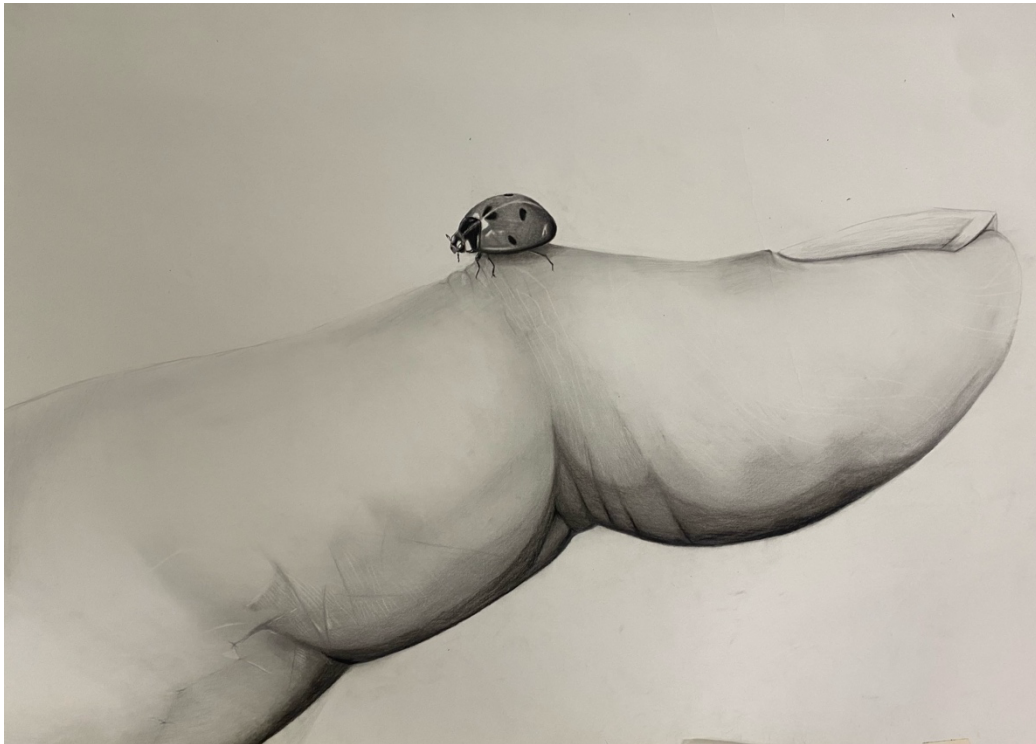


# MARYWOOD UNIVERSITY

# GRADUATE ART THERAPY PROGRAM

Practicum Student & Supervisor Guidelines 2025-2026



## TABLE OF CONTENTS

Practicum Overview and Guidelines.....	3-4
Standards for Accreditation.....	5
Supervision & Placement.....	6
Practicum A – AT 540 Requirements & Forms .....	8-18
Practicum B – AT 541 Requirements & Forms.....	19-29
Practicum C – AT 542 Requirements & Forms.....	30-42
Practicum D – AT 543 Requirements & Forms.....	43-57
Practicum Related Forms.....	58-66
In-service Planning Form.....	58-59
Practicum Supervisor Agreement & Acknowledgment Form.....	60
Time Sheet.....	61
Client Release Forms .....	62-63
Site Supervisor ROI Receipt.....	64
Practicum Professionalism Checklist.....	65
Site Evaluation Form.....	66

## ART THERAPY PRACTICUM EXPERIENCE

Our Master of Arts degree in Art Therapy trains professionals in the mental health field to use art as a catalyst for healing and self-actualization. Art therapy aids human development through self-discovery, self-awareness, and personal growth.

### MISSION STATEMENT

The Graduate Art Therapy Program at Marywood University is built upon artistic, ethical, and spiritual values within a tradition of service to humankind. Our art therapy program provides a supportive framework for the enhancement of students' capacity to utilize the therapeutic qualities of art making with a wide variety of populations. With this focus, there is an ongoing commitment to the integration of students' learning domains in the areas of personal artistic growth, academic study, multicultural awareness and development of clinical skills to prepare competent entry-level Art Therapists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the job market.

Housed within the Art Department of the College of Arts and Sciences, the Art Therapy Program at Marywood University offers an art based, humanistic approach taught by faculty who have wide ranges of expertise, are deeply committed to the profession of art therapy and strive toward the development of compassionate and competent future practitioners. The Graduate Art Therapy Program educates students so that they may serve as therapists with a profound appreciation of each human being in our interdependent world.

*\* All activities required in the program must be educational and students must not be substituted for staff. Students are not permitted to receive any financial compensation for their services/practicum experience.*

Our program will expose students to a variety of theories and approaches related to the practice of art therapy and the field of psychology. Our Master's degree in Art Therapy is approved by the **American Art Therapy Association**. Currently *we are in the application process* for Accreditation through **ACATE**. It prepares you for:

- Registration (ATR) and provisional status (ATR-P)
- Board certification (BC) with the Art Therapy Certification Board (ATCB)
- Pennsylvania licensure as a Licensed Professional Counselor (LPC)\*

The practicum training in the graduate art therapy program will provide hands-on experience for students to apply knowledge and skills from course work. Practicum includes clinical and supervised experiences for students in various mental health and community-based agencies in NE Pennsylvania and the NE Region of the United States. Students will complete four separate Practicum courses: Practicum A – AT 540, Practicum B – AT 541, Practicum C – AT 542, and Practicum D – AT 543. Students will work with a university supervisor who maintains art therapy knowledge and credentials as well as an on-site supervisor that meets the requirements for licensure of the particular agency.

*\*Students are responsible for finding out if there are additional educational requirements for licensure application.*

## **PRACTICUM GUIDELINES**

**All practicum students must meet with the Internship/Practicum Coordinator to discuss appropriate placement opportunities before reaching out to sites.**

Marywood University requires a minimum of eight hundred (800) hours of art therapy practicum experience. Students are encouraged to spend more time in practicum experiences than the minimum 800 hours. Students in the graduate art therapy program at Marywood are required to register for a total of four sections of AT 540 – Practicum/Group Supervision in Art Therapy. AT 601R Internship Seminar may substitute for a C or D level clinical experience. Students must complete a minimum of 200 hours per practicum site. It is expected that students spend no fewer than 200 hours in each of the four-practicum sites. Additional hours may be arranged but must be approved by the Director of Art Therapy.

Placements will include various experiences with a wide range of populations, ages, and client demographics. The agencies will include both short-term and long-term clients as well as individual and group experiences.

The student and supervisor should discuss the student's competencies, successes, and areas for growth during scheduled supervision times. In addition, students will attend and participate in academic group supervision at the University. Supervision is also a time to discuss the written evaluation of the student as prepared by the site supervisor.

A minimum of 50% (100 hours) of each practicum experience must be spent in patient/client contact. The documentation requirements for the particular practicum site should be explained to students by site supervisors. Students must complete all documentation in accordance with practicum site norms. Students are expected to adhere to the AATA Code of Ethics. A copy of the Code of Ethics should be on file at the practicum site.

## STANDARDS & GUIDELINES FOR THE ACCREDITATION OF EDUCATIONAL PROGRAMS IN ART THERAPY

Here is a list of the standards that encompass the accreditation process for Art Therapy Educational Programs. The responsibilities and qualifications for supervisors are outlined below.

### Practicum/Internship Coordinator

#### **a. Responsibilities**

The practicum/internship coordinator must:

- 1) provide oversight of the practicum/internship experience;
- 2) establish practicum/internship affiliations with appropriate clinical and/or experiential settings;
- 3) assure that supervision agreements are prepared for each student to define the roles and responsibilities of on-site supervisors, individual and group supervisors, and students during the practicum/internship; and
- 4) facilitate student placements for practicum/internship experiences.

#### **b. Qualifications**

The practicum/Internship coordinator must possess knowledge of the program's expectations, requirements and evaluation procedures for students.

*The practicum/internship coordinator position may be fulfilled by the program director, faculty member(s) or other qualified designee.*

### Practicum/Internship Site Supervisors

#### **a. Responsibilities**

Practicum/Internship site supervisors must:

- 1) supervise and make timely assessments of students' progress in meeting program requirements and outcomes in cooperation and regular consultation with a program faculty member; and
- 2) provide for individual and/or two student (triadic) supervision.

