

SOUTHEAST MISSOURI STATE UNIVERSITY
DEPARTMENT OF EDUCATIONAL LEADERSHIP AND COUNSELING
COURSE SYLLABUS

Title of Course: **Counseling Practicum (3 cr)**

Course No. **CP 680**

Revised Spring 2020

Semester: Fall 2020

Instructor: Dr. Janice Ward

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Office Hours: Monday 3-6:00

Class Room: 410

Class Dates: Mondays

Class Times: 6:00-8:50pm

Website:

I. Catalog Description and Credit Hours of Course:

Supervised practical experience which emphasizes the application of knowledge gained with clients, schools and agencies. (3)

II. Prerequisite(s):

Graduate Standing and Permission of the Instructor.

III. Course Integrated in to the Program Requirements

M.A. Career Counseling	M.A. School Counseling	M.A. Mental Health Counseling	Ed.S. Counseling Education	Psychological Examiner Certificate
Required	Required	Required	Required Prereq.	

IV. Course Learning Outcomes

1. Students will learn practical application of core counseling skills through direct client contact.
2. Students will learn the process of giving and receiving feedback on clinical skill through means of supervision in a group format.
3. Students will learn how to self critique effectiveness of the application of counseling skills through individual supervision with university and site supervisor.

V. Course as Relates to External Requirements

CACREP Requirements (2016)	DESE Requirements (2012)	LPC Requirements	NBCC Requirements

Practicum (100 Hours)			
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VI. Course as Relates to External Standards

CACREP Standards, 2016: Professional Practice: Entry-Level Professional Practice (3.A-I)	
<p>Section 3: Professional Practice</p> <p>ENTRY-LEVEL PROFESSIONAL PRACTICE</p> <p>A. Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship.</p> <p>B. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients.</p> <p>C. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum and internship.</p> <p>D. Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship.</p> <p>E. In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.</p> <p>PRACTICUM</p> <p>F. Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks.</p> <p>G. Practicum students complete at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.</p> <p>H. Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.</p> <p>I. Practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.</p>	
DESE Standards (2012)	

The student is required to submit proof of liability insurance certificates.	CACREP Section 3a
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The student will record counseling sessions either on audio or video equipment for review by the instructor, the on-site supervisor and peers.	CACREP Section 3b
The student will learn to integrate evaluative feedback to improve their counseling skills.	CACREP Section 3c
The student will record counseling sessions either on audio or video equipment for review by the instructor, the on-site supervisor and peers.	CACREP Section 3d
The student may lead or co-lead a counseling or psychoeducational group.	CACREP Section 3e
Students will spend 150 clock hours at the assigned setting. A minimum of 40 of these 150 hours will be spent in providing direct service to clients. A recommended timetable is to spend 10 hours per week for 15 weeks at the assigned setting. Hours will be documented on log sheets.	CACREP Section 3f
The student will demonstrate completion of 40 hours of direct service in a clinical mental health, school, or career counseling setting.	CACREP Section 3g
The student will engage in one hour per week of individual or triadic supervision and an average of two hours of supervision per week in group supervision with a program faculty member.	CACREP Section 3h CACREP Section 3i

VII. Purposes or Objectives of the Course:

- A. The student will complete a minimum workload of 10 clock hours per week on site totaling 150 clock hours in one full semester.
- B. The student will demonstrate completion of 40 hours of direct service in a clinical mental health, school, or career counseling setting.
- C. The student will engage in one hour per week of individual or triadic supervision and an average of two hours of supervision per week in group supervision with a program faculty member.
- D. The student will apply counseling skills and methods learned in previous or concurrent coursework.
- E. The student will produce their integration of theory into practice.
- F. The student will be able to explain various aspects of professional conduct and ethical standards as they apply to practice.

- G. The student will gain experience working with a variety of clients and presenting problems.
- H. The student will begin to formulate and articulate a personal approach to counseling.
- I. The student will learn to integrate evaluative feedback to improve their counseling skills.
- J. The student will demonstrate their knowledge of research areas of professional interest to improve service to clientele.
- K. The student will record counseling sessions either on audio or video equipment for review by the instructor, the on-site supervisor and peers.

VIII. Course Content or Outline:

Hours

- A. Introduction to the setting
 - 1. Organizational systems and policies
 - 2. Expectations of the site supervisor
- B. Counselor Accountability
 - 1. Practicum schedule
 - 2. Field experience agreement and contract
 - 3. Verification of liability insurance
 - 4. Narrative journal of activities
 - 5. Summary log of practicum hours
 - 6. Tape critique forms for all recorded sessions
 - 7. Permission to tape from clients
- C. Building helping skills
 - 1. Basic communication skills
 - 2. A way of "being" with clients
 - 3. Clinical topics related to specific populations (i.e. eating disorders, substance abuse, self-harming individuals).
 - 4. Advanced counseling techniques
- D. Current topical issues
 - 1. Suicide assessment
 - 2. Crisis intervention
 - 3. Duty to protect
 - 4. Maintaining client records
 - 5. Parameters of confidentiality
- E. Integration and supervision of field experiences 150

IX. Textbook(s):

Readings as assigned

X. Expectations of Students:

- A. Students will spend 150 clock hours at the assigned setting. A minimum of 40 of these 150 hours will be spent in providing direct service to clients. A recommended timetable is to spend 10 hours per week for 15 weeks at the assigned setting.
- B. Students will attend weekly group supervision seminars. Emphasis will be given to continued skills development, expanding knowledge of theory and technique and the discussion of challenges encountered in the field.
- C. Students will receive individual supervision sessions for one hour each week with university supervisors and for one hour each week with site supervisors. Supervision will be at a minimum ratio of one hour for every 10 hours on practicum site.
- D. Students will be expected to record (audio/visual) counseling sessions. These audio/visual recordings will be submitted to the university and site supervisors for critical review. Tapes may also be reviewed by peers.
- E. Students will be expected to document practicum activities and the fulfillment of requirements.
- F. Students will be expected to sign a form stating that they have read and understand the ethical guidelines of the American Counseling Association and the Missouri Committee for Professional Counselors.
- G. The student will maintain complete and appropriate logs (Appendix F).

