



**Mississippi
College**

PRACTICUM IN COUNSELING

SYLLABUS

COU 6663 Y

3 CREDIT HOURS

**MISSISSIPPI COLLEGE
SCHOOL OF EDUCATION
DEPARTMENT OF PSYCHOLOGY/COUNSELING**

Walter L. Frazier, Instructor
601.925.7723 on campus
601.636.5703 off campus
Frazie00@mc.edu
Lowery 111

**Syllabus for COU 6663 Y
Practicum in Counseling and Therapy**

I. Course Title:

Practicum in Counseling and Therapy

II. Prerequisites:

Completion of 18 hours of coursework, including PSY/COU 6520, 6526, or instructor's consent

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 one theory at a high level of competency.
- c. The ability to analyze, synthesize, and evaluate counseling skills and process in role plays and video tapes.
- d. 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 (d.) and complete the required number of contact clock hours explained below will result in failing the course. An incomplete may be provided only with instructor approval and appropriate documentation explaining why the minimum clock hours were not completed.)
- e. The ability to demonstrate basic listening skills as well as more advanced counseling skills.
- f. The ability to self-evaluate his/her on 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 Standards: 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.

VII. 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.**

Each regular or adjunct faculty member who provides individual or group supervision in the clinical training sequence has an earned doctoral degree and/or appropriate clinical experience and licensure (see Appendix K). We have endeavored to use counselor educators as adjunct faculty members, but highly qualified counselor educators are not always available. Therefore, we have hired some psychologists with appropriate credentials in the past as adjunct instructors or supervisors.

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;**

Students who serve as individual supervisors within the practicum course (COU 6663) have completed practicum (PSY/COU 6566 or 6546) and internship (COU 6701 and 6702) experiences equivalent to those within an entry level program. Thus, students serving as individual supervisors within the practicum course have had three semester hours of practicum experience and six semester hours of internship experience.

2. have completed or are receiving preparation in counseling supervision; and

Students acting as supervisors will be enrolled in advanced coursework: COU 7504: Internship in Counseling III or COU 7505: Counselor Supervision. In these courses, they receive instruction in professional supervision techniques and “supervision of supervision.”

3. be supervised by program faculty, with a faculty-student ratio that does not exceed 1:5.

Students who serve as practicum supervisors receive supervision from the faculty member at a faculty-student ratio of no greater than 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;

School Counseling students are placed in schools with a site supervisor who holds a Mississippi license (AA or AAA) as a school counselor. Often, the site supervisor possesses the National Counselor Certification (NCE), and occasionally, the site supervisor will be licensed as an LPC. In all instances, site supervisors have a Master’s degree in school counseling and two or more years of relevant experience.

For the Marriage and Family Counseling and Mental Health Counseling students, all supervisors are required to meet criteria for clinical supervision as required by the Mississippi State Board of Examiners for Licensed Professional Counselors. Currently, site supervisors must be a Licensed Professional Counselor and qualify for approved supervisor status.

In rare circumstances, Marriage and Family Counseling and Mental Health Counseling students may be supervised by a licensed clinician who has a Master’s degree or doctoral degree in a related profession (e.g., psychology). However, these students are made aware that their supervised hours may not be credited toward the total required for licensure as a professional counselor (LPC) in Mississippi.

2. a minimum of two years of pertinent professional experience in the program area in which the student is completing clinical instruction; and

All site supervisors must have at least two years of relevant professional experience in the area in which the student is completing his or her clinical instruction.

3. knowledge of the program's expectations, requirements, and evaluation procedures for students.

All site supervisors are required to understand program expectations, requirements, and evaluation procedures for students completing practica or internships. Site supervisors are required to sign or initial the requirements within a contract between the student, the site supervisor and the internship program faculty member at Mississippi College. These requirements specify clear lines of communication between the site supervisor, the student, and the program faculty member. The expectations, requirements, and evaluation procedures for students completing the clinical courses, as well as pertinent forms, are contained in the Practicum Handbook (Appendix H) and the Counseling Internship Handbook (Appendix I).

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);

Interview and counseling rooms are available in Lowrey Hall, where most didactic and clinical instruction occurs, and Summit Counseling Center at First Baptist Church-Jackson, with whom we have a contract for such space. A copy of the contract is included as Appendix E.

2. rooms for small group work, with assured privacy and sufficient space for appropriate equipment;

Similarly, group rooms are available in Lowrey Hall on campus and Summit Counseling at First Baptist Church of Jackson.

3. necessary and appropriate technologies that assist learning, such as audio, video, and telecommunications equipment;

Fixed and mobile recording and telecommunications equipment is housed at Lowrey Hall. Summit Counseling has state-of-the-art recording facilities, including DVD recording.

4. settings with observational and/or other interactive supervision capabilities; and

The facilities can be used for live and interactive supervision with either one-way glass or monitor.

5. procedures that ensure that the client's confidentiality and legal rights are protected.

Other field sites must have facilities for practica and internships and must provide appropriate space and technology for individual and group counseling, recording, monitoring, and supervision. Each site has its own forms to authorize treatment and recording and to ensure clients' confidentiality and legal rights are protected. Examples of such forms may be found in the syllabi (Appendix G) and handbooks (Appendices H and I).

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.

The department receives assistance from consultants referred by the Mississippi College Communications Department when audio, and/or video, and/or microcomputer technical problems arise. Maintenance of the equipment is included in the budget.

