

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



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Introduction to the Manual

This 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 Coordinator, BAC Advisory Committee, BAC Students and ACE Placement Agencies and Supervisors. The manual also includes the paperwork completed by the students and agency representatives for Psychology 412.

Rationale of BAC Program

The University of New Mexico's Psychology Department created the Basics in Addiction Counseling program to prepare students for a career in the addiction counseling field. This is because 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 driving under the influence, 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 New Mexico Counseling and Therapy Practice Board. While the BAC Program Coordinator will attempt to stay up to date on the board's requirements for eligibility, the board oversees licensure decisions; therefore, the BAC program cannot make guarantees on the decisions of the board.

The program emphasizes clinical practice based on scientific knowledge, informed by a commitment to provide services to persons in need, and adherence to the highest ethical standards. The BAC program includes both academic coursework and applied clinical experience.

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 treatments for persons affected by substance use disorders.
4. Prepare students to use evidence-based research to guide and support practice for professional knowledge building.
5. Prepare students to become professional addiction counselors.
6. Prepare students for culturally competent practice with diverse populations.
7. 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.
8. Use supervision and consultation to enhance addictions counseling practice.
9. Understand and interpret the history of the addictions counseling profession and its relationship to contemporary addictions treatment policies and issues.
10. Understand the purpose, values, and ethics of the addictions counseling profession and apply these standards to practice.
11. 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.
12. Understand the forms of oppression and discrimination and apply strategies for advocacy in addictions counseling.
13. Compare evidence-based research studies and apply research findings to practice.
14. Compare addictions counseling practice interventions and outcomes in the literature.
15. Function within the structure of treatment organizations and service delivery systems.
16. Demonstrate the knowledge, sensitivity and skills of culturally competent practice with an emphasis on minority, oppressed, and at-risk groups of the Southwest.
17. Understand the needs, challenges, and practice adaptations required for competent counseling practice in the urban and rural Southwest.

Terms:

Basics in Addictions Counseling Concentration- This is an undergraduate concentration for Psychology Majors. It is a program to which students apply, complete required coursework, and maintain high standards of academic and professional conduct throughout.

Applied Clinical Experience- This is the Psychology 412: Field Work course. Students must take 6 credits over no less than two semesters. It includes two major components, an in-class portion to learn fundamental principles of addiction counseling and an on-site portion to continue that learning and apply those skills.

Roles

The Basics in Addictions Counseling Concentration relies on many individuals fulfilling their responsibilities. In particular, the Applied Clinical Experience (ACE) placement is the result of the collaborative efforts of the ACE Program Coordinator, the ACE Placement Supervisor, the Placement Agency and the student. This is done with the support of the BAC Committee. In this section, each of these roles and their responsibilities are described. 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.

BAC Program Coordinator

Has responsibility for administration and coordination of the BAC and ACE program. The BAC Program Coordinator agrees to:

1. Recruiting and approving agency sites and instructors.
2. Providing annual Placement Supervisor orientations and training.
3. Creating and updating the ACE Instruction Manual and Psychology 412 Syllabus.
4. Ensuring students meet requirements for participation in the program.
5. Matching students to agencies and approving the student placement.
6. Maintaining records of agency sites, student application forms, and placement evaluations.
7. Providing prompt attention to and resolution of reported problems regarding students or field agencies.

8. Overseeing the BAC Program and ensuring coordination of the ACE placement, quality of the curriculum and program.
9. Scheduling and facilitating BAC Advisory Board meetings.
10. Facilitating weekly seminars with ACE students
11. Interpreting the BAC curriculum to individual ACE Placement Supervisors
12. Assisting students and Placement Supervisors in developing appropriate Learning Contracts
13. Acting as a resource for students and Placement Supervisors regarding the integration of theoretical and experiential based learning and supervision of students
14. Making initial contacts with Placement Supervisors within the first three weeks of the placement and making at least one additional contact during the semester
15. 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.
16. Making additional contacts and site visits as needs arise.
17. Mediating issues that arise between, or among students, Placement Supervisors, agencies and the university.
18. Conducting seminar classes and discussions with students and providing written and oral assignments to assist students in integrating classroom and ACE learning.
19. Maintaining records related to students ACE practica, e.g., orientation checklists, learning contracts, evaluations, time sheets, documentation of contacts, etc.
20. Evaluating the progress of students and assigning student grades for Psychology 412
21. Monitoring and assessing the experience provided by the agency and reporting this to the BAC Advisory Committee.
22. Reporting to the BAC Advisory Committee about students having difficulty with the ACE placement, problems with professional misconduct, sexual harassment, safety, or ethical violations.

