

PRACTICUM IN COUNSELING

SYLLABUS

COU 6663Y

3 CREDIT HOURS

MISSISSIPPI COLLEGE
SCHOOL OF EDUCATION
DEPARTMENT OF PSYCHOLOGY/COUNSELING

Syllabus for COU 6663 Practicum in Counseling and Therapy

I. Course Title:

Practicum in Counseling and Therapy

II. Prerequisites:

Completion of 18 hours of qualifying coursework, including COU 6503, Helping Relationships.

III. Course Description:

COU 6663 – Practicum in Counseling & Therapy – Supervised practical experience in a clinical setting for advanced students majoring in counseling.

IV. Rationale:

It is essential that students planning to work with people in various helping situations develop the knowledge of a variety of theoretical orientations as well as the ability to apply some of these orientations effectively when working with people in easy and difficult helping situations.

V. Course Objectives: The student will be able to demonstrate:

- a. The ability to analyze and evaluate the counseling skills of master counselors in his/her chosen profession.
- b. The ability to apply the counseling process of at least three different major counseling theories.
- c. The ability to apply the counseling process of at least one theory at a high level of competency.
- d. The ability to analyze, synthesize, and evaluate counseling skills and process in role plays during class.
- e. The ability to analyze, synthesize, and evaluate counseling skills and process with actual clients in a clinical setting and perform the other varied duties required in a clinical setting. (Note that failure to successfully complete Objective e and complete the required number of contact clock hours explained below will result in failing the course or an incomplete if appropriate documentation can be provided explaining why the minimum clock hours were not completed.)
- f. The ability to demonstrate basic listening skills as well as more advanced counseling skills.
- g. The ability to self-evaluate his/her own work.

Graduate students should read the *Graduate Orientation Manual* in its entirety. This is an important part of the orientation for graduate students. Please get your hard copy from

your department or from the Graduate Office in Nelson 202. You may also view the manual on the web at this address:

<http://www.mc.edu/publications/graduate/orientation.html>

VI. Academic Integrity and Standards:

(Mississippi College Graduate Bulletin)

"Mississippi College students are expected to be scrupulously honest. Dishonesty, such as cheating or plagiarism (see below), or furnishing false information, including forgery, alteration or misuse of College documents, records, or identification, will be regarded as a serious offense subject to severe penalty, including, but not limited to, loss of credit, and possible dismissal." Students should see the Bulletin for a complete description of cheating and plagiarism (University Policy 2.19, Mississippi College: Policies and Procedures.)"

Plagiarism

"No student shall submit as his or her own work any term paper, research paper, thesis, or other academic assignment of original work in that in any part is not if in fact his/her own ideas is prohibited by this policy to the same extent as knowingly using the words of another writer and offering them as one's own original writing (University Policy 2.19, Mississippi College: Policies and Procedures.)"

CACREP Standards

CACREP Standard II.K.1.f. public and private policy processes, including the role of the professional counselor in advocating on behalf of the profession.

CACREP Standard II.K.5.a. counselor and consultant characteristics and behaviors that influence helping processes including age, gender, and ethnic differences, verbal and nonverbal behaviors and personal characteristics, orientations, and skills.

CACREP Standard II.K.5.g. ethical and legal considerations in helping relationships.

CACREP Standard II.K.7.h. an understanding of general principles and methods of case conceptualization, assessment, and/or diagnoses of mental and emotional status.

CACREP Clinical Standards:

A. Each regular or adjunct program faculty member who provides individual or group practicum and/or internship supervision must have

- 1. a doctoral degree and/or appropriate clinical preparation, preferably from an accredited counselor education program;**
- 2. relevant professional experience and demonstrated competence in counseling; and**
- 3. relevant training and supervision experience.**

B. Students serving as individual and/or group practicum supervisors must

- 1. have completed counseling practicum and internship experience equivalent to those within an entry-level program;**
- 2. have completed or are receiving preparation in counseling supervision; and**
- 3. be supervised by program faculty, with a faculty-student ratio that does not exceed 1:5.**

