

T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
Faculty of Education, Department of Educational Sciences
Guidance and Psychological Counseling Department
Application, Interview and Observation Courses Directive

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to determine the principles and procedures for students enrolled in Nevşehir Hacı Bektaş Veli University, Faculty of Education, Guidance and Psychological Counseling undergraduate programs to transform the theoretical knowledge they have acquired from the courses related to the psychological counseling profession into practice by making applications, interviews and observations in various institutions and organizations.

Scope

ARTICLE 2- (1) This Directive covers the duties and responsibilities of the students and faculty members working in the Guidance and Psychological Counseling Program at the schools and other relevant institutions where they will conduct practice, observation and interview, and the procedures and principles in the evaluation of their practices.

Basis

ARTICLE 3- (1) This Directive has been prepared based on the relevant provisions of the following legislation:

National Education Basic Law dated 14.6.1973 and numbered 1739,

Higher Education Law No. 2547 dated 4.11.1981,

The Decision Regarding the Lessons and Additional Lesson Hours of the Managers and Teachers of the Ministry of National Education, which was put into effect by the Council of Ministers Decision dated 1.12.2006 and numbered 2006/11350,

Presidential Decree No. 1 on the Presidential Organization published in the Official Gazette dated 10.7.2018 and numbered 30474,

Framework Regulation on Applied Education in Higher Education dated 17.06.2021,

Directive on Teaching Practice to be made by Practice Students in Educational Institutions affiliated to the Ministry of National Education, dated 28.09.2021.

Definitions

ARTICLE 4- (1) Following definitions are used in the Directive;

- a) Individual Counseling Practices: Counseling with a real client by using psychological counseling skills and techniques under supervision,
- b) Individual Supervision: An instructional guidance between a counselor and a counseling student,
- c) Head of Department: Head of Education Faculty Educational Sciences Department,

- ç) Department Implementation Coordinator: The faculty member who plans and carries out the management works related to the school psychological counseling practices of the department, in cooperation with the faculty and the practice education institution,
- d) Dean: T.C. Nevşehir Hacı Bektaş Veli University, Dean of the Faculty of Education,
- e) Faculty: Faculty of Education,
- f) Faculty Application Coordinator: The Deputy Dean responsible for education and training, who ensures that the school counseling/psychological counseling practices of the practice students in the educational institutions are carried out in accordance with the planned and determined principles, together with the practice instructor, the application coordinator of the national education directorate and the practice education institution coordinator,
- g) Group Counseling Practices: A group leader who is competent in the field of group counseling conducts group counseling with the students of the PDR program,
- h) Group Supervision: An instructional guidance between a counselor and more than two counseling students,
- 1) Career/vocational guidance practices: Developing psychoeducational programs related to academic and career development suitable for all educational levels, applying these programs with small group counseling, large group counseling and classroom guidance methods, conducting periodic individual interviews, applying techniques for getting to know the individual, under supervision. Making parent interviews and parent conferences, conducting program evaluation studies at schools and giving feedback to each other about their practices,
- i) Experience in Institutions: Obtaining professional experience by making observations and interviews in institutions and organizations outside the schools where graduates can be employed,
- j) MEBBİS: The Information Processing System of the Ministry of National Education,
- k) School Psychological Counseling Practices: Developing psychoeducational programs related to academic, career and personal/social development in accordance with all educational levels under supervision, applying these programs with small group counseling, large group counseling and classroom guidance methods, conducting periodic individual interviews, to apply techniques of getting to know the individual, to make parent interviews and to give parent conferences, to carry out program evaluation studies at schools and to give feedback to each other about their practices,
- l) RPD Practices in Schools: School psychological counseling practices performed under supervision,
- m) Senate: Senate of Nevşehir Hacı Bektaş Veli University,
- n) Supervisor: In accordance with the courses related to the practices in the field of psychological counseling (such as vocational guidance practices, RPD Practices at schools I, RPD Practices at schools II, Individual Counseling Practices I and Individual Counseling Practices II), the students who conduct the practice, interviews and observations, Psychological counselor faculty member who supervises in order to gain the behaviors required by the profession,