Placement Site

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:

1. Provide a Placement Supervisor with the education and experience necessary to supervise a student who has been approved by the UNM BAC Program.

2. Provide an orientation for students to familiarize students with agency policies, procedures, services, personnel, and safety practices.
3. Provide students with addictions counseling experiences appropriate to the level of coursework that afford students opportunities to successfully complete the objectives of the Learning Contract.
4. 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.
5. Provide the resources necessary for students to complete their ACE Placement.
6. Allow Placement Supervisors to participate in the required Placement Supervisor Training for new Supervisors and annual orientation meetings.
7. Notify the ACE Program Coordinator 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.
8. 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.
9. Complete the Student Evaluation form at mid-term and at the end of each semester.
10. Complete the ACE Placement Program Evaluation form at the end of each semester.

Placement Supervisor

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 learning experiences. Each week, Placement Supervisors must be available for one hour of supervision and oversight during the hours the student is at the agency. If a Placement Supervisor is unavailable due to absence or

illness, a suitable replacement 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 Coordinator 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 Coordinator as soon as they become evident. During the semester, Placement Supervisors meet with the BAC Program Coordinator to discuss the progress of the student 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:

1. Participate in Placement Supervisor training and annual orientation
2. Commit to the educational objectives of the BAC Applied Clinical Experience program including empirically supported practice
3. Orient the student to the mission, policy, procedures and safety practices of the agency Complete the Orientation Checklist with the student
4. Collaborate with the student to develop the Learning Contract
5. Provide assignments and learning opportunities that will enable the student to fulfill the objectives of the Applied Clinical Experience
6. Provide ongoing close supervision and evaluation of the student throughout the semester Be available at the agency during the field hours and ensure that alternate supervision is available if called away
7. 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

8. Complete an evaluation of the student by assessing the performance and competency level of the student in mastering the Applied Clinical Experience Learning Objectives at the mid-term and the final at the end of the semester
9. Notify the BAC Program Coordinator of any concerns as soon as they become evident.
10. Meet with the student and Program Coordinator as needed for resolution of issues
11. Complete and return requested forms in a timely manner to the BAC Program Coordinator.
12. Uphold the Code of Ethics of the New Mexico Counseling and Therapy Practice Board.

Student

Students accepted into the BAC Program agree to the following during their Applied Clinical Experience, Psychology 412:

1. Adhere to the New Mexico Counseling and Therapy Board's Code of Ethics and UNM's Student Code of Conduct.
2. Obey all federal, state and local laws.
3. Comply with the policies, procedures and expectations of UNM Department of Psychology's BAC/ACE Program Manual and Psychology 412 course syllabus.
4. 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.
5. Interact in a non-discriminatory manner with clients and staff of the agency.
6. Comply with the BAC Program policies concerning boundaries and safety: BAC students are prohibited from transporting agency clients in their vehicles, communicating with clients of the site outside of ACE hours unless approved by supervisor, or providing their cell phone number to clients.
7. Comply with all placement site policies and procedures.
8. Set and adhere to a schedule for the hours of the ACE placement and provide a copy of the hours to the BAC Program Coordinator and Placement Supervisor. This is completed through the Learning Contract initially; all changes must be communicated to the BAC Program Coordinator and Placement Supervisor.
9. Show up prepared for active participation in weekly, one-hour supervisory sessions with the Placement Supervisor.

10. Regularly attend and actively participate in class.
11. Immediately alert the BAC Program Coordinator and Placement Supervisor of any personal or professional difficulties which may impede the ability of the student to perform the assigned tasks.
12. Complete and submit all assignments and documentation in a timely manner, to include the Learning Contract, Monthly Hours Log, and BAC Placement Evaluations.
13. Maintain a cumulative GPA of 3.0 or a Psychology GPA of 3.5.

