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Meeting No: 07

CYPRUS AYDIN UNIVERSITY

FACULTY OF EDUCATIONAL SCIENCES

DIRECTIVE ON PRACTICUM, INTERVIEW, AND OBSERVATION

COURSES GUIDANCE AND PSYCHOLOGICAL COUNSELING PROGRAM

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

Article 1 – (1) The purpose of this Directive is to determine the procedures and principles governing how students enrolled in the undergraduate Guidance and Psychological Counseling Program at the Faculty of Educational Sciences of Cyprus Aydın University transform the theoretical knowledge they have acquired in courses related to the counseling profession into practice through practicum activities, interviews, and observations conducted in various institutions and organizations.

Scope

Article 2 – (1) This Directive covers the duties and responsibilities of students studying in the Guidance and Psychological Counseling Program of the Faculty of Educational Sciences at Cyprus Aydın University, as well as the academic staff involved in the implementation of practicum, observation, and interview activities in schools and other relevant institutions, and the principles governing the evaluation of these practices.

Legal Basis

Article 3 – (1) This Directive has been prepared in accordance with Article 14 of the Higher Education Law No. 2547 and the relevant provisions of the Cyprus Aydın University Associate and Undergraduate Education and Examination Regulations.

Definitions

Article 4 – (1) In this Directive:

- a) **University:** Refers to Cyprus Aydın University.
- b) **Faculty:** Refers to the Faculty of Educational Sciences.
- c) **Dean:** Refers to the Dean of the Faculty of Educational Sciences of Cyprus Aydın University.



d) Head of Department: Refers to the Head of the Department of Educational Sciences within the Faculty of Educational Sciences.

e) Faculty Practicum Coordinator: Refers to the Vice Dean responsible for education who ensures that school psychological counseling/teaching practice activities carried out by practicum students in educational institutions are conducted in accordance with the planned and determined principles, in cooperation with the supervising academic staff member, the practicum coordinator of the Ministry of National Education, and the coordinator of the practicum institution.

f) Department Practicum Coordinator: Refers to the academic staff member who plans and manages administrative matters related to the department's school psychological counseling practices in cooperation with the faculty and the practicum institutions.

g) Institution Where Practicum, Observation, and Interviews Are Conducted: Refers to public or private institutions in fields such as education, health, and industry within the Turkish Republic of Northern Cyprus where counseling-related practicum activities, observations, and interviews are carried out.

h) Practicum, Observation, and Interview Courses: Refers to the courses Career Guidance Practices, School Counseling Practices, Individual Counseling Practicum, Group Counseling Practicum, and Institutional Experience.

i) Practicum Student: Refers to a student enrolled in the Guidance and Psychological Counseling Program who conducts counseling-related practices, interviews, and observations within institutional settings related to sectors such as education, health services, business, and administration.

j) Supervision: Refers to the systematic process through which a practicum student's personal and professional competencies are supported, strengthened, and developed through feedback provided by a more experienced psychological counselor.

k) Individual Supervision: Refers to an instructional guidance process between one psychological counselor and one counseling student.

l) Group Supervision: Refers to an instructional guidance process between one psychological counselor and more than two counseling students.

m) Triadic Supervision: Refers to an instructional guidance process between one psychological counselor and two counseling students.

n) School Psychological Counseling Practices: Refers to supervised activities including developing psychoeducational programs addressing academic, career, and personal/social development appropriate to all educational levels; implementing these programs through small-group counseling, large-group guidance, and classroom guidance methods; conducting periodic individual interviews; applying individual



assessment techniques; conducting parent meetings and parent conferences; performing program evaluation activities in schools; and enabling students to provide feedback to one another regarding their practices.

o) School Counseling Applications: Refers to supervised school psychological counseling practices.

p) Career Guidance Practices: Refers to supervised activities including developing psychoeducational programs related to academic and career development appropriate for all educational levels; implementing these programs through small-group counseling, large-group guidance, and classroom guidance methods; conducting periodic individual interviews; applying individual assessment techniques; conducting parent meetings and parent conferences; performing program evaluation activities in schools; and enabling students to provide feedback to one another regarding their practices.

q) Individual Counseling Practices: Refers to conducting psychological counseling sessions with a real client under supervision using counseling skills and techniques.