XI. Basis for Student Evaluation

- A. Proficiency in helping skills and application of such to a helping model. (20%)
- B. Accountability as demonstrated through comprehensive, timely and accurate completion of narrative journal and other paperwork. (10%)
- C. Knowledge of topical issues in the field of counseling. (10%)
- D. Adherence to ACA ethical standards. (20%)
- E. Compliance with all policies and directives issued by university and site supervisors. (10%)
- F. Active participation in all supervisory sessions. (10%)
- G. Compliance with all taping requirements. (10%)
- H. Mid-term and final evaluations of site and university supervisors. (10%)

Final letter grade:

- 91% to 100% -- A
- 81% to 90% -- B
- 71% to 80% -- C
- 0% to 70% -- F

Note: *The section “Basis for Student Evaluation” is given as a general guideline. Course assignments and the exact final letter grade are at the discretion of the instructor. Each instructor will include assignment information and grading procedure in this section in the specific course syllabus handed out at the beginning of each semester.*

XII. Methods of instruction

A combination of:

- Classroom lectures and discussions
- Classroom experiential exercises
- Web-assisted instructions and tests/exams

XIII. Academic Honesty – Southeast Missouri State University expects all students, faculty and staff to operate in an honest and ethical manner. Academic dishonesty is a very serious offense because it undermines the value of your education and the education of others. Students who engage in academic dishonesty face significant penalties. Forms of academic dishonesty include, but are not limited to, plagiarism, cheating, contract cheating, misrepresentation, and other actions you take. Some of these are defined below:

- Plagiarism means passing off someone else’s work as your own, whether it is intentional or unintentional.
- Cheating includes copying from another person or source of information to meet the requirements of a task.
- Contract cheating is paying someone else or a company to do your work.
- Misrepresentation means you are posing as someone else or someone else is posing as you to complete a task.
- Collusion means working with one or more people to cheat. If you help someone cheat or plagiarize you will face the same penalties.

For more information, visit the Responsible Redhawks Code of Conduct <http://www.semo.edu/responsibleredhawks/code-of-conduct.html> or the Faculty Handbook Section (D) on Academic Honesty <http://www.semo.edu/facultysenate/handbook/5d.html>

XIV. Accessibility – Southeast Missouri State University and Disability Services are committed to making every reasonable educational accommodation for students who identify as people with disabilities. Many services and accommodations which aid a student’s educational experience are available for students with various disabilities. Students are responsible for contacting Disability Services to register and access accommodations. Accommodations are implemented on a case by case basis. For more information, visit <http://www.semo.edu/ds/> or contact Disability Services at 573-651-5927.

XV. Civility – Your university experience is purposely designed to introduce you to new ideas, help you think effectively, develop good communication skills, evaluate information successfully, distinguish among values and make sound judgements. Doing this well requires respectful and courteous discussion among and between students and the instructor. Together, we must create a space where we acknowledge and respect others have different experiences, perspectives and points of view. Disagreements are likely. Mutual respect for one another and a willingness to listen are important. Remember, you are responsible for your behavior and actions. There is a no tolerance policy on bullying or harassment of any kind. Additional information on student conduct may be found at: <http://www.semo.edu/pdf/stuconduct-code-conduct.pdf?ver=1.0> and http://www.semo.edu/pdf/Conduct_Faculty_Resource_Guide.pdf

Further, it is to be expected that the instructor will treat all students with dignity and respect – it is also expected that the students will treat both the instructor and other students with this same respect. In order to facilitate this process more effectively, students are asked the following: 1) before class turn off all pagers and cell phones; 2) refrain from text messaging during class; 3) avoid distracting behavior (e.g. popping gum, noisy eating, and clipping fingernails); 4) minimize side conversations; and, 5) maintain respectful interactions. Finally, personal harassment of any kind will not be tolerated.

XVI. Mandatory Reporting – I will keep information you share with me confidential to the best of my ability, but as a professor I am legally required to share information about sexual misconduct and crimes I learn about to make our campus and community safe for everyone.

XVII. Student Success – This course uses SupportNET, Southeast’s student success network, to improve communication between students, faculty and staff on campus. You’ll get emails through SupportNET with information about resources or concerns. Please read these emails—they are sent to help you succeed! You can access SupportNET through your portal, Moodle or directly at supportnet.semo.edu to see any academic alerts, ask for help and to access resources to support your success at Southeast.

XVIII. Counselor Dispositions

Counselor Dispositions, as assessed within Counselor Education are guided by the central core of the Counseling Conceptual Framework. The beliefs and attitudes related to the areas of *competence, reflection and caring*, are the guiding influence with the eight foundational counselor dispositions assessed throughout the program. These are: 1) Genuineness, 2) Congruence, 3) Non-judgmental Respect, 4) Emotional Awareness, 5) Ethical Understanding, 6) Concreteness, 7) Empathy, and 8) Professional Commitment. See [Student Handbook](#).

XIX. Course Schedule

Note: Course Schedule will be added each semester by the instructor.

Questions, comments or requests regarding this course or program should be taken to your instructor. Unanswered questions or unresolved issues involving this class may be taken to Dr. Melissa Odegard-Koester, Chair, Department of Psychology and Counseling.