#### **b. Qualifications**

Practicum/internship site supervisors must:

- 1) possess knowledge of the program's expectations, requirements, and evaluation procedures for students, and have received training in supervision; and
- 2) possess registration or national certification in the field of Art Therapy by an organization accredited by the National Commission for Certifying Agencies (NCCA) or possess a master's level professional license or certification in a related mental health field.

## SUPERVISION

Students must have both individual and group supervision and must receive one hour of clinical supervision at the site placement per every ten hours of practicum experience. In addition, students must also participate in group supervision sessions with a Marywood University faculty member either on campus or virtually each week of the semester.

### On-Site Supervision

Students must have both individual and group supervision and must receive one hour of clinical supervision at the site placement per every ten hours of practicum experience.

- Practicum students will be at a site under the direct supervision of a registered (ATR), a board credentialed art therapist (ATR-BC) **or** a **licensed professional in a related field** (e.g., creative arts therapy, social work, psychology, marriage and family therapy, psychiatry, or counseling).
- Although it is preferred that students receive supervision on-site from an ATR or ATR-BC professional, they may receive supervision from any approved master level credentialed/licensed professional in the community-based and mental health fields. We must have copies of the site supervisors' credentials and licenses on file with our program. All documentation must be current.

### Practicum Course Instructor

The faculty supervisor and instructor of the student's practicum course during a particular semester will decide on the grade that is earned for the course based on the evaluations submitted by the site(s), class participation, and other course requirements. Art therapy faculty supervisors must have an ATR-BC. This course grading is graded per the graduate grading scale. In graduate school, students must receive at least a B- to pass.

### Addressing Concerns

The Art Therapy program recognizes there can be challenges/concerns that arise throughout a student's practicum experience. To provide support to both the site supervisor and student, the program has developed a system to be utilized to navigate and problem-solve any challenges/concerns that may arise:

1. Site supervisor addresses student/challenges
2. Site supervisor brings challenges/concerns to in-class instructor
3. In-class instructor and Practicum Coordinator meet to discuss further
- 3.5 Concerns brought to Program Director
4. Site supervisor, Practicum Coordinator, and Program Director meet with student

## **PRACTICUM PLACEMENT**

All students placed in practicum will be expected to interview on-site and receive prior acceptance to the site. The on-site supervisor may confirm agreement to accept the student via email directly to the Practicum Coordinator or sign and have the student return the Initial Practicum Internship Agreement form.

### **Insurance**

A copy of our Liability Insurance will be provided upon request.

### **Recording Hours**

Marywood University Art Therapy program is seeking new, more affordable options for students to record their hours. At this time, some students are finishing out their subscription with Time2Track; however, the program is moving away from using this platform due to student cost. Students are permitted to use paper time sheets (pg. 60) to record their hours until a new platform has been secured.

## **First Practicum/Internship (A) - AT 540-01**

### **Guidelines (200 hours)**

During the first practicum experience students are expected to observe and participate in individual and group art therapy sessions. They are to learn about the role the art therapist plays in the setting. During the first practicum it is expected that students will be at a site under the direct supervision of a **board certified / registered art therapist (ATR-BC)**. Students will be expected to observe and/or co-lead art therapy sessions during at least 50% of the practicum experience.

- When possible, considering site/placement requirements, each student is expected to read charts and other resources, attend staff meetings and clinical in-services, and have at least one hour of clinical site supervision for every ten hours of practicum experience.
- Each student is to document their work in accordance with practicum site norms. The practicum site supervisor will review the documentation.
- Each student must obtain signed releases from all those individuals whose artworks may be the focus of group supervision experiences, or who may be the subject of a written case study.
- Each student is to maintain the confidentiality of patients/clients at their site and only discuss the clinical experience with their site supervisor, appropriate staff at the site, the faculty supervisor and members of the academic supervision group. Identity of a client may be released only when the client is in immediate danger of causing harm to themselves or others and then the student must give appropriate information to the site supervisor who will demonstrate ethical responsiveness.

Particular experiences in the clinical setting should not be discussed with classmates unless the student has been given permission to do so by the placement supervisor and the faculty supervisor.

Students must receive one hour of clinical supervision at the site placement per every ten hours of practicum experience. In addition, students must also participate in group supervision sessions with a Marywood University faculty member on campus each week of the semester.

**Midterm and final evaluations are part of the learning process and help in professional development. They are intended to help students become effective practitioners as art therapists. It is expected that site supervisors will go over their comments and grading with their supervisees.**



**Marywood University  
Practicum A - 540  
Midterm Evaluation  
100 Hours**

Student's Name

---

Hours Completed

---

Placement Site

---

On-Site Supervisor's Name & Credentials

---

On-Site Supervisor's Contact Information

Email

---

Phone

---

Date

---

Course Supervisor

---

**Overall Professionalism**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Adherence to practicum site policies	1	2	3	4	NA
Reliability	1	2	3	4	NA
Attendance	1	2	3	4	NA
Punctuality	1	2	3	4	NA
Initiative	1	2	3	4	NA
Contacts supervisor in a timely manner if schedule challenges arise	1	2	3	4	NA
Complies to dress code expectations	1	2	3	4	NA
Understands site policy on confidentiality	1	2	3	4	NA
Understands site policy on the boundaries of the professional relationship	1	2	3	4	NA
Understands site policy and protocol on reporting client safety concerns	1	2	3	4	NA
Understands role of art therapy in practicum setting	1	2	3	4	NA
Understands role as student within setting	1	2	3	4	NA
Understands rights and responsibilities as a supervisee	1	2	3	4	NA
Engages with practicum site staff in a professional manner	1	2	3	4	NA
General investment in & reflection on learning experience	1	2	3	4	NA

**Based upon the above criteria what recommendations for growth and development do you have for the student?**

**How would you describe the student’s initial response & relationship to this program population?**  
*Please include your general perception of the student’s response to clients both individually and in groups, and any specifics as to how the student supports the existing routines of the art therapy program and placement at large.*

**Clinical Skills**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Demonstrates accurate observation skills	1	2	3	4	NA
Communicates understanding of demonstrated art interventions	1	2	3	4	NA
Demonstrates facility with a variety of art materials	1	2	3	4	NA
Able to teach art techniques and skills as needed	1	2	3	4	NA
Demonstrates sensitive and appropriate interactions with participants	1	2	3	4	NA
Demonstrates understanding of the characteristics and needs of population served	1	2	3	4	NA
Able to conceptualize art therapy treatment goals and interventions with population	1	2	3	4	NA

**What 3 recommendations and/or goals will address the student's clinical growth and development for the final evaluation period?**

1.

2.

3.

### Supervision Skills

Please rate the student 1-4 in each of the following categories and comment as needed.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Assertively seeks supervision	1	2	3	4	NA
Utilizes supervision time to ask challenging therapy questions and concerns	1	2	3	4	NA
Keeps an art journal and shares journal as a tool within supervision	1	2	3	4	NA
Identifies their own personal supervision needs	1	2	3	4	NA
Integrates feedback into clinical behavior from weekly supervision meetings	1	2	3	4	NA

**List the major successes and challenges the student has identified in clinical supervision:**

### Documentation Skills

**What documentation skills have been taught at this site?**

Please rate the student 1-4 in each of the following categories and comment as needed.

Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Familiar with site documentation system	1	2	3	4	NA
Documentation accurately reflects patient status	1	2	3	4	NA
Documentation concise and clear	1	2	3	4	NA

**What recommendations and/or goals will address the student's documentation skill for the final evaluation period?**

**Any additional comments:**

**Evaluation Acknowledgement**

This evaluation has been reviewed by:

---

**Supervisor Signature / Date**

---

**Student Signature / Date**

**Art**  
**Therapy** Marywood University  
Practicum A - 540  
Final Evaluation  
200 Hours

Student's Name

---

Hours Completed

---

Placement Site

---

On-Site Supervisor's Name & Credentials

---

On-Site Supervisor's Contact Information

Email

---

Phone

---

Date

---

Course Supervisor

---

**Overall Professionalism**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Adhered to practicum site policies	1	2	3	4	NA
Reliability	1	2	3	4	NA
Attendance	1	2	3	4	NA
Punctuality	1	2	3	4	NA
Overall initiative as a professional	1	2	3	4	NA
Contacted supervisor in a timely manner if schedule challenges arise	1	2	3	4	NA
Complied to dress code expectations	1	2	3	4	NA
Understood site policy on confidentiality	1	2	3	4	NA
Understood site policy on the boundaries of the professional relationship	1	2	3	4	NA
Understood site policy and protocol on reporting client safety concerns	1	2	3	4	NA
Understood role of art therapy in practicum setting	1	2	3	4	NA
Understood role as student within setting	1	2	3	4	NA
Understood rights and responsibilities as a supervisee	1	2	3	4	NA
Engaged with practicum site staff in a professional manner	1	2	3	4	NA
Overall investment in and reflection on learning experience	1	2	3	4	NA

**What recommendations for growth and development do you have for the student’s overall professionalism?**

**How would you describe the student’s overall effectiveness in working with this population?**

### Clinical Skills

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Demonstrated accurate observation skills	1	2	3	4	NA
Communicated understanding of demonstrated art interventions	1	2	3	4	NA
Demonstrated facility with a variety of art materials	1	2	3	4	NA
Able to teach art techniques and skills as needed	1	2	3	4	NA
Ability to set up the art therapy room/space and utilize it effectively	1	2	3	4	NA
Demonstrated understanding of the characteristics and needs of population served	1	2	3	4	NA
Demonstrated sensitive and appropriate interactions with participants	1	2	3	4	NA
Ability to pace the appropriate length and level of art activities	1	2	3	4	NA
Able to conceptualize art therapy treatment goals and interventions with population	1	2	3	4	NA

**What is your overall impression of the student's clinical growth and development?**

**What recommendations do you have for the student's future clinical growth & development?**

1.

2.

3.



### Supervision Skills

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Assertively seeks supervision	1	2	3	4	NA
Utilizes supervision time to ask challenging therapy questions and concerns	1	2	3	4	NA
Keeps an art journal and shares journal as a tool within supervision	1	2	3	4	NA
Integrates feedback from weekly supervision meetings	1	2	3	4	NA

**What readings, experiences, conferences and/or lectures do you recommend for the student to enhance his/her clinical knowledge of this population?**

### Documentation Skills

**Please list the types of documentation the student has learned this semester:**

**What additional documentation skills does this student need to learn?**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Familiar with site documentation system	1	2	3	4	NA
Documentation accurately reflects patient status	1	2	3	4	NA
Documentation concise and clear	1	2	3	4	NA

**Please describe your overall impression of the student's ability to effectively document clinical experiences:**

**Any final comments:**

**Evaluation Acknowledgement**

This evaluation has been reviewed by:

\_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
Student Signature / Date

## Second Practicum/Internship (B) - AT 541-01 Guidelines (200 hours)

During the second practicum it is expected that students will be at a site under the direct supervision of a **board certified / registered art therapist (ATR-BC)**. During the second practicum students will be expected to be in direct contact with clients at least 50% of the time at these sites.

Students are to be given responsibility to lead art therapy groups and conduct individual sessions at the discretion of the placement supervisor. Students are also expected to administer and document art therapy assessments during this practicum at the discretion of the placement supervisor.

- When possible, considering site/placement requirements, each student is expected to read charts and other resources, attend staff meetings and clinical in-services, and have at least one hour of clinical site supervision for every ten hours of practicum experience.
- Each student is to document their work in accordance with practicum site norms. The practicum site supervisor will review the documentation.
- Each student must obtain signed releases from all those individuals whose artworks may be the focus of group supervision experiences, or who may be the subject of a written case study.
- Each student is to maintain the confidentiality of patients/clients at their site and only discuss the clinical experience with their site supervisor, appropriate staff at the site, the faculty supervisor and members of the academic supervision group. Identity of a client may be released only when the client is in immediate danger of causing harm to themselves or others and then the student must give appropriate information to the site supervisor who will demonstrate ethical responsiveness.

Particular experiences in the clinical setting should not be discussed with classmates unless the student has been given permission to do so by the placement supervisor and the faculty supervisor.

Students must receive one hour of clinical supervision at the site placement per every ten hours of practicum experience. In addition, students must also participate in group supervision sessions with a Marywood University faculty member on campus each week of the semester.

**Midterm and Final evaluations are part of the learning process and help in professional development. They are intended to help students become effective practitioners as art therapists. It is expected that site supervisors will go over their comments and grading with their supervisees.**

**Art  
Therapy**      **Marywood University  
Practicum B - 541  
Midterm Evaluation  
100 Hours**

Student's Name

---

Hours Completed

---

Placement Site

---

On-Site Supervisor's Name & Credentials

---

On-Site Supervisor's Contact Information

Email

---

Phone

---

Date

---

Course Supervisor

---

### Overall Professionalism

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Adherence to practicum site policies	1	2	3	4	NA
Reliability	1	2	3	4	NA
Attendance	1	2	3	4	NA
Punctuality	1	2	3	4	NA
Initiative	1	2	3	4	NA
Contacts supervisor in a timely manner if schedule challenges arise	1	2	3	4	NA
Complies to dress code expectations	1	2	3	4	NA
Demonstrates appropriate time management	1	2	3	4	NA
Understands site policy on confidentiality	1	2	3	4	NA
Understands site policy on the boundaries of the professional relationship	1	2	3	4	NA
Understands site policy and protocol on reporting client safety concerns	1	2	3	4	NA
Understands role of art therapy in practicum setting	1	2	3	4	NA
Understands role as student within setting	1	2	3	4	NA
Understands rights and responsibilities as a supervisee	1	2	3	4	NA
Engages with practicum site staff in a professional manner	1	2	3	4	NA
General investment in & reflection on learning experience	1	2	3	4	NA

**Based upon the above criteria what recommendations for growth and development do you have for the student?**

**How would you describe the student's initial response & relationship to this program and population?**

*Please include your general perception of the student's response to clients both individually and in groups, and any specifics as to how the student supports the existing routines of the art therapy program and placement at large.*

**Clinical Skills**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Reports/documents accurate observations of participant engagement	1	2	3	4	NA
Demonstrates effective art interventions	1	2	3	4	NA
Communicates rationale of art interventions	1	2	3	4	NA
Demonstrates facility with a variety of art materials	1	2	3	4	NA
Able to teach art techniques and skills as needed	1	2	3	4	NA
Able to set-up the art therapy room/space and utilizes it effectively	1	2	3	4	NA
Demonstrates sensitive and appropriate interactions with participants	1	2	3	4	NA
Demonstrates understanding of the characteristics and needs of population served	1	2	3	4	NA
Able to implement art therapy treatment goals and interventions with population	1	2	3	4	NA
Demonstrates leaderships skills in group treatment	1	2	3	4	NA

**What 3 recommendations and/or goals will address the student’s clinical growth and development towards the final evaluation period?**

1.

2.

3.

**Supervision Skills**

Please rate the student 1-4 in each of the following categories and comment as needed.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Assertively seeks supervision	1	2	3	4	NA
Utilizes supervision time to ask challenging therapy questions and concerns	1	2	3	4	NA
Keeps an art journal and shares journal as a tool within supervision	1	2	3	4	NA
Identifies their own personal supervision needs	1	2	3	4	NA
Ability to identify transference issues and discusses in supervision	1	2	3	4	NA
Ability to identify counter-transference issues and discusses in supervision	1	2	3	4	NA
Integrates feedback into clinical behavior from weekly supervision meetings	1	2	3	4	NA

**Please describe how the student integrates feedback from weekly supervision meetings into clinical behavior:**

**Documentation Skills**

**What assessment tools have been taught at this site?**

**What documentation skills have been taught at this site?**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Familiar with site documentation system	1	2	3	4	NA
Documentation accurately reflects patient status	1	2	3	4	NA
Documentation of patient status is appropriate, accurate and professional	1	2	3	4	NA

**Please provide two (2) recommendations which will address the student's documentation skills for the final evaluation period?**

1.

2.

