

Fall 2015

EDGC 6896

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University of New Orleans

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EDGC 6896 – Master’s Practicum in Counselor Education
University of New Orleans
Department of Educational Leadership, Counseling, and Foundations
Fall 2015
Wednesdays, 7:00pm-9:40pm
Rm. ED-104

Professor

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Mondays 2pm – 4pm
Tuesdays 1pm-4pm
Weds 5pm-6pm

Group Supervisor

Angela James

Description

EDGC 6896 Master’s Practicum in Counseling 3cr. Prerequisite: EDGC 6400: Theories of Counseling; EDGC 6430: Counseling Techniques; EDGC 6440: Advanced Counseling Techniques; EDGC 6450: Group Work; the appropriate specialty course (EDGC 6540: Clinical mental Health, **or** EDGC 6550: School Counseling); minimum of 36-credit hours of course work completed in degree program, and approved practicum application. Application of theory and development of counseling skills under supervision while counseling in schools, community agencies, higher education, hospitals, or other controlled clinical settings that total a minimum of 100 clock hours over a minimum 10-week academic term.

Course Registration

You may register for practicum only after your application has been approved by the practicum/internship coordinator. You must register for 3 credits of practicum (EDGC 6896) the term in which you plan to complete your 100 hours (i.e. 40 direct & 60 indirect hours) hours of your practicum. It is your responsibility to register for practicum in the proper term. In no circumstances will you be allowed to register after the university registration deadline has passed.

Course Goal

To the provide counselors-in-training with their professional field experience with actual clients by applying *counseling theory to counseling practice*, under expert supervision. This practicum seminar is designed to support and assist students who are practicing and enhancing their counseling skills in an applied counseling setting.

Course Objectives

The following objectives meet the Council for Accreditation of Counseling and Related Educational Programs Standards (CACREP) (2009 standards- Section III.G.1-6. The program

requires completion of a supervised practicum in the student's designated program area of 100 clock hours. See Practicum/internship manual for further objectives.

1. A **minimum** of 100 hours is required for practicum. Of the minimum 100 hours, at least 40 hours must be direct hours and 60 hours must be indirect hours. In order to meet the 100 hours of field experience requirement, students must spend a minimum of 6-7 hours each week on site during a regular semester and 15-16 hours each week during a summer term.
 - a. Remember practicum experience is a developmental professional process. This clinical experience is "not just about collecting hours." According to CACREP (2009) students cannot complete the 100 hours of practicum (40 direct and 60 indirect) before the ten week mark within the semester students are registered for practicum. Additional hours (banked hours after the 10th week) must be approved by the Practicum/Internship Coordinator.
2. a minimum of one hour per week of individual onsite supervision over each academic term;
3. a minimum of one hour per week of individual university supervision (using audiotape, videotape, or live supervision) over each academic term. You will be assigned a university supervisor and your actual meeting times and dates will be determined by you and the assigned University supervisor;
4. an average of one and one-half hours per week of group supervision with other students in internship
5. formal evaluations of the student's performance throughout the internship at mid-term and at the end of the semester by the individual university, onsite and group supervisors.
 - a. It is the students' responsibility to give supervisors the appropriate evaluation forms to fill out and to turn in all forms by the program deadlines.

Required Textbook

McHenry B., & McHenry, J. (2015). *What therapists say and why they say it: Effective therapeutic responses and techniques*. 2nd Ed. Routledge. New York, NY. **ISBN-978-1-138-79064-3**

Suggested Readings

Hodges, S. (2010). *The counseling practicum and internship manual: A resource for graduate counseling students*. Springer Publishing Company. **ISBN-13: 9780826118325**

Course Materials

- Audio/video digital recording machine/computer and /or blank tapes/flash drives; DVD's.
- The forms you will need are located in your practicum manual and on Moodle.

Instructional Methods

The class structure is a combination of group supervision, discussion, student self-discovery, exercises, problem exploration/resolution, casework and role-play.

Expectations for Students

Students will be expected to prepare for their counseling sessions with clients, establish rapport, structure sessions, keep their supervisor informed of their clients' progress and treatment issues, schedule follow-up sessions with clients, and prepare for supervision sessions.