The BAC Advisory Committee:

The BAC Advisory Committee agrees to:

1. Develops BAC Program policies, procedures and processes
2. Accept or decline BAC Student Applications
3. Sets the direction for the BAC Program, including: purpose, goals, objectives, curriculum, and faculty participation
4. Approves addiction treatment programs as ACE placement agencies
5. Advises on the activities of the BAC Program Coordinator, including: the development of program criteria, BAC program implementation, support of BAC students, BAC activities, and BAC coursework.
6. Participates in the decision-making process for issues and problems that arise in BAC and ACE.

Basics in Addictions Counseling Concentration Policies and Procedures

This section outlines the process for students to apply for the BAC Concentration, the necessary courses, and information on BAC Specific Courses.

Application to BAC Program

The Basics in Addiction Counseling (BAC) Concentration is designed for a select group of undergraduate psychology majors who are interested in a career in the alcohol/drug counseling field. In addition to the standard psychology major requirements, the BAC Concentration involves a series of specialized addiction courses, as well as a multi-semester field placement at a substance abuse agency. Students admitted to the BAC

concentration will have completed all coursework requirements to become a Licensed Substance Abuse Associate (LSAA) and Licensed Alcohol/Drug Abuse Counselor (LADAC). To complete the BAC Concentration, students must complete 45 hours in psychology. In addition, students must earn a grade of “C” or better (grades of C- are not accepted) in all psychology courses. 24 credits MUST be taken at UNM to satisfy the residency requirement. Major requirements are only one portion of your undergraduate degree. Meet with an Undergraduate Program Advisor located in the Department to discuss the University and College level requirements in addition to the major. To earn the BA or BS Degree in Psychology students must declare a minor. To earn the BA degree students must select a minor from the approved College of Arts and Sciences minor list. To earn the BS degree students must declare a minor from the following: Evolutionary Anthropology; Biology; Chemistry; Computer Science; Mathematics; Physics; or Statistics. Meet with your Minor Department’s Departmental Advisor to review your minor requirements.

BAC Concentration Admission Requirements

All applicants are required to be Psychology Majors and meet the following requirements:

- Are enrolled in the equivalent of the 4th semester of full-time coursework toward a college degree.
- Have a minimum cumulative GPA of 3.0 or a Psychology GPA of 3.5.
- Are committed to a career in the alcohol/drug counseling field.
- Have interpersonal skills appropriate for a counseling career.
- Have the ability to meet the program standards. (with or without reasonable accommodation)
- Have read and acknowledged understanding of the New Mexico Counseling and Therapy Practice Board standards for licensure.

Procedures to Apply

Interested applicants will provide:

- Letter of interest
- Current resume (work, volunteer & academic experience)
- At least two letters of recommendation (must address the qualifications, character, and motivation of the applicant. These

- letters may come from employers, professors, or supervisors; these are not personal references)
- Unofficial College Transcripts
- Completed BAC Application

Minimum Course Requirements for Earning BAC Concentration

This section outlines the minimum requirements students must complete in order to earn the BAC Concentration for their Psychology undergraduate degree.

Courses:

These are the course requirements for students accepted into the Basics in Addictions Counseling Concentration of the Psychology undergraduate major. 24 credit hours must be taken from UNM to qualify (as opposed to transfer credits). Students are responsible for ensuring they meet graduation requirements and are advised to speak with their academic advisor about course planning.

Students take all of the courses below to fulfil the requirements for BAC Concentration except for the courses marked with an asterisk. For the courses marked with an asterisk, only three of the five marked need to be taken to fulfill the requirement.