**Any additional comments:**

**Evaluation Acknowledgement**

This evaluation has been reviewed by:

\_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
Student Signature / Date



**Marywood University**  
**Practicum B - 541**  
**Final Evaluation**  
**200 Hours**

Student's Name

---

Hours Completed

---

Placement Site

---

On-Site Supervisor's Name & Credentials

---

On-Site Supervisor's Contact Information

Email

---

Phone

---

Date

---

Course Supervisor

---

**Overall Professionalism**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is unsatisfactory or needs improvement in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Adherence to practicum site policies	1	2	3	4	NA
Reliability	1	2	3	4	NA
Attendance	1	2	3	4	NA
Punctuality	1	2	3	4	NA
Initiative	1	2	3	4	NA
Contacted supervisor in a timely manner if schedule challenges arise	1	2	3	4	NA
Demonstrated appropriate time management	1	2	3	4	NA
Complied to dress code expectations	1	2	3	4	NA
Understood site policy on confidentiality	1	2	3	4	NA
Understood site policy on the boundaries of the professional relationship	1	2	3	4	NA
Understood site policy and protocol on reporting client safety concerns	1	2	3	4	NA
Understood role of art therapy in practicum setting	1	2	3	4	NA
Understood role as student within setting	1	2	3	4	NA
Understood rights and responsibilities as a supervisee	1	2	3	4	NA
Engaged with practicum site staff in a professional manner	1	2	3	4	NA
Overall investment in & reflection on learning experience	1	2	3	4	NA

**What recommendations for growth and development do you have for the student’s overall professionalism?**

**How would you describe the student’s overall effectiveness in working with this population?**

**Clinical Skills**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is unsatisfactory or needs improvement in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Reported/documented accurate observations of participant engagement	1	2	3	4	NA
Demonstrated effective art interventions	1	2	3	4	NA
Communicated rationale of art interventions	1	2	3	4	NA
Demonstrated facility with a variety of art materials	1	2	3	4	NA
Taught art techniques and skills as needed	1	2	3	4	NA
Set-up the art therapy room/space and utilized it effectively	1	2	3	4	NA
Demonstrated sensitive and appropriate interactions with participants	1	2	3	4	NA
Demonstrated understanding of the characteristics and needs of population served	1	2	3	4	NA
Implemented art therapy treatment goals and interventions with population	1	2	3	4	NA
Demonstrated leaderships skills in group treatment	1	2	3	4	NA

**What is your overall impression of the student’s clinical growth and development?**

**What recommendations do you have for the student’s future clinical growth and development?**

**Supervision Skills**

Please rate the student 1-4 in each of the following categories and comment as needed.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Assertively sought supervision	1	2	3	4	NA
Utilized supervision time to ask challenging therapy questions and concerns	1	2	3	4	NA
Kept an art journal and shared journal as a tool within supervision	1	2	3	4	NA
Identified their own personal supervision needs	1	2	3	4	NA
Identified transference issues and discusses in supervision	1	2	3	4	NA
Identified counter-transference issues and discusses in supervision	1	2	3	4	NA
Integrated feedback into clinical behavior from weekly supervision meetings	1	2	3	4	NA

**What readings, experiences, conferences and/or lectures do you recommend for the student to enhance his/her clinical knowledge of this population?**

**Documentation Skills**

**How would you characterize the student's ability to handle the assessment tool(s) utilized this semester?**

**Please describe the effectiveness of the student's documentation skills**

**Any additional comments:**

**Evaluation Acknowledgement**

This evaluation has been reviewed by:

---

**Supervisor Signature / Date**

---

**Student Signature / Date**

### **Third Practicum/Internship (C) – AT 542-01** **Guidelines (200 hours)**

During the third practicum it is expected that students will be at a site under the direct supervision of a **board certified / registered art therapist (ATR-BC) or a licensed professional in a related field (e.g., creative arts therapy, social work, psychology, marriage and family therapy, psychiatry, or counseling.)** At least 50% of the students' time must be spent in direct contact with clients. During the third practicum it is expected that students will provide leadership in group art therapy sessions, conduct individual art therapy sessions, and administer and document art therapy assessments.

Students should be given those responsibilities that will offer an opportunity to demonstrate that they will be sufficiently skilled to work independently as an art therapist when they complete this practicum.

It is required that the student provides an in-service training for some segment of the staff on site. Please refer to the In-service Evaluation Form below. You are to distribute these evaluation forms to all individuals who attend the in-service and collect the completed forms upon completion.

- When possible, considering site/placement requirements, each student is expected to read charts and other resources, attend staff meetings and clinical in-services, and have at least one hour of clinical site supervision for every ten hours of practicum experience.
- Each student is to document their work in accordance with practicum site norms. The practicum site supervisor will review the documentation.
- Each student must obtain signed releases from all those individuals whose artworks may be the focus of group supervision experiences, or who may be the subject of a written case study.
- Each student is to maintain the confidentiality of patients/clients at their site and only discuss the clinical experience with their site supervisor, appropriate staff at the site, the faculty supervisor and members of the academic supervision group. Identity of a client may be released only when the client is in immediate danger of causing harm to themselves or others and then the student must give appropriate information to the site supervisor who will demonstrate ethical responsiveness.

Particular experiences in the clinical setting should not be discussed with classmates unless the student has been given permission to do so by the placement supervisor and the faculty supervisor.

Students must receive one hour of clinical supervision at the site placement per every ten hours of practicum experience. In addition, students must also participate in group supervision sessions with a Marywood University faculty member on campus each week of the semester.

Written evaluations will be provided by the student in accordance with the practicum section to be turned into the faculty supervisor.

**Marywood University  
Practicum C - 541  
Midterm Evaluation  
100 Hours**

Student's Name

---

Hours Completed

---

Placement Site

---

On-Site Supervisor's Name & Credentials

---

On-Site Supervisor's Contact Information

Email

---

Phone

---

Date

---

Course Supervisor

---

### Overall Professionalism

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Adherence to practicum site policies	1	2	3	4	NA
Reliability	1	2	3	4	NA
Attendance	1	2	3	4	NA
Punctuality	1	2	3	4	NA
Takes initiative and works independently in the full capacity of providing art therapy in practicum setting	1	2	3	4	NA
Contacts supervisor in a timely manner if schedule challenges arise	1	2	3	4	NA
Complies to dress code expectations	1	2	3	4	NA
Demonstrates appropriate time management	1	2	3	4	NA
Understands site policy on confidentiality	1	2	3	4	NA
Understands site policy on the boundaries of the professional relationship	1	2	3	4	NA
Understands site policy and protocol on reporting client safety concerns	1	2	3	4	NA
Understands role as student within setting	1	2	3	4	NA
Understands rights and responsibilities as a supervisee	1	2	3	4	NA
Engages with practicum site staff in a professional manner	1	2	3	4	NA
Ability to analyze situations and arrive at an appropriate decision	1	2	3	4	NA
Sense of professional identity	1	2	3	4	NA
Demonstrates ability to take responsibility for own professional and psychological growth	1	2	3	4	NA
General investment in & reflection on learning experience	1	2	3	4	NA

**Based upon the above criteria what recommendations for the development of professional identity do you have for the student?**

**How would you describe the student's working knowledge of this program and population?**



**Clinical Skills**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

	1	2	3	4	NA
<b>Overall Therapy Skills</b>					
Reports/documents accurate observations of participant engagement	1	2	3	4	NA
Demonstrates effective art interventions	1	2	3	4	NA
Communicates rationale of art interventions	1	2	3	4	NA
Demonstrates facility with a variety of art materials	1	2	3	4	NA
Successfully teaches art techniques and skills as needed	1	2	3	4	NA
Initiates set-up in the art therapy room/space and utilized it effectively	1	2	3	4	NA
Demonstrates appropriate design of art activities for the clients with regard to ability, skill, pathology and potential	1	2	3	4	NA
Establishes appropriate boundaries with the clients	1	2	3	4	NA
<b>Skills in Individual (1:1) Art Therapy</b>					
Opens 1:1 sessions with appropriate clinical decisions	1	2	3	4	NA
Demonstrates sensitive and appropriate interactions with participants	1	2	3	4	NA
Formulates art therapy treatment goals and appropriate therapeutic interventions with population	1	2	3	4	NA
Demonstrates skill to bring closure to 1:1 sessions	1	2	3	4	NA
<b>Skills in Art Therapy Groups</b>					
Successfully opens groups with appropriate clinical decisions	1	2	3	4	NA
Demonstrates leaderships skills in group treatment	1	2	3	4	NA
Formulates appropriate group art therapy interventions for this population	1	2	3	4	NA
Facilitates closure of group sessions with sensitivity to participants concerns and ability	1	2	3	4	NA

**What 3 recommendations and/or goals will address the student’s clinical growth and development towards the final evaluation period?**

1.

