

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

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

Course No. **CP 680**

Revised Fall 2012

Semester:

Instructor:

Office:

Phone:

E-mail:

Office Hours:

Class Room:

Class Dates:

Class Times:

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. Student Learning Outcomes

1. Students will learn practical application of core counseling skills through direct client contact. This outcome will be measured by the Comprehensive Professional Counseling Portfolio (CPCP).
2. Students will learn the process of giving and receiving feedback on clinical skill through means of supervision in a group format. This outcome will be measured by the Comprehensive Professional Counseling Portfolio (CPCP).
3. Students will learn how to self critique effectiveness of the application of counseling skills through individual supervision with university and site supervisor. This outcome will be measured by the Comprehensive Professional Counseling Portfolio (CPCP).

V. Course as Relates to External Requirements

CACREP Requirements (2009)	DESE Requirements (2008)	LPC Requirements	NBCC Requirements
Practicum (100 Hours)			

VI. Course as Relates to External Standards

CACREP Standards (2009)
<p>E. Students must complete supervised practicum experiences that total a minimum of 100 clock hours over the minimum of an academic term. The student's practicum includes all of the following:</p> <ol style="list-style-type: none"> 1. 40 clock hours of direct service that leads to the development of counseling skills; 2. Weekly interaction with an average of one (1) hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor working in bi-weekly consultation with a program faculty member; 3. An average of one and one half (1 1/2) hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor; 4. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision, and/or to receive live supervision of the student's interactions with clients; and 5. Evaluation of the student's counseling performance throughout the practicum including documentation of a formal evaluation after the student completes the practicum.
DESE Standards (2008)

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
 - 2. Suicide assessment
 - 3. 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 Policy Statement:

Academic honesty is one of the most important qualities influencing the character and vitality of Southeast Missouri State University. Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one's scholastic record. It includes: academic misconduct, dishonesty, plagiarism and cheating or knowingly or actively assisting another person in doing the same. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University. Students are responsible for upholding the principles of academic honesty as they would any other professional and ethical standard. Refer to: <http://www6.semo.edu/judaffairs/code.html>

Note: Faculty may add specific sanctions regarding academic dishonesty within the parameters outlined in the University Policy for Academic Honesty.

XIV. Students with Disabilities Statement:

If a student has a special need addressed by the Americans with Disabilities Act (ADA) please notify the instructor at the beginning of the course. You must register as a student with a disability in the office of Learning Assistance Programs and Disability Support Services in University Center Room 302 or at 651-2273. It is the responsibility of the student to notify the instructor prior to requesting reasonable accommodation. Failure to do this may result in not receiving the requested accommodation. Refer to: <http://www.semo.edu/cs/services/disability.htm>

XV. Civility, Respect and Classroom Etiquette:

The University strives to offer learning experiences and opportunities designed to help students think effectively, develop the capacity to communicate, differentiate values, and make relevant judgments. To do this successfully, many times multiple perspectives will be presented; some of which may represent points of view on which everyone will not agree. A successful educational experience requires a shared sense of respect among and between the students, the instructor and various points of view.

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 pager and cell phones; 2) refrain from text messaging during class; 3) avoid distracting behavior (e.g. popping gum, noisy eating, clipping fingernails); 4) minimize side conversations; and, 5) maintain respectful interactions. Finally, personal harassment of any kind will not be tolerated.

XVI. 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](#).

XVII. Knowledge Base References:

An online Knowledge Base is maintained on the Program website. See <http://www4.semo.edu/counsel/Program/know-base.htm>

XVIII. 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. Ruth Ann Roberts, Interim Chair, Department of Educational Leadership and Counseling.