Course #	Course Title	Pre Requisites	Credit Hours
Psyc 105/1110	Introduction to Psychology	none	3
Psych 200/2510	Statistical Principles	Psyc 105/1110	3
Psyc 240/2250	Brain and Behavior	Psyc 105/1110 or Bio 1110 or 1140	3
Psyc 302	Psychological Research Techniques	Psyc 2510	3
Psyc 220/2120	Developmental Psychology*	Psyc 105/1110	3
Psyc 260/2270	Learning and Memory*	Psyc 105/1110	3
Psyc 265/2220	Cognitive Psychology*	Psyc 105/1110	3
Psyc 271/2110	Social Psychology*	Psyc 105/1110	3
Psyc 280/2320	Health Psychology *	Psyc 105/1110	3
Psyc 332	Abnormal Behavior	Psyc 105/1110	3
Psyc 347	Drugs and Behavior	Psyc 2250	3
Psyc 430	Alcohol Use Disorders	Psyc 332	3
Psyc 411	Treatment of Addictions	Psyc 332 or Psyc 347 or Psyc 430	3
Psyc 335	Clinical Psychology	Psyc 105/1110	3
varies	Relevant Psyc Lab or Psyc 499 research experience	varies	2

Psyc 313	Case Management	Psyc 332 and Psyc 347 or Psyc 411 or Psyc 430	1
Psyc 412	Applied Clinical Experience in Addictions Counseling	Psyc 332 and Psyc 335 and Psyc 347 or Psyc 430	6

Relevant Psychology Labs

The Basics in Addictions Counseling Committee approves labs based on clinical relevance to addictions counseling. Currently approved labs include: Body Image Lab and Practicum, Clinical Psychology Lab, Health Psychology Lab, Transcranial Stimulation Lab, Psychology 499 Research Lab individual mentored experience, and Developmental Neuroscience Laboratory.

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.

Psychology 412: Applied Clinical Experience/Field Work

Psychology 412: Addiction Field Work is a two semester course consisting of field work at a treatment site and weekly class meetings. The field work consists of experience observing treatment professionals then, as appropriate, interacting with patients in increasingly responsible ways.

Weekly class meetings provide information on the theory and practice of addictions counseling as well as opportunities to practice interventions and counseling skills. There will be time to process challenges and triumphs from field work experience as well as how the material from the course applies to field experience.

Integrating feedback from prior courses, the material in the two semesters provides a different focus, rotating between semesters with one semester primarily focusing on developing clinical skills with the secondary focus on the pragmatics of practicum and addictions counseling. Then the other semester primarily focusing on the pragmatics of practicum and addictions counseling and the secondary focus on developing clinical skills. This is reflected in different textbooks depending on the primary focus of the term. This term's primary focus is clinical skills, so the textbook is Helping Skills.

In both terms, students will receive practical skills rooted in evidenced based interventions and years of experience in the field. Lecture, discussion, videos, written assignments, and role-play are used to deepen student learning. By the end of the course, the student will have an emerging identity as an addictions counselor, feel confident discussing patient care in the addictions treatment, have foundational knowledge in areas covered in test for New Mexico's LDAC, know how to source quality information on addictions impacts and treatment, and an emerging ability to provide patient care in an addictions treatment environment.

Course Learning Objectives

1. **Self of the Addictions Counselor:** Students will develop a unique identity as an addictions counselor, using critical thinking to apply knowledge concerning addictions to the practice of addictions counseling, practicing interventions in class and at the field work site to connect with their areas of strength. Demonstrate commitment to evidence based practice, NAADAC ethical code, and care for patient's intersecting identities.
2. **Apply Knowledge and Process Experience:** Students will apply their knowledge of the 12 core functions of an addictions counselor in their field work, then process that experience in class to deepen their understanding.
3. **Case Conceptualization:** Students will be able to describe factors that influence addiction etiology and treatment utilizing a biopsychosocial model and evidence based treatments. Track patient progress.
4. **Self-evaluate:** Students will be develop skills in self-evaluation on knowledge, skills, and ethics through receiving feedback in class and on-site and recording self in mock counseling sessions.
5. **Practice Addictions Counseling:** Students will apply evidence based practice and provide addictions counseling interventions with sensitivity to patient's needs and culture. Function effectively and professionally at field site.

Psychology 313: Case Management

This is a course developed to provide theoretical and practical education on providing case management in Substance Use Disorder (SUD) treatment settings. Case Management,

also known as Patient Navigation or Service Coordination, is a powerful tool to aid patients in addressing and overcoming barriers to recovery. While the primary focus of this class is how case management is integrated in SUD treatment by a Bachelor's level case manager, the skills are widely applicable to other treatment settings and roles. As a one-credit course the focus will remain tightly on case management, in contrast to Psyc 412 which has a broader addictions counseling focus. Both courses cover the 12 core functions of addictions counseling, however this course hones in on how a case manager engages in each of those functions.