2.

3.

**Supervision Skills**

Please rate the student 1-4 in each of the following categories and comment as needed.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Assertively seeks supervision	1	2	3	4	NA
Utilizes supervision time to ask challenging therapy questions and concerns	1	2	3	4	NA
Identifies their own personal supervision needs	1	2	3	4	NA
Ability to identify transference issues and discusses in supervision	1	2	3	4	NA
Ability to identify counter-transference issues and discusses in supervision	1	2	3	4	NA
Integrates feedback into clinical behavior from weekly supervision meetings	1	2	3	4	NA

**Please describe how the student integrates feedback from weekly supervision meetings into clinical behavior:**

**In-Service Presentation**

*Please indicate the (planned or implemented) date of the In-Service Presentation:*

If the In-Service Presentation was completed in the first half of the semester, please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

The In-Service Presentation was appropriate to the needs of the setting	1	2	3	4	NA
The student demonstrated initiative and worked independently in planning the art therapy In-Service Presentation	1	2	3	4	NA
Successfully advocated for the art therapy profession through presentation	1	2	3	4	NA
General investment in & reflection on the learning experience	1	2	3	4	NA

**Please provide specific feedback from the In-Service Presentation:**

**Art Therapy Assessment Skills**

**What are the facilities and programmatic structures that are in place to make this site appropriate for art therapy assessments?**

**What (art or non-art based) assessment tools have been taught at this site?**

**What additional art therapy assessment tools are appropriate for this site?**

Please rate the student 1-4 in each of the following categories and comment as needed. Use “Not Applicable” (NA) as your answer if the practicum site DOES NOT utilize art therapy assessments. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Comprehends art based assessment tools	1	2	3	4	NA
Understands site policies and procedures for reporting	1	2	3	4	NA
Demonstrates clinically appropriate timing for assessment in treatment	1	2	3	4	NA
Documentation of patient status is appropriate, accurate and professional	1	2	3	4	NA
Successfully demonstrates what is revealed through the art therapy assessment into clinical terms	1	2	3	4	NA

**Comments:**

**Documentation Skills**

**What documentation skills have been taught at this site?**

Please rate the student 1-4 in each of the following categories and comment as needed. Use “Not Applicable” (NA) as your answer if the practicum site DOES NOT utilize any clinical documentation. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Familiar with site documentation system	1	2	3	4	NA
Documentation of patient status is appropriate, accurate and professional	1	2	3	4	NA
Successfully demonstrates what is revealed through the art making process and product into clinical terms	1	2	3	4	NA
Able to articulate goals and appropriate therapeutic interventions for treatment plan	1	2	3	4	NA
Identifies therapeutic need to	1	2	3	4	NA

**Please provide two (2) recommendations which will address the student’s documentation skills for the final evaluation period?**

- 1.
  
- 2.

**Any additional comments:**

**Evaluation Acknowledgement**

This evaluation has been reviewed by:

\_\_\_\_\_  
**Supervisor Signature / Date**

\_\_\_\_\_  
**Student Signature / Date**

**Marywood University**  
**Practicum C – 542**  
**Final Evaluation**  
**200 Hours**

Student's Name

---

Hours Completed

---

Placement Site

---

On-Site Supervisor's Name & Credentials

---

On-Site Supervisor's Contact Information

Email

---

Phone

---

Date

---

Course Supervisor

---

### Overall Professionalism

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Adherence to practicum site policies	1	2	3	4	NA
Reliability	1	2	3	4	NA
Attendance	1	2	3	4	NA
Punctuality	1	2	3	4	NA
Takes initiative and works independently in the full capacity of providing art therapy in practicum setting	1	2	3	4	NA
Contacts supervisor in a timely manner if schedule challenges arise	1	2	3	4	NA
Complies to dress code expectations	1	2	3	4	NA
Demonstrates appropriate time management	1	2	3	4	NA
Understands site policy on confidentiality	1	2	3	4	NA
Understands site policy on the boundaries of the professional relationship	1	2	3	4	NA
Understands site policy and protocol on reporting client safety concerns	1	2	3	4	NA
Understands role as student within setting	1	2	3	4	NA
Understands rights and responsibilities as a supervisee	1	2	3	4	NA
Engages with practicum site staff in a professional manner	1	2	3	4	NA
Ability to analyze situations and arrive at an appropriate decision	1	2	3	4	NA
Sense of professional identity	1	2	3	4	NA
Demonstrates ability to take responsibility for own professional and psychological growth	1	2	3	4	NA
General investment in & reflection on learning experience	1	2	3	4	NA

**Based upon the above criteria what recommendations for the development of professional identity do you have for the student?**

**How would you describe the student's working knowledge of this program and population?**

**Clinical Skills**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

**Overall Therapy Skills**

Reported/documented accurate observations of participant engagement	1	2	3	4	NA
Demonstrated effective art interventions	1	2	3	4	NA
Communicated rationale of art interventions	1	2	3	4	NA
Demonstrated facility with a variety of art materials	1	2	3	4	NA
Successfully taught art techniques and skills as needed	1	2	3	4	NA
Initiated set-up in the art therapy room/space and utilized it effectively	1	2	3	4	NA
Demonstrated appropriate design of art activities for the clients with regard to ability, skill, pathology and potential	1	2	3	4	NA
Established appropriate boundaries with the clients	1	2	3	4	NA

**Skills in Individual (1:1) Art Therapy**

Opened 1:1 sessions with appropriate clinical decisions	1	2	3	4	NA
Demonstrated sensitive and appropriate interactions with participants	1	2	3	4	NA
Formulated art therapy treatment goals and appropriate therapeutic interventions with population	1	2	3	4	NA
Demonstrated skill to bring closure to 1:1 sessions	1	2	3	4	NA
Competently terminated client relationship in a therapeutically appropriate manner	1	2	3	4	NA

**Skills in Art Therapy Groups**

Successfully opened groups with appropriate clinical decisions	1	2	3	4	NA
Demonstrated leaderships skills in group treatment	1	2	3	4	NA
Formulated appropriate group art therapy interventions for this population	1	2	3	4	NA
Facilitated closure of group sessions with sensitivity to participants concerns and ability	1	2	3	4	NA
Competently terminated client relationship in a therapeutically appropriate manner	1	2	3	4	NA

**What is your overall impression of the student’s clinical growth and development?**

**What recommendations do you have for the student’s future clinical growth and development?**

### Supervision Skills

Please rate the student 1-4 in each of the following categories and comment as needed.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Assertively sought supervision	1	2	3	4	NA
Utilized supervision time to ask challenging therapy questions and concerns	1	2	3	4	NA
Identified their own personal supervision needs	1	2	3	4	NA
Ability to identify transference issues and discussed in supervision	1	2	3	4	NA
Ability to identify counter-transference issues and discussed in supervision	1	2	3	4	NA
Integrated feedback into clinical behavior from weekly supervision meetings	1	2	3	4	NA

**What readings, experiences, conferences and/or lectures do you recommend for the student to enhance his/her clinical knowledge of this population?**

### In-Service Presentation

*Please indicate the (planned or implemented) date of the In-Service Presentation:*

If the In-Service Presentation was completed in the first half of the semester, please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

The In-Service Presentation was appropriate to the needs of the setting	1	2	3	4	NA
The student demonstrated initiative and worked independently in planning the art therapy In-Service Presentation	1	2	3	4	NA
Successfully advocated for the art therapy profession through presentation	1	2	3	4	NA
General investment in & reflection on the learning experience	1	2	3	4	NA