C. A site supervisor must have

- 1. a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses;**
- 2. a minimum of two years of pertinent professional experience in the program area in which the student is completing clinical instruction; and**
- 3. knowledge of the program's expectations, requirements, and evaluation procedures for students.**

D. A clinical instruction environment, on- or off-campus, that is conducive to modeling, demonstration, and training is available and used by the program. Administrative control of the clinical environment ensures adequate and appropriate access by the faculty and students. The clinical instruction environment includes all of the following:

- 1. rooms for individual counseling, with assured privacy and sufficient space for appropriate equipment (for example, TV monitoring and taping);**
- 2. rooms for small group work, with assured privacy and sufficient space for appropriate equipment;**
- 3. necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;**
- 4. settings with observational and/or other interactive supervision capabilities; and**
- 5. procedures that ensure that the client's confidentiality and legal rights are protected.**

E. Technical assistance for the use and maintenance of audio and videotape and computer equipment is available as well as other forms of communication technology.

F. Orientation, assistance, consultation, and professional development opportunities are provided by counseling program faculty to site supervisors.

G. Students must complete supervised practicum experiences that total a minimum of 100 clock hours. The practicum provides for the development of counseling skills under supervision. The student's practicum includes all of the following:

- 1. 40 hours of direct service with clients, including experience in individual counseling and group work;**
- 2. weekly interaction with an average of one hour per week of individual and/or triadic supervision which occurs regularly over a minimum of once academic term by a program faculty member or a supervisor working under the supervision of a program faculty member;**
- 3. an average of one and one half hours per week of group supervision that is provided on a regular schedule over the course of the student's practicum by a program faculty member or a supervisor under the supervision of a program faculty member; and**
- 4. evaluation of the student's performance throughout the practicum including a formal evaluation after the student completes the practicum.**

H. The program requires students to complete a supervised internship of 600 clock hours that is begun after successful completion of the student's practicum (as defined in Standard III.G.) The internship provides an opportunity for the student to perform, under supervision, a variety of counseling activities that a professional counselor is expected to perform. The student's internship includes all of the following:

- 1. 240 hours of direct service with clients appropriate to the program of study;**
- 2. weekly interaction with an average of one hour per week of individual and/or triadic supervision, throughout the internship, (usually performed by the on-site supervisor;)**
- 3. an average of one and one half hours per week of group supervision provided on a regular schedule throughout the internship, usually performed by a program faculty member;**
- 4. the opportunity for the student to become familiar with a variety of professional activities in addition to direct service (e.g., record keeping, supervision, information and referral, inservice and staff meetings);**
- 5. the opportunity for the student to develop program-appropriate audio and/or videotapes of the student's interactions with clients for use in supervision;**
- 6. the opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, technologies, print and nonprint media, professional literature, and research; and**
- 7. a formal evaluation of the student's performance during the internship by a program faculty member in consultation with the site supervisor.**

I. The practicum and internship experiences are tutorial forms of instruction; therefore, when the individual supervision is provided by program faculty, the ratio of 5 students to 1 faculty member is considered equivalent to the teaching of one three-semester hour course. Such a ratio is considered maximum per course.

J. Group supervision for practicum and internship should not exceed 10 students.

K. Clinical experiences (practicum and internship) should provide opportunities for students to counsel clients representative who represent the ethnic and demographic diversity of their community.

L. Students formally evaluate their supervisors and learning experience at the end of their practicum and internship experiences.

M. Programs require students to be covered by professional liability insurance while enrolled or participating in practicum, internship, or other field experiences.

VII. Course Topics:

Basic listening skills
Reflection, meaning, and other more advanced counseling skills
Self-evaluation skills
Various counseling and psychotherapy theories, skills, and processes
The clinical setting
Professional demeanor

VIII. Instructional Methods:

Discussions, brief lectures, demonstrations, video tapes, role plays, cooperative learning.