r) Group Counseling Practices: Refers to group counseling sessions conducted with students of the Guidance and Psychological Counseling Program under the leadership of a qualified group counselor.

s) Institutional Experience: Refers to gaining professional experience through observations and interviews conducted in institutions and organizations, other than schools, where graduates may potentially be employed.

t) Supervisor: Refers to the academic staff member who is a psychological counselor responsible for providing supervision to practicum students conducting practicum, interview, and observation activities in courses such as Career Guidance Practices, School Counseling Practices, and Psychological Counseling Practicum, in order to help them acquire the professional competencies required by the profession.

u) Supervisor Commission: Refers to the commission consisting of supervisors appointed by the Department Chair from among the faculty members teaching in the Guidance and Psychological Counseling Program.

v) Reports of Practicum, Observation, and Interviews: Refers to the assignments prepared by practicum students in which the activities, observations, and interviews conducted are documented and reported.

CHAPTER TWO

Management of Practicum Activities

Article 5 – (1) Practicum students may carry out their practicum activities in institutions that they have personally identified and that are approved by the



Department Chair, or in institutions recommended by the Department Chair and approved by the Dean's Office of the Faculty.

(2) During the practicum, interview, and observation process, meetings, courses, seminars, and similar activities related to practicum, interview, and observation studies shall be organized at specific times each year in order to ensure cooperation between the Faculty of Educational Sciences and the institutions where practicum, observation, and interviews are conducted.

(3) In order for practicum students to enroll in the courses Career Guidance Practices and School Counseling Practices, they must have fulfilled the attendance requirement for the prerequisite courses indicated in the table below.

Table 1: Prerequisite Courses

Prerequisite Course	Courses
Career Psychological Counseling / Career Guidance	Career Guidance Practices
Principles and Techniques of Psychological Counseling	
Psychological Counseling Skills	
Principles and Techniques of Psychological Counseling	Individual Psychological Counseling Practicum I Individual Psychological Counseling Practicum II
Psychological Counseling Skills	
Group Counseling	
Psychoeducation Program Development / Program Development in Guidance	
Career Psychological Counseling / Career Guidance	School Counseling Practices I School Counseling Practices II
Principles and Techniques of Psychological Counseling	
Psychological Counseling Skills	
Group Counseling	
Psychological Measurement Tools I-II / Psychological Tests	

Article 6 – (1)

The duties and responsibilities of the Head of the Guidance and Psychological Counseling Department are as follows:

a) To submit to the Dean's Office, in cooperation with the Department Practicum Coordinator, the names of the practicum institutions where the activities will be conducted, the names of the students who will carry out practicum, interviews, and observations, and the names of the supervisors, for the purpose of obtaining approval from the Ministry of National Education of the Turkish Republic of Northern Cyprus.



b) During the planning process, to ensure that no more than four (4) practicum students are assigned to each school supervisor.

c) During course allocation, to ensure that no more than twelve (12) practicum students are assigned to each faculty member for courses requiring group supervision (such as Career Guidance Practices, School Counseling Practices, and Individual Psychological Counseling Practicum).

d) To convene the Supervisor Commission and ensure the determination of evaluation criteria related to the implementation of practicum-based courses, students' practicum experiences, and supervisors' performance; to inform supervisors about these criteria and to provide students with the opportunity to evaluate the courses according to these criteria after course completion.

e) To ensure the implementation of practicum activities in cooperation with the Department Practicum Coordinator and the authorized officials of the Ministry of National Education of the Turkish Republic of Northern Cyprus.

f) To provide suitable facilities within the university for Individual Psychological Counseling Practicum and Group Psychological Counseling Practicum.

g) To ensure that practicum activities are conducted fully and properly in accordance with the information provided by the supervisors.

h) To organize meetings, workshops, courses, and seminars at regular intervals in order to enhance cooperation with practicum institutions and with institutions and organizations related to psychological counselor education.

i) To conduct official correspondence related to practicum courses.

j) To submit the additional course schedules of those involved in school-based practicum, observation, and interview activities (such as Career Guidance Practices and School Counseling Practices) to the Dean's Office.

k) To ensure that meetings, courses, seminars, and similar activities are organized annually to strengthen cooperation between the Faculty of Educational Sciences and the institutions where practicum, observation, and interviews are conducted.