Attendance & Participation Policy

1. Attending every supervision meeting is required. Each student brings a wealth experience based on her/his life making your participation, unique, valuable, and vital to the learning process; we each have something to contribute. The information presented through supervision activities, discussions, and readings, cannot be repeated.
2. No absences mean no loss in points from total grade; one unexcused absence means a loss of 5% from total grade; two unexcused absences means you cannot receive a grade higher than a "B". Missing three classes (which includes group supervision) will result in a failure for the course, regardless of academic good standing or reason for missing.
3. Two early departures, two late attendances, or a combination of the two will be considered one absence. *Habitual tardiness or leaving early is interpreted as an unwillingness to honor your commitment to the field of counseling and as a reflection of your suitability for the field.*
4. An excused absence requires written documentation of urgent reasons such as ill health, critical emergencies, or death in family with notification before class if at all possible. Missed work due to unexcused absences cannot be made up. It is your responsibility to see a classmate regarding the information or handouts presented in class that you have missed.
5. Any student receiving a grade of "C" or lower in this course will have to repeat the course before proceeding to internship.

Other Expectations

1. Attend all supervision meetings each week; arrive on time, and actively participate in supervision discussions.
2. Be willing to share your ideas and ask difficult questions. The academic classroom should serve as an environment where diverse, and sometimes controversial, ideas can be discussed and evaluated.
3. Respect for Diversity - It is hoped that students from all perspectives and diverse backgrounds will well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. Your suggestions about how to improve the value of diversity in this course are encouraged and appreciated.
4. Turn off or place on silent mode all potentially disruptive electronic devices, such as cell phones, smart phones and pagers. Do not engage in text messaging during supervision time; surf the Internet or check email during supervision. The group supervisor reserves the right to ask a student to leave if a student violates this policy. He or she will be marked as absent.

Communication

Students will receive a response within 24 hours with the exception of weekends. Emails will have quicker responses than phone.

According to University policy, the use of UNOs e-mail account is considered an official form of correspondence between the University and students. Students are required to use their UNO e-mail address when conducting school-related correspondence, and students are also required to frequently check their UNO e-mail account.

Communications between the instructors, supervisors, and students will be facilitated by electronic communication either through COUNSLINK or email. It is your responsibility to register for the COUNSLINK listserve and check your UNO email daily for messages.

Class Meetings

All classes will start on time. Please make every effort to be present at the starting time. Students are expected to attend all classes regularly and punctually. A student who is not present in class is marked absent. There will be group supervision by your assigned doctoral group supervisor during the second part of the class preceded by a content presentation in the first part of the class. These classes are mandatory, just as is all supervision. All approved absences must have the instructor's approval. Also, you will meet with a university individual supervisor once a week for one hour as well as any and all on-site supervision which is required by the site. Failure to attend class and/or supervision will result in your client hours not being counted for each week you do not attend class and/or supervision and will have course grade consequences. **IMPORTANT NOTE:** Any individual supervisory meetings missed must be made-up. Group Supervision cannot be made-up.

Supervision

In this course, you will have three types of supervisors. Because supervisors do not always agree, it is imperative that their roles and responsibilities be differentiated. Your field supervisor is the clinical supervisor (clinical professional counselor, clinical psychologist, or clinical social worker) at your site. He or she is directly responsible for your clinical work, and should be working with you to conduct assessment, conceptualize client concerns, and select appropriate interventions. In contrast, your university supervisors will provide a primarily didactic experience in which course material, counseling roles, and your professional development will be discussed. Class also will include a group supervision component. However, any ideas or suggestions you receive from your university supervisor must be utilized only in consultation with your field supervisor when working at your site. Site supervisors have to make decisions regarding clients and site responsibilities.

There will be group supervision by your assigned doctoral group supervisor. **This group supervision is mandatory, just as is all supervision.** All groups should start on time. Please make every effort to be present at the starting time. Failure to attend will result in your client hours not being counted for that period and will have course grade consequences. Also, you will meet with a university individual supervisor once a week for one hour as well as any and all on-site supervision which is required by the site. A total of 100 hours must be completed (i.e. 40 direct and 60 indirect). Note that direct hours are only counted in weeks in which you receive individual supervision from your university supervisor.

Please take time to develop a working relationship with your supervisors (university & on-site). Please contact your individual university supervisor to schedule supervision sessions at times that are amiable to all parties (as long as the minimum supervision requirements are maintained). It is left up to you, the intern, to contact your supervisor in a timely manner if you cannot make a session, to ensure that any missed sessions are made up, to show up on time for supervision sessions, to participate actively, to submit weekly audio or video tapes, and to resolve any differences between you and your supervisors directly with the supervisor, to the extent possible.