IX. Assignments:

Assignment 1 (20% of course grade):

A record of the minimum of 100 clock hours of direct and indirect supervised experience completed should be maintained on the forms located in the *Training Handbook on pages 20-23*. A minimum of 40 hours of direct service with clients is required as part of the 100 clock hours and can be gained in individual and group interactions. (At least one-fourth of these hours should be in group work.) A minimum of one (1) hour per week of individual supervision is required (using audiotape, videotape, and/or direct observation) over a minimum of one academic term by a program faculty member or a supervisor working under the supervision of a program faculty member. A minimum of one-and-one-half (1 ½) hours per week of group supervision is required with other students in similar practica over a minimum of one academic term for a program faculty member or a supervisor under the supervision of a program faculty member. These hours are done in class and not considered a part of the 100 hours. Failure to complete the minimum number of clock hours will result in an F in the course or an Incomplete if there is appropriate documentation as to why the hours were not completed.

Assignment 2 (20% of course grade):

Each student should review a minimum of three counseling films (from the MC library or their on-line library available under the "Databases" category of the on-line services) on such professionals as Carl Rogers, William Glasser, A.A. Lazarus, Albert Ellis, Fritz Perls, etc. By the end of the semester, the student should submit a one-page critique of the films viewed.

Assignment 3 (20% of course grade):

Each student should purchase three or more DVD's or videotapes to be used in practicum. Students should make a minimum of six video tapes during the practicum for use in practice and critique. The student will demonstrate knowledge and skills of three counseling methods, e.g., Person-Centered Therapy; Behavior Therapy, Cognitive Therapy, Gestalt Therapy, Solution-Focused Therapy, and Psychodynamic Therapy. These three methods will be chosen by the student and approved by the professor. These tapes may involve role play or career consultation with a peer. Each tape is worth 16.67 points, but 5 points will be deducted for late submissions.

Assignment 4 (20% of course grade):

A typed case conceptualization should be submitted with each of the six video tapes. Any succeeding sessions with the same case should have written case notes which will be turned in with the tape. A verbatim transcript of one tape will also be submitted. This transcript should be completed for one of the first three videos.

Assignment 5 (20% of course grade):

Each student will turn in a log weekly. This log should be faxed or e-mailed to the instructor at the e-mail address provided in this syllabus. The log will be sent to the instructor by 5:00 p.m. Friday of each week throughout the semester. This log is absolutely necessary for communication with your instructor, so 10 points will be deducted for each log skipped and 5 points will be deducted for each log submitted late.

X. Instructional Materials:

Boylan, J., & Scott, J. (2009). *Practicum & Internship: Textbook and Resource Guide for Counseling and Psychology* (4th ed.). New York, New York: Routledge Taylor & Francis Group.

XI. Evaluation:

The Faculty Supervisor and/or Site Supervisor will make use of the "Student Personal Characteristics Review Form" and "Practicum in Counseling Competency Rating Sheet", and the Faculty Supervisor will review the site supervisor's student evaluation forms. Students will also be asked to complete the "Evaluation of Practicum" form, the Evaluation of Site/Agency form, and Supervisee Progress Notes to provide feedback to the supervisor and the Psychology Department regarding the effectiveness of the course.

The student is expected to turn in all assigned work on the dates they are due and to be on time for meetings with supervisors and clients. Failure in these areas could result in lower grades or (in extreme cases) in a student being removed from the program.

Assignment 1 – 20%
Assignment 2 – 20%
Assignment 3 – 20%
Assignment 4 – 20%
Assignment 5 – 20%

Grading Scale:

94 – 100 = A
88 – 93 = B+
82 – 87 = B
76 – 81 = C+
70 – 75 = C
60 – 69 = D
0 – 59 = F
I = Incomplete

XII. Additional Course Information:

Securing practicum sites

Clinical sites must be PRE-approved before clinical hours can be earned. Please fill out the Practicum Proposal (Form A) as soon as possible and turn it in. When your site is approved, Forms, B and C. must be signed by the student and site supervisor, and turned in before practicum hours can be earned. If a student is having difficult locating an appropriate practicum site, please notify the Practicum Professor immediately to receive assistance.

The Practicum Professor will be responsible for determining if direct hours are legitimate by reviewing the documentation and maintaining contact with field site supervisors. The 40 direct hours should be carefully structured. If a student is unable to complete individual counseling hours at his/her approved site, the site chosen by the student may not be appropriate for clinical training. In such a case, the student should withdraw from the class.