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

Faculty of the Mississippi College counseling programs have established excellent relationships with agency supervisors and administrators over the years. Site supervisors are provided with student practicum or internship contracts in each program. These contracts contain all of the policies, procedures and forms the student and supervisor need to successfully carry out and document the practicum or internship experience. Program faculty make trips to practicum and internship sites to visit with students and their site supervisors during any semester when the student intern takes a clinical course. Site supervisors are invited to supervision orientation and training sessions which allow the program faculty members to provide site supervisors with further orientation, training and consultation. The practicum and internship handbooks which have been included as Appendices H and I respectively.

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;**

A minimum of forty hours of direct experience working with clients is required of all practicum students (see practicum syllabus in Appendix G or included with the Practicum Handbook in Appendix H).

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;

Each student enrolled in practicum is required to meet with a program faculty member and/or on site supervisor for a minimum of one hour each per week for individual supervision (Appendix H).

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

Each student enrolled in practicum is required to meet with a program faculty member for a minimum of one and one half hours per week for group supervision (Appendix H).

4. evaluation of the student's performance throughout the practicum including a formal evaluation after the student completes the practicum.

Practicum students receive ongoing formal and informal evaluations by program faculty (see practicum syllabus and practicum handbook.) The student's direct service work at the off-campus site is evaluated by the site supervisor and the student together during the semester. The site supervisor also completes a Final Practicum Evaluation form that is submitted to the on-campus faculty member (see Appendix H).

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;

Each student completes a minimum of 240 direct hours of supervised service over the 600 clock hours of internship. Mental Health Counseling interns currently complete an additional 120 direct hours and 300 clock hours (Appendix I).

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;)

All internship students meet for a minimum of one hour per week for individual supervision with the site supervisor (Appendix I).

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;

Internship students complete 1½ hours per week of group supervision, throughout the internship, with program faculty members (Appendix I).

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);

Students are required to complete a minimum of 600 hours of internship experience, which is 360 hours beyond the direct service requirement of 240 clock hours. While students attempt to complete as many clock hours of direct service as possible, they still get ample hours of indirect service in which they are able to develop their skills in record-keeping, referral, case management, and other areas. The handbooks (Appendices H and I) provide examples of indirect hours.

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;

Internship students are required to prepare audio and/or videotaped counseling sessions throughout their practicum and internship. These tapes are used in supervision (Appendix I).

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

The internship contract (see Appendix I), which the student and on-site supervisor sign, requires that students be provided the opportunity to gain supervised experience in utilizing a wide variety of counseling tools such as assessment instruments, research resources, professional journals, and the internet. Students are also provided with opportunities to learn how to conduct various counseling procedures, such as how to make appropriate referrals to other service providers.

7. a formal evaluation of the student's performance during the internship by a program faculty member in consultation with the site supervisor.

Each intern is evaluated by the site supervisor and the faculty member/group supervisor. If advanced supervisor trainees or other supervisors have contributed to the clinical training process, their input is also secured. The internship handbook (Appendix I) indicates the nature of the evaluation process and provides examples of the forms that are used.

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.

All practicum and internship classes are limited to five students for each three-semester hour course when the faculty member provides both individual and group supervision. Otherwise, the CACREP-approved ratio of one faculty member to ten interns is used.

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

Program faculty provide 1 ½ hour group supervision sessions for the practicum and internship courses. These courses do 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.

Mississippi College has been fortunate in that there are a variety of community schools and agencies which have requested our counseling students as interns. Our students have the opportunity to counsel clients who come from diverse ethnic, lifestyle, religious, and demographic populations within the community.

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

Students evaluate their supervision and the fieldwork site at the conclusion of the course (see Appendices H and I). Additionally, students evaluate the program faculty member on a routine basis as a facet of the overall Mississippi College faculty evaluation process (see the Student Instructional Report – SIR II, in Appendix F).

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

Students are required to have professional liability insurance while enrolled or participating in practicum, internship, or other field experiences. They must produce proof of insurance forms that are included in their internship files (Appendix I).

VIII. Academic Integrity: (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.)”

IX. 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

X. Instructional Methods:

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

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. 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 media center in the library, from Lowery Hall Room 115, or online in the Helping Lab 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 VHS studio quality tapes to be used in practicum. Students should make a minimum of six video tapes during the practicum for use in practice and critique. These tapes may involve role play or career consultation with a peer. It is hoped that some tapes or dvd's can involve actual client sessions. Five points will be deducted for late submissions.

Assignment 4 (20% of course grade):

A typed case conceptualization/formulation should be submitted with each of the six video tapes for a first session with a client. 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.

XII. Evaluation:

The Faculty Supervisor will make use of the "Student Personal Characteristics Review Form", Student Self-evaluation, and Practicum in Counseling Competency Rating Sheet, and 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 |

XIII. 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 difficulty 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. This insurance can be obtained at a “student rate” costing about \$12-15 per year by calling CPH & Associates at 800-875-1911 or e-mailing at info@cphins.com. The insurance company is accustomed to working with our students, but the operators may not be familiar with the process. Simply ask to speak with a supervisor if this happens. Each student will not be

allowed to see students until proof of insurance coverage has been provided. Please bring a copy of your policy to the professor.

The student and site supervisor will be required to sign a contract (Form B). **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.

Policies Related to 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).

Dr. Morgan Bryant is the Director of the Student Counseling Services, and she is located in Alumni Hall Room #4. She may be contacted via email at Bryant@mc.edu. You may also reach her by phone at **601-925-7790**.

XIV. 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.