In order for your hours to count, as well as meeting CACREP requirements, students must submit an audio, videotape or digital recordings to your university supervisor each week. The tapes/flash drive recordings **must be of good quality** so that your supervisor can hear both you and your client throughout the session. The recordings may be of the same client, different clients, group counseling, or psycho-educational instruction you have provided. Your university supervisor will work with you on issues pertaining to client taping. **Failure to have a tape each week will result in the week's work not being counted in the logs.** When turning in your weekly tape to the university supervisor you must include a typed-written critique of your session. This outline for the case write-up can be found in the practicum/internship manual. Remember, according to CACREP and UNO requirements, during the length of your commitment to your practicum site you will need to continue attending supervision. This includes both on-site and at UNO (individual and group). Therefore, for example, if you have a commitment at your practicum site, but you complete your 100 hours (40 direct & 60 indirect) before the end of the semester, you still need to participate in supervision on all levels for the remaining of the semester.

Logs

You must use the approved form for log hours. If you are at more than one site use one log per week (not separate logs for each site). Logs must be typed, not handwritten, with no whiteout or crossed off marks. Be sure to keep good logs of your hours and have the appropriate sign off from supervisor(s). You should always keep copies of your logs and have them signed by your supervisor. Complete the Practicum/Internship Log of Hours on a weekly basis and follow the directions for completing logs that are provided in the manual. After you have completed the total hours, copy your logs and then sign, date, and have your on-site supervisor sign and date the appropriate form. You will turn in two separation logs: one at mid-term and one at the end of the semester. Due dates are found at the end of the syllabus, Moodle, and announced on the Counslink Listserv. Because of CACREP and UNO requirements, **hours may be logged for your practicum only during weeks in which you have:** presented an audio or video-tape to your university supervisor, received one hour of individual supervision from both your university and your on-site supervisor, attended one and a half hour practicum class, attended one and a half hour group supervision session, and registered as a UNO student. Reminder: Please log your direct and indirect hours as such: .25, .50, .75, 1.

WORKING AT THE FIELD SITE IN BETWEEN SEMESTERS

Once the semester ends students **may not** be at their practicum/internship site and **may not** collect hours. Because supervision is not available by the university in between semesters students are not allowed to counsel their clients in between the semester breaks. Start and ending dates are on the practicum and internship syllabus.

PROFESSIONAL LIABILITY INSURANCE

For your own protection, you are **required** to purchase a professional liability insurance policy. Students must have their insurance before beginning their practicum or internship and a copy of the policy must be provided to the assistant to the P/I Coordinator before the start of the semester. Students should purchase their policy no later than the middle of the semester before they plan to enroll in P/I (i.e. purchase in December for a spring semester or in July for a fall semester). A professional liability insurance policy is available, at a student discount rate for master's level students, from the American Counseling Association (ACA) Insurance Trust (liability insurance is included with ACA membership). Visit the website at www.counseling.org or call 800-347-6647.

NOTE: Students must provide the P/I coordinator assistant with a renewal policy before their insurance expires. Failure to turn in the renewed policy by the expiration date will result in the student's removal from the practicum or internship site due to a lapse in insurance coverage. This means that the student will receive a failed grade for the semester and will have to repeat the course. It is the student's responsibility to keep his/her policy active.

Due Dates (see towards the end of the syllabus)

Please turn in all of your paperwork and materials to graduate assistant coordinator by the due dates. If you turn in these materials by the due date posted, you will be assigned a grade for practicum for that term – assuming you registered at the beginning of the term.

- Failure to turn in all completed paperwork by the due date listed will result in a 5% *deduction* from your total grade for each instance and each day it is late.
- Failure to turn in your paperwork in the proper order will result in a 3% *deduction* in your total grade for each instance. The order is listed on the due date schedule.
- Failure to meet the minimum number of direct and indirect hours by the final due date will result in a 5% *deduction* from your total grade. The grade determination and whether or not the student is allowed to register for Internship I is at the discretion of the practicum instructor and P/I Coordinator.

All paperwork must be typed (except your supervision logs and signatures).

Reflection Paper-10%

A paper describing your experience from the start of your field work to the end is required. It should describe how you started, what you have learned, your expectations when working with a *diverse* client population, etc. This paper should follow be no more than four (4) pages and follow APA 6th ed. style. It should be typed, doubled-spaced, 1-inch margins, 12 pt. font, and stapled. Papers must reflect quality writing skills, creativity, clarity, and depth of thinking. Make certain to attend to proper grammar, spelling, and sentence structure.