Students will receive practical skills rooted in evidenced based interventions and years of experience in the field. Lecture, discussion, videos, written assignments, and role-play are used to deepen student learning. Students create a local resource packet, case conceptualization, and treatment plan for a student-constructed client, which provides an opportunity to apply knowledge, begin to understand how patients are professionally communicated about, and deepen knowledge within an area of student interest. By the end of the course, the student will have an understanding of the role of a case manager and emerging skills in case management.

Course Learning Objectives

1. **Self of the Case Manager:** Students will develop a unique identity as a case manager, using critical thinking to apply knowledge concerning addictions to the practice of case management. Demonstrate commitment to evidence based practice, NAADAC ethical code, and care for patient's intersecting identities.
2. **Apply Knowledge:** Students will apply their knowledge of the 12 core functions of an addictions counselor as applies to case management in their written assignments, integrating information from class to deepen their understanding.
3. **Case Conceptualization:** Students will demonstrate ability to describe factors that influence addiction etiology and treatment utilizing a biopsychosocial model through written assignments and in-class discussions.
4. **Treatment Planning:** Students will demonstrate ability to describe evidence based treatments and justify their use for specific patients through written assignments and in-class discussions.

5. **Local Resource Awareness/Application:** Students will develop a local resource packet specific to the types of barriers faced by their target population, practicing skills in resource identification and communication.

Grade Review Policy

If a student has a grievance with their evaluation or grade, it should first be addressed with the Placement Supervisor and BAC Program Coordinator. If the grievance is not resolved, the student should seek a Review Meeting with the BAC Program Coordinator and Chair of Psychology. If the student is dissatisfied with the resolution regarding the grade, they should follow UNM policies with respect to grades: <https://lobolaw.unm.edu/faculty-handbook/teaching/grading-policies.html> or contact the Dean of Students Office through phone: 505-277-3361 or email: doso@unm.edu.

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 site to complement their coursework. Typically, following junior year, BAC students enroll in Psychology 412 for a minimum of two semesters concurrently with the required BAC courses. They attend a weekly seminar that accompanies their Applied Clinical Experience (ACE). Students accumulate at least 200 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.

The 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. ACE 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 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, using differentiated communication strategies, 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 a SUD treatment provider.
7. Demonstrate an understanding of the federal and state addictions treatment policies that influence the operation of the field agency, its policies, the SUD treatment provider'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 Placement

This section will discuss important elements of the Applied Clinical Experience including the process for acquiring placement for a student, the process of becoming a Placement Site for an agency, the minimum requirements to be a Placement Supervisor, the steps for problem resolution and legal concerns.

Process for Acquiring an Applied Clinical Experience Placement

1. Students collaborate with BAC Program Specialist during application interview, what semester they will start Psychology 412.
2. Students enroll in Psychology 412 for the term agreed upon.
3. Approximately 4-6 weeks before the semester BAC Program Specialist will send the Field Placement Site List. Should a student wish to pursue a site outside this list, they will contact the BAC Program Specialist immediately and follow the process for new sites.
4. Student reviews Field Placement Site List as provided by the BAC Program Coordinator and contacts at least three sites indicating interest and sending a resume.

5. Student interviews with sites and chooses one to complete two terms with Psychology 412 Applied Clinical Experience.
6. Student notifies each site they interviewed with of their decision.
7. The student notifies the BAC Program Coordinator of the decision.

Agency Criteria for the ACE Placement Program

The approval of potential placement sites is completed by the Program Coordinator, who evaluates the ability of the agency 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 provided addictions treatment services for at least one year before it can be approved as a placement site for students. The Program Coordinator will make a site visit to assess the agency for approval taking into consideration the following factors:

1. Agency functioning and services provided
2. 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
3. Ability to support the educational focus of ACE Placement
4. Ability to provide students the opportunity to practice with diverse client populations
5. Ability of the agency to support the mission, goals, and objectives of the BAC program
6. 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
7. 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/Memorandum of Understanding 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 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:

1. Knowledge of the addictions counseling profession, empirically supported practices and current practices;
2. Knowledge of the agency's practice, policies and structure;
3. Interest in professional addictions counseling education and willingness to work cooperatively to accomplish the educational objectives of the BAC Applied Clinical Experience Program; BAC Program and ACE Instruction Manual
4. Behavior that is professional, non-discriminatory and ethical;
5. Ability to provide constructive evaluative feedback and addictions counseling instruction;
6. 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 abilities and learning needs, and
7. Ability to provide close supervision and has the time to fulfill responsibilities of Placement Supervision.

