake, orientation, assessment, treatment planning, counseling, case management, crisis intervention, client education, referral, reports & record keeping, consultation with professionals)
- ☐ Other, please describe

For questions 2. through 15., please select the number next to the statement that best describes your experience from the choices listed below. Then, type that number in the space provided for each statement.

- 1. Poor quality (below minimum expectations)
 - 2. Marginal quality (barely met minimum expectations)
 - 3. Adequate quality (generally met expectations)
 - 4. Above average quality (met expectations very well)
 - 5. Exceptionally high quality (went well beyond expectations)
-
- 2. Agency environment/ facilities (space to work, clerical support, resources to support work)
 - 3. Orientation to agency/ information provided about agency.
 - 4. Orientation/ information about risk factors associated with working in the agency setting.
 - 5. Consistent availability of learning activities and opportunities

at the agency.

Agency Instructor Qualities

6. Interest in student's learning and professional development.
7. Availability to provide supervision.
8. Ability to serve as a professional role model.
9. Effectiveness in helping students understand the agency setting.
10. Effectiveness in helping students understand their roles and tasks within the agency setting.
11. Ability to help students integrate classroom knowledge with applied clinical experience at the agency.
12. Effectiveness in helping students understand practice techniques.
13. Effectiveness in providing support to students when necessary.
14. Effectiveness in providing constructive criticism when necessary.
15. Effectiveness in assigning tasks/activities that help students meet learning needs.
16. Frequency of supervision with the agency instructor:
 - ☐ one time per week
 - ☐ two or more times per week
 - ☐ once a month
 - ☐ once every two weeks
17. Average duration/ length of supervisory sessions
 - ☐ More than one hour
 - ☐ Less than one hour

For Q. 18. Please select a number from the statements below:

1. Poor quality (below minimum expectations)
2. Marginal quality (barely met minimum expectations)
3. Adequate quality (generally met expectations)
4. Above average quality (met expectations very well)

5. Exceptionally high quality (went well beyond expectations)

18. Overall quality of supervision.

For Q. 19, Please select a number from the statements below:

1. Poor quality (below minimum expectations)
2. Marginal quality (barely met minimum expectations)
3. Adequate quality (generally met expectations)
4. Above average quality (met expectations very well)
5. Exceptionally high quality (went well beyond expectations)

19. Overall quality of applied clinical experience provided by the agency.

Comments:

Please check the response that best describes your wish to share information with the agency:

After the grades are filed, you may share my comments with the agency.

☐ Yes

☐ No

Date:

Typed signature authorizing discussion of this evaluation with the agency:

Basics in Addiction Counseling Concentration
Agency Supervisor's Evaluation of the
Applied Clinical Experience (ACE)

Please type the information requested in the fillable boxes below.

Agency Supervisor Name:

Agency Name:

In order to continue to provide a quality experience for students and agency instructors (supervisors), improve the program for the next academic year, and address challenges, we ask for your feedback.

This form can be returned to Jane Ellen Smith, Ph. D., Professor and Chair, Department of Psychology at: janellensmith@unm.edu.

Thank you so much for your candid feedback!

Evaluation Measures:

5- Strongly Agree

4- Agree

3- Disagree

2- Strongly Disagree

1- No Comment/ Not Applicable

Please indicate your experience by entering the number that best reflects your experience.

Preparation and Materials

1. The Applied Clinical Experience Instruction Manual is a helpful resource.
2. The forms are user friendly.
3. The BAC Program Specialist explained the role/ function of the Agency Supervisor – Instructor.
4. The BAC Program Specialist explained her role.
5. The BAC Program Specialist prepared me for my role.

Continued on page 2

ACE Course & Program Specialist

1. The BAC Program Specialist provided an orientation to the Applied Clinical Experience (ACE).
2. The BAC Program Specialist offered or provided assistance with the development of the student learning contract.
3. The BAC Program Specialist served as a resource to me and the student.
4. The BAC Program Specialist was available during the semester to discuss concerns related to the student's learning and performance.
5. The BAC Program Specialist met with me and the student at the agency during the semester.
6. The BAC Program Specialist discussed the student's level of performance mid-term and final and when necessary during the semester.
7. The BAC Program Specialist was friendly, professional and supportive.
8. The BAC Program Specialist supported the Agency Supervisor –Instructor and student relationship.

Please indicate your preference by checking either Yes or No in the checkbox below:

I prefer this evaluation to remain confidential

☐ Yes

☐ No

Please type in the space provided (which does get larger as you type)

Additional comments and recommendations are welcome:

Thank you for your support of the BAC!