Article 7 – (1)The duties and responsibilities of practicum students are as follows:

a) To act ethically in practicum, interview, and observation activities in accordance with the ethical guidelines established by the Turkish Psychological Counseling and Guidance Association.

b) To comply with all institutional rules and procedures while present at the institution where practicum, observation, and interviews are conducted.

c) To perform the practicum activities specified by the supervisors.



- d) Not to conduct practicum activities without receiving supervision from a supervisor and/or a graduate student in Guidance and Psychological Counseling who is receiving supervision.
- e) To attend weekly group supervision meetings regularly and also participate in individual or triadic supervision sessions.
- f) To provide constructive and developmental feedback on the work conducted by peers during group supervision sessions.
- g) To comply with the working hours of the institution where the practicum is conducted and to sign the “Student Attendance Form.”
- h) To comply with the dress code and professional appearance required by the profession.
- i) To maintain positive and professional relationships within the practicum institution.
- j) To use all equipment and materials within the practicum institution carefully and responsibly.
- k) Not to change the practicum institution without the permission of the supervisor.
- l) Not to leave the practicum institution without the permission of the supervisor.
- m) To prepare and submit practicum, observation, and interview reports, as well as audio and/or video recordings and other required materials requested by the supervisor.

Article 8 – (1)The duties and responsibilities of the supervisor are as follows:

- a) To monitor whether practicum students conduct their practices in accordance with ethical standards.
- b) To organize plans and programs that facilitate the practicum student’s adaptation to the practicum process.
- c) To inform practicum students about the activities, interviews, and observations they are required to conduct and their scheduling.
- d) To consider the developmental levels of students when setting goals and to provide written performance criteria.
- e) To create opportunities for students to learn through observation and modeling.
- f) To observe the practicum student’s practices within the practicum institution directly.



- g) To monitor the practicum student's attendance throughout all stages of the practicum process.
- h) To conduct regular weekly group supervision meetings.
- i) To conduct individual and triadic supervision sessions.
- j) To provide constructive and developmental feedback regarding the practicum student's activities.
- k) To review practicum reports prepared by students, provide feedback, and evaluate them in accordance with the procedures described in Chapter Three of this Directive.
- l) To explain to the institutional supervisor the course requirements, expectations from students, and evaluation procedures related to practicum, interview, and observation courses.
- m) During the practicum period, to provide orientation, consultation, and professional development opportunities for the institutional supervisor and maintain communication with them.

CHAPTER THREE

Implementation and Evaluation of Practicum, Interviews, and Observations

Article 9 – (1) Practicum, interview, and observation courses shall be conducted under supervision within practicum institutions as specified in the undergraduate program.

(2) Practicum students shall participate in group supervision meetings, as well as individual and triadic supervision sessions, corresponding to the credit hours of the practicum courses.

(3) Practicum, interview, and observation activities shall be conducted in cooperation with the personnel of the practicum institution.

(4) Attendance requirements shall be governed by the provisions of the Cyprus Aydın University Associate and Undergraduate Education and Examination Regulations.

Article 10 – (1) The evaluation of practicum, interview, and observation activities shall be conducted as follows:

(2) Practicum students shall prepare practicum reports, as well as audio and/or video recordings related to the activities conducted, and submit them to the supervisor.

(3) Practicum students shall also submit assignments related to activities requested by the institutional psychological counselors.



(4) Submitted practicum reports and audio and/or video recordings shall be graded in accordance with the provisions of the Cyprus Aydın University Associate and Undergraduate Education and Examination Regulations.

(5) During the evaluation of students' academic achievement, their performance in supervision sessions and the feedback they provide to other practicum students may also be taken into consideration.

(6) Practicum students may submit objections regarding material errors in examination results within five (5) working days following the official announcement of the results.

Final Provisions

Article 11 – (1)In matters not addressed in this Directive, the provisions of the Cyprus Aydın University Associate and Undergraduate Education and Examination Regulations and other relevant legislation shall apply.

Article 12 – (1)This Directive shall enter into force on the date it is approved by the University Senate.

Article 13 – (1)The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.