**Please provide specific feedback from the In-Service Presentation:**



**Art Therapy Assessment Skills**

**What (art or non-art based) assessment tools were taught at this site?**

Please rate the student 1-4 in each of the following categories and comment as needed. Use “Not Applicable” (NA) as your answer if the practicum site DOES NOT utilize art therapy assessments. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Demonstrated comprehension of art based assessment tools	1	2	3	4	NA
Understands site policies and procedures for reporting	1	2	3	4	NA
Demonstrated clinically appropriate timing for assessment in treatment	1	2	3	4	NA
Documentation of patient status was appropriate, accurate and professional	1	2	3	4	NA
Successfully demonstrated what is revealed through the art therapy assessment into clinical terms	1	2	3	4	NA

**How would you characterize the student’s ability to handle the assessment tool(s) utilized this semester?**

**Documentation Skills**

**Please describe the effectiveness of the student’s documentation skills:**

Please rate the student 1-4 in each of the following categories and comment as needed. Use "Not Applicable" (NA) as your answer if the practicum site DOES NOT utilize any clinical documentation. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Familiar with site documentation system	1	2	3	4	NA
Documentation of patient status is appropriate, accurate and professional	1	2	3	4	NA
Successfully demonstrates what is revealed through the art making process and product into clinical terms	1	2	3	4	NA
Able to articulate goals and appropriate therapeutic interventions for treatment plan	1	2	3	4	NA
Identifies therapeutic need to	1	2	3	4	NA

**Please provide two (2) recommendations which will address the student's documentation skills as a future clinician:**

**Final comments:**

**Evaluation Acknowledgement**

This evaluation has been reviewed by:

\_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
Student Signature / Date

## **Fourth Practicum/Internship (D) - AT 543-01**

### **Guidelines (200 hours)**

**All scores must be “3” or better to receive a Passing Grade.**

During the fourth practicum it is expected that students will be at a site under the direct supervision of a **board certified / registered art therapist (ATR-BC) or a licensed professional in a related field (e.g., creative arts therapy, social work, psychology, marriage and family therapy, psychiatry, or counseling.)** At least 50% of the students' time must be spent in direct contact with clients. During the fourth practicum students will be expected to co-lead and/or lead art therapy group sessions, conduct individual art therapy sessions, and administer and document art therapy assessments.

Students should be given those responsibilities that will offer an opportunity to demonstrate that they will be sufficiently skilled to work independently as an art therapist when they complete this practicum.

It is required that the student provides an in-service training for some segment of the staff on site. Please refer to the Inservice Evaluation Form below. You are to distribute these evaluation forms to all individuals who attend the in-service, and collect the completed forms upon completion

- When possible, considering site/placement requirements, each student is expected to read charts and other resources, attend staff meetings and clinical in-services, and have at least one hour of clinical site supervision for every ten hours of practicum experience.
- Each student is to document their work in accordance with practicum site norms. The practicum site supervisor will review the documentation.
- Each student must obtain signed releases from all those individuals whose artworks may be the focus of group supervision experiences, or who may be the subject of a written case study.
- Each student is to maintain the confidentiality of patients/clients at their site and only discuss the clinical experience with their site supervisor, appropriate staff at the site, the faculty supervisor and members of the academic supervision group. Identity of a client may be released only when the client is in immediate danger of causing harm to themselves or others and then the student must give appropriate information to the site supervisor who will demonstrate ethical responsiveness.

Particular experiences in the clinical setting should not be discussed with classmates unless the student has been given permission to do so by the placement supervisor and the faculty supervisor.

Students must receive one hour of clinical supervision at the site placement per every ten hours of practicum experience. In addition, students must also participate in group supervision sessions with a Marywood University faculty member on campus each week of the semester.

Written evaluations will be provided by the student in accordance with the practicum section to be turned into the faculty supervisor. The placement supervisor will evaluate the student with the understanding that the student should be demonstrating skills that are necessary to work independently as an art therapist.

**Marywood University  
Practicum D – 543  
Midterm Evaluation  
100 Hours**

**All scores must be “3” or better to receive a Passing Grade.**

Student’s Name

---

Hours Completed

---

Placement Site

---

On-Site Supervisor’s Name & Credentials

---

On-Site Supervisor’s Contact Information

Email

---

Phone

---

Date

---

Course Supervisor

---

### Overall Professionalism

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Adherence to practicum site policies	1	2	3	4	NA
Reliability	1	2	3	4	NA
Attendance	1	2	3	4	NA
Punctuality	1	2	3	4	NA
Takes initiative and works independently in the full capacity of providing art therapy in practicum setting	1	2	3	4	NA
Contacts supervisor in a timely manner if schedule challenges arise	1	2	3	4	NA
Complies to dress code expectations	1	2	3	4	NA
Demonstrates appropriate time management	1	2	3	4	NA
Understands site policy on confidentiality	1	2	3	4	NA
Understands site policy on the boundaries of the professional relationship	1	2	3	4	NA
Understands site policy and protocol on reporting client safety concerns	1	2	3	4	NA
Understands role as student within setting	1	2	3	4	NA
Understands rights and responsibilities as a supervisee	1	2	3	4	NA
Engages with practicum site staff in a professional manner	1	2	3	4	NA
Ability to analyze situations and arrive at an appropriate decision	1	2	3	4	NA
Sense of professional identity	1	2	3	4	NA
Demonstrates ability to take responsibility for own professional and psychological growth	1	2	3	4	NA
General investment in & reflection on learning experience	1	2	3	4	NA

**Based upon the above criteria what recommendations for the development of professional identity do you have for the student?**

**How would you describe the student's working knowledge of this program and population?**

**Clinical Skills**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

**Overall Therapy Skills**

Reports/documents accurate observations of participant engagement	1	2	3	4	NA
Demonstrates effective art interventions	1	2	3	4	NA
Communicates rationale of art interventions	1	2	3	4	NA
Demonstrates facility with a variety of art materials	1	2	3	4	NA
Successfully teaches art techniques and skills as needed	1	2	3	4	NA
Initiates set-up in the art therapy room/space and utilized it effectively	1	2	3	4	NA
Demonstrates appropriate design of art activities for the clients with regard to ability, skill, pathology and potential	1	2	3	4	NA
Establishes appropriate boundaries with the clients	1	2	3	4	NA

**Skills in Individual (1:1) Art Therapy**

Opens 1:1 sessions with appropriate clinical decisions	1	2	3	4	NA
Demonstrates sensitive and appropriate interactions with participants	1	2	3	4	NA
Formulates art therapy treatment goals and appropriate therapeutic interventions with population	1	2	3	4	NA
Demonstrates skill to bring closure to 1:1 sessions	1	2	3	4	NA

**Skills in Art Therapy Groups**

Successfully opens groups with appropriate clinical decisions	1	2	3	4	NA
Demonstrates leaderships skills in group treatment	1	2	3	4	NA
Formulates appropriate group art therapy interventions for this population	1	2	3	4	NA
Facilitates closure of group sessions with sensitivity to participants concerns and ability	1	2	3	4	NA

**What 3 recommendations and/or goals will address the student's clinical growth and development towards the final evaluation period?**

1.

2.

3.

## Supervision Skills

Please rate the student 1-4 in each of the following categories and comment as needed.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Assertively seeks supervision	1	2	3	4	NA
Utilizes supervision time to ask challenging therapy questions and concerns	1	2	3	4	NA
Identifies their own personal supervision needs	1	2	3	4	NA
Ability to identify transference issues and discusses in supervision	1	2	3	4	NA
Ability to identify counter-transference issues and discusses in supervision	1	2	3	4	NA
Demonstrates appropriate level of self-confidence as a clinician	1	2	3	4	NA
Integrates feedback into clinical behavior from weekly supervision meetings	1	2	3	4	NA

**What is your observation of this person's self-confidence?**

**Please describe how the student integrates feedback from weekly supervision meetings into clinical behavior:**

## Ethical Issues in Clinical Practice

Supervisors are requested to identify specific ethical issues related to the population at this setting and encourage the student to research as well as proactively discuss these issues in supervision.