While on site, Mississippi College Counseling students are expected to dress in a professional manner, i.e., no jeans, low-cut pants, shirts or blouses revealing cleavage, tube tops, excessively short skirts, and no t-shirts for males or females.

Each student is expected to provide **PROFESSIONAL LIABILITY INSURANCE COVERAGE** within 15 days of beginning the practicum. Your professor will inform you of your options as far as insurance companies.

The student and site supervisor will be required to sign a contract (pages 13-16). **The student is advised that the time required each week to earn the required number of client hours in one semester may require the he/she quit outside employment or reduce his/her work load.**

Ethical Standards:

All of the graduate courses offered by the Department of Psychology and Counseling at Mississippi College adhere to the current standards of the American Counseling Association (ACA). The 2005 ACA Code of Ethics is available for downloading at <http://www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx>

Papers and presentations in the course will be guided by the current edition of the Publication Manual of the American Psychological Association. At this time, the fifth edition of the manual is available.

American Psychological Association. (2001). *Publications manual of the American Psychological Association* (5th ed.). Washington, DC:Author.

The ethics of scientific publication are presented in the manual (American Psychological Association, 2001, pp.348-355). Additional information on professional writing may be obtained from <http://apastyle.apa.org/>

While the fifth edition of the APA Publication Manual was based on the 1992 APA Code of Ethics, the 2002 Code of Ethics is the most current version. Both codes, as well as updates and other resources are available for review or downloading at: <http://www.apa.org/ethics/code.html#Teaching>

Attendance:

Class attendance and participation is a very important part of this course. Please refer to the Graduate Bulletin about class attendance.

“A student receives a grade of F in any course immediately upon accumulating the following number of absences in that class . . . 4 in semester classes meeting 1 time per week.”

If a student misses more than the number of class periods specified in the university policy and believes that there are reasonable explanations for the absences, he/she may appeal the absences to the Dean of the School in which the course is being taught. Students may obtain a Student Absence Appeal Form from the dean’s office. Students who find they need to miss a class might consider having another class member audio tape the class and submit a summary of the class meeting to the professor.

Classroom Decorum

- Cell phones will be turned **off** during class. Disregarding this request may lower your grade.
- No eating in or drinking in the classroom. (This is a School of Education policy.)
- Do not bring your children to class – no matter how incredibly well-behaved they are.
- Limit your talking to professional topics once class begins.

Students with Disabilities:

In order for a student to receive disability accommodations under Section 504 of the Americans with Disabilities Act, he or she must schedule an individual meeting with the Director of Student

Counseling Services **immediately upon recognition of their disability** (if their disability is known they must come in before the semester begins or make an appointment **immediately** upon receipt of their syllabi for the new semester). The student must bring with them written documentation from a medical physician and/or licensed clinician that verifies their disability. If the student has received prior accommodations, they must bring written documentation of those accommodations (example Individualized Education Plan from the school system).

Documentation must be current (**within 3 years**). The student must meet with SCS **face-to face** and also attend two (2) additional follow up meetings (one mid semester before or after midterm examinations and the last one at the end of the semester). Please note that the student may also schedule additional meetings as needed for support through SCS as they work with their professor throughout the semester. Note: Students must come in **each semester** to complete their Individualized Accommodation Plan (example: MC student completes fall semester IAP plan and even if student is a continuing student for the spring semester they must come in again to complete their spring semester IAP plan).

Student Counseling Services is located in Alumni Hall Room #4 or they may be contacted via email at Bryant@mc.edu. You may also reach them by phone at **601-925-7790**.

Note: Due to the dynamic nature of this class and the topics addressed (as well as other unforeseen events), the schedule and procedures of this course as outlined in this document are subject to change in the event of extenuating circumstances and without prior notice.

XIII. Instructional Materials:

- a. Students will be using audio-visual and video tape equipment and materials for the course.
- b. The Training Handbook that accompanies this syllabus has been e-mailed to you and will need to be downloaded. It is also available at the instructor's website.

**XIV. Schedule of Classes, Contact Information, Office Hour Schedule
(See Attachment)**