- o) Supervisor Commission: The commission consisting of supervisors, appointed by the Department Head among the lecturers in the Guidance and Psychological Counseling Program,
- ö) Supervision: Supporting, strengthening and developing the personal and professional competencies of the practice student in a systematic way with feedback by a psychological counselor who is more experienced and knowledgeable than himself,
- p) Practice, Observation and Interview Courses: Vocational guidance practices, PCG Practices at schools I and PCG Practices II at schools, individual counseling I and individual counseling II, group counseling practices, vocational guidance practices, experience in institutions. ,
- r) Reports of practice, observations and interviews: Homeworks prepared by the practice student, in which the practice observations and interviews are reported,
- s) Institution where Practice, Observation and Interviews are made: Public or private institutions in the province of Nevşehir, where practices in the field of psychological counseling are carried out, observations and interviews are made, in fields such as education, health, industry,
- ş) Practice Student: The student who continues the Guidance and Psychological Counseling Program and makes applications, interviews and observations in the field of psychological counseling in an institutional setting related to sectors such as education, health services, business and management,
- t) Practicing Student Evaluation System: The module in MEBBIS (Ministry of National Education Information Processing System) where the works and procedures related to teaching practice are carried out,
- u) Triple Supervision: An instructional guidance between a counselor and two counseling students,
- ü) University: Nevşehir Hacı Bektaş Veli University

SECOND PART

Application basics

ARTICLE 5- (1) Practice students can make their applications in the practice institutions they find and approved by the Department Chair or recommended by the Department Head and approved by the Dean's Office.

(2) During the implementation, interview and observation process, meetings, courses, seminars, etc. related to practices, interviews and observations are organized at certain times each year in order to realize the cooperation between the Faculty of Education and the institution where the practice, observation and interviews are carried out. is arranged.

(3) In order to be able to take vocational guidance applications, RPD Applications I at schools and RPD Applications II at schools, the practice students must meet the prerequisite courses shown in the table below.

Table 1: Prerequisite Courses

Prerequisite Course	Lessons
Career Counseling / Vocational Guidance	Vocational Guidance Practices
Counseling Principles and Techniques	
Counseling Principles and Techniques	Individual Counseling Practices I Individual Counseling Practices II
Counseling Skills	
Group Counseling	
Counseling Theories	
Vocational guidance	RPD Practices in Schools I RPD Practices in Schools II
Vocational Guidance Practices	
Counseling Principles and Techniques	
Counseling Skills	
Group Counseling	
Psychological Measurement Tools I and II / Psychological Tests	

Duties and responsibilities of the Head of the Department

ARTICLE 6- (1) To notify the Dean's office with the names of the implementation institution planned to be implemented, the names of the students who will conduct the implementation, interviews and observations, and the names of the supervisors, in cooperation with the department implementation coordinator, in order to obtain the approval of the Governor's Office.

b) To take into account that a maximum of 4 (four) practice students should be assigned to each school supervisor during planning.

c) To take into account that a maximum of 12 (twelve) practice students should be given per faculty member for the courses that require group supervision while the courses are being distributed. (For Vocational Guidance Practices, RPD Practices in Schools I, RPD Practices in Schools II courses, giving practice students per faculty member in accordance with the principles of teaching practice, such as Individual Counseling Practices I and Individual Counseling Practices II),

- ç) To gather the supervisor commission and to ensure that the evaluation criteria are determined regarding the teaching of the lessons based on practice, interview and observation, the practical experiences of the students and the performance of the supervisors. Informing supervisors about these criteria and providing students with the opportunity to evaluate according to these criteria after the completion of the courses.
- d) To ensure that the information of the application students is recorded through the Application Student Evaluation System (MEBBİS) in cooperation with the department application coordinator and the application coordinator of the national education directorate.
- e) To ensure that a protocol is drawn up with the directorates of the implementing agency or provincial/district national education directorates or guidance research centers for which the approval of the governorship has been obtained.
- f) To determine the supervisors of the applications, to assign them and to form the supervisor commission.
- g) To provide suitable places within the university for individual counseling and group counseling.
- ğ) To provide secretarial services for the appointment of the client in the counseling practices with the individual to be made by the practice students.
- h) To ensure that the applications are carried out completely in line with the information provided by the supervisors.
- ı) To organize meetings, workshops, courses and seminars related to practice courses at various intervals in order to develop cooperation with the relevant persons of the practice institutions and also with the institutions and organizations related to psychological counselor education.
- İ) To carry out the official correspondence regarding the practice courses.
- J) At the end of each academic year, to evaluate, analyze and report the views of practice students, supervisors and practice institution coordinators about the practices.
- K) To send additional course schedules to the dean of those who are involved in the practices, observations and interviews in schools such as Vocational Guidance Practices, RPD Practices in Schools I and RPD Practices in Schools II.
- L) To organize meetings, courses and seminars at certain times every year in order to realize the cooperation between the Faculty of Education and the institution where the application, interviews and observations are made.