**What ethical issues/topics have been identified as most appropriate to this population?**

**What resources would you recommend the student independently explore to prepare for this ongoing discussion?**

**In-Service PRESENTATION**

*Please indicate the (planned or implemented) date of the In-Service Presentation:*

If the In-Service Presentation was completed in the first half of the semester, please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

The In-Service Presentation was appropriate to the needs of the setting	1	2	3	4	NA
The student demonstrated initiative and worked independently in planning the art therapy In-Service Presentation	1	2	3	4	NA
Successfully advocated for the art therapy profession through presentation	1	2	3	4	NA
General investment in & reflection on the learning experience	1	2	3	4	NA

**Please provide specific feedback from the In-Service Presentation:**

**Art Therapy Assessment Skills**

**What are the facilities and programmatic structures that are in place to make this site appropriate for art therapy assessments?**

**What (art or non-art based) assessment tools have been taught at this site?**

**What additional art therapy assessment tools are appropriate for this site?**



Please rate the student 1-4 in each of the following categories and comment as needed. Use “Not Applicable” (NA) as your answer if the practicum site DOES NOT utilize art therapy assessments. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Comprehends art based assessment tools	1	2	3	4	NA
Understands site policies and procedures for reporting	1	2	3	4	NA
Demonstrates clinically appropriate timing for assessment in treatment	1	2	3	4	NA
Documentation of patient status is appropriate, accurate and professional	1	2	3	4	NA
Successfully demonstrates what is revealed through the art therapy assessment into clinical terms	1	2	3	4	NA

**Comments:**

### Documentation Skills

**What documentation skills have been taught at this site?**

Please rate the student 1-4 in each of the following categories and comment as needed. Use “Not Applicable” (NA) as your answer if the practicum site DOES NOT utilize any clinical documentation. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Familiar with site documentation system	1	2	3	4	NA
Documentation of patient status is appropriate, accurate and professional	1	2	3	4	NA
Successfully demonstrates what is revealed through the art making process and product into clinical terms	1	2	3	4	NA
Able to articulate goals and appropriate therapeutic interventions for treatment plan	1	2	3	4	NA
Identifies therapeutic need to	1	2	3	4	NA

**Please provide two (2) recommendations which will address the student's documentation skills for the final evaluation period?**

**1.**

**2.**

**Any additional comments:**

**Evaluation Acknowledgement**

This evaluation has been reviewed by:

---

**Supervisor Signature / Date**

---

**Student Signature / Date**

**Art  
Therapy**      **Marywood University  
Practicum D – 543  
Final Evaluation  
200 Hours**

**All scores must be “3” or better to receive a Passing Grade.**

Student’s Name

---

Hours Completed

---

Placement Site

---

On-Site Supervisor’s Name & Credentials

---

On-Site Supervisor’s Contact Information

Email

---

Phone

---

Date

---

Course Supervisor

---

### Overall Professionalism

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Adherence to practicum site policies	1	2	3	4	NA
Reliability	1	2	3	4	NA
Attendance	1	2	3	4	NA
Punctuality	1	2	3	4	NA
Takes initiative and works independently in the full capacity of providing art therapy in practicum setting	1	2	3	4	NA
Contacts supervisor in a timely manner if schedule challenges arise	1	2	3	4	NA
Complies to dress code expectations	1	2	3	4	NA
Demonstrates appropriate time management	1	2	3	4	NA
Understands site policy on confidentiality	1	2	3	4	NA
Understands site policy on the boundaries of the professional relationship	1	2	3	4	NA
Understands site policy and protocol on reporting client safety concerns	1	2	3	4	NA
Understands role as student within setting	1	2	3	4	NA
Understands rights and responsibilities as a supervisee	1	2	3	4	NA
Engages with practicum site staff in a professional manner	1	2	3	4	NA
Ability to analyze situations and arrive at an appropriate decision	1	2	3	4	NA
Sense of professional identity	1	2	3	4	NA
Demonstrates ability to take responsibility for own professional and psychological growth	1	2	3	4	NA
General investment in & reflection on learning experience	1	2	3	4	NA

**Based upon the above criteria what recommendations for the development of professional identity do you have for the student?**

**How would you describe the student's working knowledge of this program and population?**

**Clinical Skills**

Please rate the student 1-4 in each of the following categories and comment as needed. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

**Overall Therapy Skills**

Reports/documents accurate observations of participant engagement	1	2	3	4	NA
Demonstrates effective art interventions	1	2	3	4	NA
Communicates rationale of art interventions	1	2	3	4	NA
Demonstrates facility with a variety of art materials	1	2	3	4	NA
Successfully teaches art techniques and skills as needed	1	2	3	4	NA
Initiates set-up in the art therapy room/space and utilized it effectively	1	2	3	4	NA
Demonstrates appropriate design of art activities for the clients with regard to ability, skill, pathology and potential	1	2	3	4	NA
Establishes appropriate boundaries with the clients	1	2	3	4	NA

**Skills in Individual (1:1) Art Therapy**

Opens 1:1 sessions with appropriate clinical decisions	1	2	3	4	NA
Demonstrates sensitive and appropriate interactions with participants	1	2	3	4	NA
Formulates art therapy treatment goals and appropriate therapeutic interventions with population	1	2	3	4	NA
Demonstrates skill to bring closure to 1:1 sessions	1	2	3	4	NA

**Skills in Art Therapy Groups**

Successfully opens groups with appropriate clinical decisions	1	2	3	4	NA
Demonstrates leaderships skills in group treatment	1	2	3	4	NA
Formulates appropriate group art therapy interventions for this population	1	2	3	4	NA
Facilitates closure of group sessions with sensitivity to participants concerns and ability	1	2	3	4	NA

**What 3 recommendations and/or goals will address the student's clinical growth and development towards the final evaluation period?**

1.

2.

3.

**Supervision Skills**

Please rate the student 1-4 in each of the following categories and comment as needed.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Assertively seeks supervision	1	2	3	4	NA
Utilizes supervision time to ask challenging therapy questions and concerns	1	2	3	4	NA
Identifies their own personal supervision needs	1	2	3	4	NA
Ability to identify transference issues and discusses in supervision	1	2	3	4	NA
Ability to identify counter-transference issues and discusses in supervision	1	2	3	4	NA
Demonstrates appropriate level of self-confidence as a clinician	1	2	3	4	NA
Integrates feedback into clinical behavior from weekly supervision meetings	1	2	3	4	NA

**What is your observation of this person's self-confidence?**

**Please describe how the student integrates feedback from weekly supervision meetings into clinical behavior:**

**Ethical Issues in Clinical Practice**

Supervisors are requested to identify specific ethical issues related to the population at this setting, and encourage the student to research as well as proactively discuss these issues in supervision.

**What ethical issues/topics have been identified as most appropriate to this population?**

**What resources would you recommend the student independently explore to prepare for this ongoing discussion?**

**In-Service Presentation**

Please indicate the (planned or implemented) date of the In-Service Presentation:

If the In-Service Presentation was completed in the first half of the semester, please rate the student 1-4 in each of the following categories and comment as needed. Supervisors are encouraged to identify the strengths of students in their comments; however, please provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

The In-Service Presentation was appropriate to the needs of the setting	1	2	3	4	NA
The student demonstrated initiative and worked independently in planning the art therapy In-Service Presentation	1	2	3	4	NA
Successfully advocated for the art therapy profession through presentation	1	2	3	4	NA
General investment in & reflection on the learning experience	1	2	3	4	NA

**Please provide specific feedback from the In-Service Presentation:**

**Art Therapy Assessment Skills**

**What are the facilities and programmatic structures that are in place to make this site appropriate for art therapy assessments?**

**What (art or non-art based) assessment tools have been taught at this site?**

**What additional art therapy assessment tools are appropriate for this site?**

Please rate the student 1-4 in each of the following categories and comment as needed. Use “Not Applicable” (NA) as your answer if the practicum site DOES NOT utilize art therapy assessments. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Comprehends art based assessment tools	1	2	3	4	NA
Understands site policies and procedures for reporting	1	2	3	4	NA
Demonstrates clinically appropriate timing for assessment in treatment	1	2	3	4	NA
Documentation of patient status is appropriate, accurate and professional	1	2	3	4	NA
Successfully demonstrates what is revealed through the art therapy assessment into clinical terms	1	2	3	4	NA

**Comments:**

### Documentation Skills

**What documentation skills have been taught at this site?**

Please rate the student 1-4 in each of the following categories and comment as needed. Use “Not Applicable” (NA) as your answer if the practicum site DOES NOT utilize any clinical documentation. Supervisors will provide specific recommendations when the student performance is *unsatisfactory* or *needs improvement* in the boxes below.