Written and Documentation Requirements

Spend the time necessary to complete each assignment thoroughly. (see due date schedule towards the end of syllabus or on Moodle)

1. Practicum/Internship Manual Acknowledgement Statement and Agreement
2. Clinical Supervision Agreement

3. Supervisor(s) Evaluation of Student – involves 3 evaluations completed at mid-term and the end of the semester.
 - a. Individual University Supervisor Form
 - b. Group University Supervisor Form
 - c. On-Site Supervisor Form
4. Student Evaluation of Supervisors and Site Evaluations – involves 3 evaluations completed at mid-term and the end of the semester (see schedule).
 - a. Individual University Supervisor Form
 - b. Group University Supervisor Form
 - c. On-Site Internship Evaluation
5. Form Logs
6. Internship Reflection Paper – (see guidelines provided and due date schedule).
7. Candidacy Form – **IMPORTANT** - complete form, which includes yours and your major professor's signatures and a copy of your unofficial transcript. This needs to be completed before you can register to take the Comprehensive Exam.

Grades

1. Grades for internship are assigned by P/I Coordinator in conjunction with the practicum course instructor, based on evaluations by your on-site supervisors' midterm and final evaluations, your university individual and group supervisors' midterm and final evaluations, and the quality of your written work (clinical supervision agreement, student's supervisors and site evaluations, logs, and completion of all paperwork) and participation in supervision and class meetings. - **70%**
2. Attendance and Participation- **20%**
3. Field Reflection Paper- **10%**

Professional Behavior

You are expected to conduct yourself as a professional during the field experiences. This role means that you follow the rules and regulations, calendar of the agency/school to which you are assigned and includes such things as arriving on time, not leaving early (unless specific arrangements are made), calling the agency/school if you are ill, observing the dress code, determining and adhering to policies concerning confidentiality and tape recording interviews, etc. In addition, your conduct needs to be in accordance with the ACA and ASCA ethical standards (see me if you do not have a copy of these documents). Also, laws such as those dealing with child abuse and confidentiality are to be followed explicitly. If a legal or ethical question arises, you should contact your on-site supervisor and the instructor immediately. Failure to conduct yourself in a professional manner is grounds for reduction in grade or a failing grade in the course.

Academic Dishonesty

As professionals, only the highest level of academic honesty and professionalism are expected. This includes the requirement that you do your own work and your logs and statements are accurate. Falsifying logs is a serious breach of professional ethics and an example of academic dishonesty. Violations of that policy, that is, academic dishonesty, will not be tolerated and cases will be sent to

the appropriate university officials for action. Such findings could result in your failing the assignment, your failing the course, your being suspended from the university, etc. All matters of academic dishonesty will follow the UNO guidelines. Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the UNO Judicial Code for further information at http://www.studentaffairs.uno.edu/studentpolicies/policymanual/judicial_code_pt1.cfm

Accommodations

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities are encouraged to contact their instructors and/or the Office of Disability Services to discuss their individual needs for accommodations (<http://www.ods.uno.edu>). Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Office of Disability Services at 280-6222 or the Accommodative Testing and Adaptive Technology Center at 280-7284, as soon as possible to better ensure that such accommodations are implemented in a timely manner. If you need any special accommodations related to the course such as e.g., religious holidays, special learning needs, or military considerations, please see me after the first class meeting or make an appointment as soon as possible in the beginning of the semester.

Professionalism

Please consider joining ACA, LCA, and other relevant specialty professional organizations. They will help you to be successful as a professional counselor. Also, be sure to visit the web sites for the LPC Board for licensing materials, the State Department of Education of the state in which you wish to be certified, and NBCC to get the appropriate certification information.

Note: Please be sure to contact P/I Coordinator and course instructor immediately if you have problems or you have questions. Solving site problems early is always a smart and professional thing to do!

EDGC 6896 Practicum

Fall 2015 Due Dates

Monday, August 17, 2015

Practicum students may begin at their field site given that they attend the mandatory practicum and internship meeting on August 18, 2015

Tuesday, August 18, 2015

Mandatory practicum and internship meeting

5:45pm Master's Practicum/Internship Meeting-Room TBD

Turn in Counseling Lab Informed Consent to Videotape Form and Counseling Lab

Confidentiality Agreement Form-p.51/52

Turn in updated insurance policy
Practicum and Internship Handbook Acknowledgement Statement and Informed Consent
Form-p.50

Thursday, August 27 (Master's Practicum and Internship students)

Place in the metal mailbox outside ED 212 by 10 pm

University Individual and Group Supervision Agreement Form-p.43

Thursday, October 8, 2015 by 10pm – Midterm Paperwork Due

Master's Students

- Midterm Paperwork: (Place in this order)
 - Cover Sheet (p.28), Weekly Logs (make sure to include banked log sheet if banked hours)
 - All 3 Supervision Attendance Logs (p. 29) - Onsite, University Group and Individual
 - All 3 Supervisor Evaluations – Onsite (p.30), University Group (p. 34) and Individual (p.32)
 - All 3 Counseling Student Evaluations (p.35) - Onsite, University Group and Individual