Duties and responsibilities of the practice student

ARTICLE 7- (1) The duties and responsibilities of the practice student are as follows:

- a) To act ethically within the framework of the rules stipulated by the Ethics Committees of the Turkish Psychological Counseling and Guidance Association in practice, interview and observation studies.
- b) To comply with all the rules and procedures that the employees are subject to during the time they are in the institution where the practices, observations and interviews are held.
- c) To perform the applications specified by the supervisors.

- ç) Not to practice without the supervision of a supervisor and/or a supervised RPD graduate student.
- d) Attending weekly group supervision meetings regularly, as well as receiving individual/tripartite supervision.
- d) To give constructive and constructive feedback to peers' work in group supervisions.
- e) To comply with the working hours of the institution where the practices, observations and interviews are held and to sign the "Student Attendance Form".
- f) To comply with the dress code and dress code required by the profession.
- g) To be in good and positive relations in the institution where practices, observations and interviews are held.
- ğ) To take care to use all kinds of tools and equipment carefully in the institution where practices, observations and interviews are held.
- h) Not to change the institution where the practices, observations and interviews are made without the permission of the supervisors.
- i) Not to leave the institution where the practices, observations and interviews are held without the supervisor's permission.
- i) Preparing and delivering the reports, audio and video recordings of the practices, observations and interviews requested by the supervisor.

Supervisor's duties and responsibilities

ARTICLE 8- (1) The duties and responsibilities of the supervisor are as follows:

- a) To monitor whether the practice students make ethical practices.
- b) To organize planning and programs that will facilitate the adaptation of the application student.
- c) To inform the application, interviews and observations of the application student and the timing of these studies.
- ç) To take into account the developmental levels of the students and to give the students success criteria in written form in order for the practice students to set goals.
- d) To create opportunities for students to learn through modeling.
- e) To watch the applications made by the application student in the application institution live.
- f) To follow the absenteeism of the application student at every stage of the application.
- h) To hold weekly group supervision meetings on a regular basis.
- g) To carry out individual and triple supervision.
- ğ) To give developer and constructive feedback for the applications made by the application student.
- h) To review the practice reports prepared by the practice students and to give feedback, and as a result of the evaluations, to give the midterm and general exam grades as described in the Second Part of this Directive (Evaluation of practices, interviews and observations).
- i) To explain to the institution supervisor what is required from the students about the courses in which the applications, interviews and observations are made, the course requirements and how the evaluation will be made.

i) To provide orientation, consultation and professional development opportunities to the institution supervisor and to be in contact during the lessons related to practice, interviews and observations.

j) At the end of the application, to record the evaluation grade received by the practice student in the relevant system of the university or to record the evaluation grade received from the courses related to PCR practices in schools on the Practice Student Evaluation System (MEBBİS).

ARTICLE 9 - (1) Application, interview and observation courses are conducted in a supervised manner in the application institutions as stated in the undergraduate program.

(2) Practice students participate in group supervision meetings and individual and triple supervision meetings as much as the credits of the practice courses.

(3) Implementation, interviews and observations are carried out in cooperation with the officials of the implementation institution.

(4) Regarding the attendance requirement, the provisions of Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education and Training Regulations are applied.

ARTICLE 10- (1) Evaluation of the application, interviews and observations is made as follows.

(2) Practice students prepare the practice reports, audio and/or video recordings of their practices, interviews and observations, and submit them to the supervisor.

(3) Practice students also submit work related to the practices requested by the psychological counselors of the institution.

(4) The audio and/or video recordings of the submitted application reports are scored according to the provisions of the Associate Degree and Undergraduate Education and Training Regulations.

(5) During the evaluation of the academic success of the practice students, their performance under supervision and the feedback they have given to other practice students may also be taken into account.

(6) Practice students may object to material errors within five working days after the announcement of the exam results, in accordance with the procedure.

THIRD PART

Final Provisions

ARTICLE 11- (1) The provisions of Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education and Training Regulation and other relevant legislation are valid for matters not included in this Directive.

ARTICLE 12- (1) This Directive enters into force from the date of its adoption by the Senate.

ARTICLE 13- (1) The provisions of this Directive are executed by the Rector.

Senate Decision Accepting the Directive

Date: 20.01.2022 No: 2022.02.16