How Students Accumulate Hours

Students will accumulate a minimum of 300 ACE hours over the course of at least two semesters. Students attempting to complete these hours in two semesters typically spend 10 hours per week in the agency.

Tasks and Processes Counted Towards ACE Hours:

- Placement supervision,
- Client interaction,
- Placement training and education about the organization's policies, procedures and practices
- Shadowing clinical work
- 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 monthly hours logs signed by the Placement Supervisor to the BAC Program Coordinator.

If a student misses scheduled hours due to agency closure on the day of their scheduled hours, the student will make the hours up in the same academic semester. Any absences from ACE placement must be communicated to the Placement Supervisor as soon as possible. If absence is due to an illness, the student must follow Placement Site policy for absence due to illness. All hours missed require make-up as established by the Learning Contract. The clock hours for the ACE placement must be completed before a final grade may be given.

Attendance

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

Coordinator. To facilitate initial planning for this and set expectations, the Learning Contract includes a section concerning potential areas for communication on attendance.

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. To facilitate this, the midterm evaluation includes a process for establishing an agreement on this topic.

Resolving Problems in ACE Placement

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 will 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 Coordinator about replacement in a new agency. The BAC Program Coordinator, 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 Coordinator

The BAC Program Coordinator monitors students' progress in field placement through the review of monthly hours logs and supervisory reports, audio recording, class discussions, contacts with students and Placement Supervisors, site visits and student evaluations. If issues are identified that may have an impact on the placement experience and learning experience, the Program Coordinator 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
- The need for more opportunities to address objectives of the Learning Contract

Some of the concerns that Placement Supervisors identify are:

Student 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
- 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 Coordinator or other person involved in the ACE placement that a concern exists.

Step 2: The issue is brought communicated directly. Alternatively, students or Placement Supervisors may request 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 Coordinator 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 Coordinator 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

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 Coordinator 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 faculty of the BAC Program has the 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.

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.

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

1. 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. 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. Consistent attendance is necessary in order to fulfill the requirements of the ACE Placement, to optimize learning experiences, and to ensure adequate service for clients. Students who have repeated absences from their ACE Placement are at risk of having their placements terminated.
8. 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.

Placement Supervisor Orientation and Training

The BAC Applied Clinical Experience program provides 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 Coordinator 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.

Supervisors may contact the BAC Program Coordinator 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, through the Learning

Contract, the student mid-term and final evaluation. Additional site visits are conducted by the BAC Program Coordinator 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.

Legal Issues

This section outlines legal issues of importance to the Applied Clinical Experience and includes background checks/criminal records, program policy on transporting client's, and information related to student safety, rights, and protections. Where law or UNM policy is referenced, please check to ensure most up to date information.

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 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 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 Coordinator 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.

Sexual Harassment/ Sexual Misconduct

This is comprehensively addressed in the UNM Student Code of Conduct which can be accessed online at: <https://pathfinder.unm.edu/campus-policies/sexual-harassment.html> 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.

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.

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 student's evaluations. BAC Program Coordinator 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 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 Coordinator 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 Coordinator and Placement Supervisor will evaluate the progress of the student toward meeting the stated objectives of the learning contract at mid-term and final. To complete this the 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.

Psychology 412 grades are assigned by the BAC Program Coordinator. The assigned grade is based upon the ACE placement performance and attendance, the class performance and attendance, completion of 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 a B- or better to advance to the next semester of ACE placement and for

successful completion of the BAC program. Incompletes are only considered in cases of documented emergencies.

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.