**1 = Unsatisfactory    2 = Needs Improvement    3 = Appropriate    4 = Exceptional**

Familiar with site documentation system	1	2	3	4	NA
Documentation of patient status is appropriate, accurate and professional	1	2	3	4	NA
Successfully demonstrates what is revealed through the art making process and product into clinical terms	1	2	3	4	NA
Able to articulate goals and appropriate therapeutic interventions for treatment plan	1	2	3	4	NA
Identifies therapeutic need to	1	2	3	4	NA



**Please provide two (2) recommendations which will address the student's documentation skills for the final evaluation period?**

**1.**

**2.**

**Any additional comments:**

**Evaluation Acknowledgement**

This evaluation has been reviewed by:

---

**Supervisor Signature / Date**

---

**Student Signature / Date**

## Practicum In-Service Planning Sheet

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

---

**Anticipated Audience:**

**Identified Need:**

**Specific GOAL (what)**

**Objective (how)**

**Time Available:**

**Resources Available /Requested**

**Space**

**Art materials**

**Art Examples**

**Audio-Visual Resources**

---

<b>Preparation Checklist</b>	<b>Ready</b>
1. Outline of activities with times	
2. Hand-Out/ Reading List	
3. Visual Examples	
4. Materials	
5. Evaluation Sheet	

**IN-SERVICE EVALUATION**

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

Date of In-Service \_\_\_\_\_

In-Service Location \_\_\_\_\_

---

*Please rate the presentation in the following areas from 1 – lowest to 5 – highest*

---

- I. Student clearly identified goal of presentation  
1 2 3 4 5
- II. Presentation was organized and professional  
1 2 3 4 5
- III. Presentation clearly related to goal  
1 2 3 4 5
- IV. Materials/Visuals/Activities aided understanding of topic  
1 2 3 4 5
- V. In-Service increased my understanding of Art Therapy  
1 2 3 4 5
- VI. Topic related to work site needs and concerns  
1 2 3 4 5

**Comments:** \_\_\_\_\_

**Marywood University**  
**Graduate Art Therapy Program**  
 Practicum Supervisor Handbook  
 Acknowledgement Form & Agreement

I, \_\_\_\_\_, have met with  
 \_\_\_\_\_, a Marywood University Graduate  
 Art Therapy student, and I agreed to have them serve as a practicum student at  
 \_\_\_\_\_.

As such, I agree to act in accordance with my ethical guidelines, serving as the student's supervisor for the \_\_\_\_\_ semester and provide the required supervision hours – one (1) hour of individual supervision for every ten (10) clinical hours and/or one- and one-half hours (1.5) of group supervision (two or more supervisees per supervisor) for every ten (10) clinical hours.

I acknowledge receipt of the Marywood University Graduate Art Therapy Program Supervisor Handbook.

I understand that this document is subject to change and that I will be notified of any pertinent changes in a timely manner.

I have read and understood the material included, and attached to, this Supervisor Handbook.

Supervisors Signature \_\_\_\_\_

Date \_\_\_\_\_

**Marywood University**  
**Graduate Art Therapy Program**  
**Internship Time Sheet**

Student Intern \_\_\_\_\_  
 Practicum Site \_\_\_\_\_  
 Practicum Supervisor \_\_\_\_\_

Week Ending \_\_\_\_\_  
 Time Sheet # \_\_\_\_\_

	Intervention		Support Supervision	Assessment		Total Hours
	Group	Individual		Art Therapy Program Development/Resources	Progress/Process Notes	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Total Hours for Week \_\_\_\_\_  
 Total Hours for the Term \_\_\_\_\_

Total Practicum Hours \_\_\_\_\_

Student Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 On-Site Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Time is to be calculated in 15 minute increments. Please make sure dates, times and hours are documented accurately and completely prior to submitting.

Submit this form to the faculty supervisor in class EVERY WEEK.

Marywood University  
Graduate Art Therapy Program  
**Client Release of Artwork Recreation Form**  
Authorization to Release Information

I give permission to \_\_\_\_\_, art therapy student, for a creation of my art products and comments about these products to be used for educational and scientific purposes and shared with a consulting professional.

I understand that art a recreation of my art products will provide information for assessment, individual, and/or group art therapy.

**Yes / No** (please circle your choice)

I have been assured that strict adherence to professionalism and confidentiality will be observed by anyone using the recreated art products or comments about the products for the purpose of research, scientific, or educational study.

**Yes / No** (please circle your choice)

I understand that I may verbally and/or in written form revoke this permission at any time.

**Yes / No** (please circle your choice)

Name \_\_\_\_\_

Signature \_\_\_\_\_

Legal Guardian (*if client is under 18*) or Legal Representative \_\_\_\_\_

Date \_\_\_\_\_

Marywood University  
Graduate Art Therapy Program  
**Client Release of Information Form**  
Authorization to Release Information

I hereby grant permission for the release of information relating to my psychological and physical history and status to \_\_\_\_\_, art therapy student.

This information may include test results, diagnostic evaluations, and any information specifically relating to perceptual and visual problems.

I grant permission to \_\_\_\_\_, art therapy student, to contact my physician or therapist for consultation purposes before and during my participation in art therapy. I have been assured that strict adherence to professionalism and confidentiality will be observed.

I understand that I may verbally and/or in written form revoke this permission at any time.

**Yes / No** (please circle your choice)

Name \_\_\_\_\_

Signature \_\_\_\_\_

Legal Guardian (*if client is under 18*) or Legal Representative \_\_\_\_\_

Date \_\_\_\_\_

-

Marywood University  
Graduate Art Therapy Program  
Site Supervisor Receipt of Release of Information (ROI)

*Supervisors: Please fill-out the form below as receipt and confirmation the ROI was signed and will be handled appropriately by you/your site/facility.*

*Students: Please turn this sheet into your in-class instructor along with your assignment.*

I, \_\_\_\_\_, site supervisor for  
\_\_\_\_\_, Marywood University art therapy graduate student, verify  
completion of the Release of Information for educational purposes. I sign this receipt confirming that the  
information will be securely stored and/or destroyed per my facility/agency's policies.

Site Supervisor Name \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_



Marywood University  
 Graduate Art Therapy Program  
 Practicum Professionalism Checklist

*Supervisors: Please initial next to each item indicating you have reviewed your site's policies and procedures, discussing with your student necessary information relating to professionalism throughout their practicum experience.*

*Students: Please turn this sheet into your in-class instructor no later than the second class the second week of the semester.*

- \_\_\_\_\_ Practicum site policies and procedures
- \_\_\_\_\_ Reliability, attendance, punctuality expectations
- \_\_\_\_\_ Attitude, effort, initiative, language
- \_\_\_\_\_ Site policy on dress code expectations for students (including types of dress, hair, make-up, perfumes, tattoos, jewelry, etc.)
- \_\_\_\_\_ Site policy on confidentiality (including mandated reporting, etc.)
- \_\_\_\_\_ Site policy and protocol on client safety concerns (including physical safety, clothing/hair safety, how to report client safety concerns/emergencies, etc.)
- \_\_\_\_\_ Communication expectations (including methods, appropriateness, timing, emergencies, etc.)

Supervisor Name \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Marywood University  
Graduate Art Therapy Program  
Practicum Site Evaluation

Student \_\_\_\_\_ Entry Date \_\_\_\_\_ End Date \_\_\_\_\_

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

Practicum Supervisor \_\_\_\_\_

*Please comment on the following:*

Availability of patients/clients

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quality of supervision that you received

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was one hour of supervision provided for every 10 hours of clinical contact? \_\_\_\_\_

Was supervision scheduled at a regular time each week?

\_\_\_\_\_  
\_\_\_\_\_

How would you rate the availability of art materials?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did this practicum site contribute to your competency regarding the practice of art therapy?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the strengths of this practicum site?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How could this site improve?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_