Basics in Addiction Counseling Student Learning Contract

Student's Name _____

Agency Instructor's/Site Supervisor Name _____

Agency _____

Days & Times of Attendance: _____

M T W Th F

Date and Time of Weekly Supervision: _____

Individual ____ Group ____ Combination ____

Supervision is a vital part of the BAC experience; site supervisors are expected to provide consistent time for the student to discuss challenges, receive feedback, and review progress. Students are expected to attend supervision prepared and open to feedback.

Section I.

Professional Learning Goals:

1.

2.

3.

4.

Section II.

Activities and experiences to facilitate objectives listed in Section I.

1.

2.

3.

4.

Placement Site Policy on Make Up Hours Due to Absences:

Due to Site Closure:

Due to Temporary Site Inability to Provide Hours Due to Lack of
Providers/Groups/Trainings:

Due to Temporary Student Schedule Conflict:

Due to Student Illness:

Section III. Signatures

Student Printed Name: _____

BAC Program and ACE Instruct

Student Signature: _____

Date: _____

Agency Instructor/Site Supervisor Printed Name: _____

Signature: _____

Date: _____

Form to be completed in the first two weeks of student site placement. Form should be submitted to the BAC Program Coordinator through Canvas or email.

Any questions may be directed to the BAC Program Coordinator, Cal Reynolds, LPCC at creynolds2@unm.edu

ACE Agency Instructor Evaluation of Student – Mid-term

Student _____ Date _____

Agency/Site _____

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 the rating by circling a corresponding number to each area. Comments are encouraged.

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

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

3. Ethical and professional behavior including attendance, punctuality, appearance, interest and ability to work effectively as part of a team, verbal and written communications.
4. Progress on the specific learning goals stated on the learning contract.
5. Student's openness to constructive feedback during supervision; potential for learning & professional development.
6. Is this student making adequate progress to continue as an Applied Clinical Experience (ACE) intern for the remainder of this semester? Yes No
7. Are there any concerns about the student's progress or behavior that need correction in order to continue in this placement?

The next UNM break is_____. The student is not required to work at their site over break, but they may choose to continue accumulating hours. The plan for this student over this break is:

Signatures

Student Printed Name: _____

BAC Program and ACE Instruct

Student Signature: _____

Date: _____

Agency Instructor/Site Supervisor Printed Name: _____

Signature: _____

Date: _____

Form to be completed approximately halfway through each semester of the student site placement. It is the responsibility of the student to ensure that the Agency Site Instructor is informed of this requirement and given time to fill this out with enough time to submit by syllabus indicated deadline. It may be filled out in a supervision session if that is agreeable to both parties. Form should be submitted to the BAC Program Coordinator through Canvas or email.

Any questions may be directed to the BAC Program Coordinator, Cal Reynolds, LPCC at creynolds2@unm.edu

ACE Agency Instructor Evaluation of Student- Final

Student _____ Date _____

Agency/Site _____

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 the rating by circling a corresponding number to each area. Comments are encouraged.

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

5 4 3 2 1

Comments:

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

5 4 3 2 1

Comments:

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

5 4 3 2 1

Comments:

4. Progress on the specific learning goals stated in the learning contract.

5 4 3 2 1

Comments:

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

5 4 3 2 1

Comments:

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

5 4 3 2 1

Comments:

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

Comments:

Signatures

University of New Mexico
Department of Psychology
Revised Summer 2026

BAC Program and ACE Instruct

Student Printed Name: _____

Student Signature: _____

Date: _____

Agency Instructor/Site Supervisor Printed Name: _____

Signature: _____

Date: _____

Form to be completed approximately one week before the end of the semester for each semester of the student site placement. It is the responsibility of the student to ensure that the Agency Site Instructor is informed of this requirement and given time to fill this out with enough time to submit by syllabus indicated deadline. It may be filled out in a supervision session if that is agreeable to both parties. Form should be submitted to the BAC Program Coordinator through Canvas or email.

Any questions may be directed to the BAC Program Coordinator, Cal Reynolds, LPCC at creynolds2@unm.edu

Supervisor Incident Review Form

This form is to create a record of incidents that occur on site. It may be filled out by the Site Placement Supervisor or by the BAC Program Coordinator.

Date Form Filled Out: _____

Date of Incident: _____

Student Name: _____

Site Supervisor Name: _____

Site Name: _____

Description of the incident:

Response to incident:

Plan:

Site Supervisor Signature: _____

Date: _____

Student Signature: _____

Date: _____

BAC Program Coordinator Signature: _____

Date: _____

Agency Supervisor's Evaluation of the Applied Clinical Experience (ACE)

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 the BAC Committee Chair, Kamilla Venner, Ph. D., Associate Professor Department of Psychology at: kamilla@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.

5

4

3

2

1

BAC Program and ACE Instruct

2. The forms are user friendly.

5 4 3 2 1

3 . The BAC Program Coordinator explained the role/function of the Placement Supervisor.

5 4 3 2 1

Supervisor – Instructor.

4. The BAC Program Coordinator explained their role.

5 4 3 2 1

5. The BAC Program Coordinator prepared me for my role.

5 4 3 2 1

ACE Course & Program Coordinator

6. The BAC Program Coordinator provided an orientation to the Applied Clinical Experience (ACE) through meeting or materials if a meeting was unavailable.

Yes No

7. The BAC Program Coordinator offered or provided assistance with the development of the student learning contract.

Yes No

8. The BAC Program Coordinator served as a resource to me and the student.

Yes No

9. The BAC Program Coordinator was available during the semester to discuss concerns related to the student's learning and performance.

BAC Program and ACE Instruct

Yes No

11. The BAC Program Coordinator discussed the student's level of performance mid-term and final and when necessary, during the semester.

Yes No

12. The BAC Program Coordinator was friendly, professional and supportive.

Yes No

13. The BAC Program Coordinator supported the Placement Supervisor and student relationship.

Yes No

I prefer this evaluation to remain confidential and not given to the BAC Coordinator.

Yes No

Additional comments and recommendations are welcome:

Thank you for your support of the BAC!

Student Evaluation of the Site and Site Supervisor

Student Name: _____

Site: _____

Site Supervisor: _____

Name: _____

Academic Year: _____

Quality of Site 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 indicate the number that best describes your experience:

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)

5 4 3 2 1

3. Orientation to agency/information provided about agency.

5 4 3 2 1

4. Orientation/information about risk factors associated with working in the agency setting.

5 4 3 2 1

5. Consistent availability of learning activities and opportunities

5 4 3 2 1

Site Supervisor Qualities

6. Interest in student's learning and professional development.

5 4 3 2 1

7. Availability to provide supervision.

5 4 3 2 1

8. Ability to serve as a professional role model.

5 4 3 2 1

9. Effectiveness in helping students understand the agency setting.

5 4 3 2 1

10. Effectiveness in helping students understand their roles and tasks within the agency setting.

5 4 3 2 1

11. Ability to help students integrate classroom knowledge with applied clinical experience at the agency.

5 4 3 2 1

12. Effectiveness in helping students understand practice techniques.

5 4 3 2 1

13. Effectiveness in providing support to students when necessary.

5 4 3 2 1

14. Effectiveness in providing constructive criticism when necessary.

5 4 3 2 1

15. Effectiveness in assigning tasks/activities that help students meet learning needs.

5 4 3 2 1

16. Frequency of supervision with the agency instructor:

- ☐ Two or more times per week
- ☐ One time per week
- ☐ Once every two weeks
- ☐ Once a month

17. Average duration/ length of supervisory sessions:

- ☐ Less than one hour
- ☐ One hour
- ☐ More than one hour

18. Overall quality of supervision.

5 4 3 2 1

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

5 4 3 2 1

Comments:

After the grades are filed, you may share my comments with the site:

Yes No

Date:

Signature:

MONTHLY TIMESHEET

Day	Date	Time In	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			<i>Week Hours</i>	
Day	Date	Time In	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			<i>Week Hours</i>	
Day	Date	Time In	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			<i>Week Hours</i>	
Day	Date	Time In	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			<i>Week Hours</i>	
Day	Date	Time In	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			<i>Week Hours</i>	
Day	Date	Time In	Time Out	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			<i>Week Hours</i>	

Month/Year _____

Total monthly hours: _____

BAC Program and ACE Instruct

Total Hours for Semester: _____

Total Hours for Placement to Date: _____

Student Signature _____

Placement Supervisor Signature _____