Thursday, October 15, 2015-Midterm Break (Thursday groups will still be held)

Thursday, November 26, 2015-Thanksgiving Break (Thursday groups need to be made up)

Thursday, December 3, 2015 by 10 PM – Final Paperwork Due

Master's Students

- Final Paperwork: (Place in this Order)
 - Cover Sheet (p.28), Weekly Logs
 - All 3 Supervision Attendance Logs (p. 29) - Onsite, University Group and Individual
 - All 3 Supervisor Evaluations – Onsite (p.30), University Group (p. 34) and Individual (p.32)
 - All 3 Counseling Student Evaluations (p.35) - Onsite, University Group and Individual
 - Counseling Student Evaluation of Practicum/Internship Site (p. 37)
 - Counseling Program Evaluation (p. 39) (only for those students enrolled in 2nd Internship)
 - UNO Counseling Program Evaluation-Supervisor Version (p. 41) (only for those students enrolled in 2nd Internship)
 - Reflection Paper (2-3 pages, typed, double-spaced)

Spring P/I orientation-TBD

Syllabus Addendum

Important University Dates*

Last day to adjust schedule w/out fee.... 08/18/2015

Semester Classes Begin..... 08/19/2015

Last day to adjust schedule w/fee,
or withdraw with 100% refund..... 08/25/2015
Last day to apply for December commencement...09/25/2015
Final day to drop a course or resign 10/14/2015
Mid-semester examinations 10/05-10/09/2015
Final examinations 12/07-12/11/2015
Commencement..... 12/18/2015

**Note: check Registrar's website for Saturday and A/B sessions, and for items not listed here:
<http://www.registrar.uno.edu>*

Fall Semester University Holidays

Labor Day 09/07/2015
Mid-semester break 10/15-10/16/2015
Thanksgiving 11/26-11/27/2015

Withdrawal Policy – Undergraduate only

Students are responsible for initiating action to resign from the University (withdraw from all courses) or from a course on or before dates indicated in the current Important dates calendar. Students who fail to resign by the published final date for such action will be retained on the class rolls even though they may be absent for the remainder of the semester and be graded as if they were in attendance. Failure to attend classes does not constitute a resignation. Check the dates on the Registrar's website, <http://www.registrar.uno.edu>. Please consult The Bulletin for charges associated with dropping and adding courses.

Incomplete Policy – Undergraduate only

The grade of I means *incomplete* and is given for work of passing quality but which, because of circumstances beyond the student's control, is not complete. The issuance of the grade of I is at the discretion of the faculty member teaching the course. For all graduate and undergraduate students, a grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the Important Dates Calendar) of the next regular semester including summer semester.

Repeat Policy

When a student is permitted to repeat a course for credit, the last grade earned shall be the one which determines course acceptability for degree credit. A student who has earned a C or better in a course may not repeat that course unless, (1) the catalog description indicates that the course may be repeated for credit, or (2) the student's Dean gives prior approval for documented extenuating circumstances.

Graduate Policies

Graduate policies often vary from undergraduate policies. To view the applicable policies for graduate students, see the Graduate Student Handbook: <http://www.uno.edu/grad/documents/GraduateStudentHandbook2014.pdf>

Academic Dishonesty Policy

<http://www.uno.edu/student-affairs-enrollment-management/documents/academic-dishonesty-policy-rev2014.pdf>

Safety Awareness Facts and Education

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://www.uno.edu/student-affairs-enrollment-management/>

UNO Counseling Services and UNO Cares

UNO offers care and support for students in any type of distress. Counseling Services assist students in addressing mental health concerns through assessment, short-term counseling, and career testing and counseling. Find out more

at <http://www.uno.edu/counseling-services/>. First-year students often have unique concerns, and UNO Cares is designed to address those students' needs. Contact UNO Cares through <http://www.uno.edu/fye/uno-cares.aspx>.

Emergency Procedures

Sign up for emergency notifications via text and/or email at E2Campus

Notification: <http://www.uno.edu/ehso/emergency-communications/index.aspx>. All emergency and safety procedures are explained at the Emergency Health and Safety Office: <http://www.uno.edu/ehso/>.

Diversity at UNO

As the most diverse public university in the state, UNO maintains a Diversity Affairs division to support the university's efforts towards creating an environment of healthy respect, tolerance, and appreciation for the people from all walks of life, and the expression of intellectual point of view and personal lifestyle. The Office of Diversity Affairs promotes these values through a wide range of programming and activities. <http://diversity.uno.edu/index.cfm>

Learning and Support Services

Help is within reach in the form of learning support services, including tutoring in writing and math and other supplemental instruction. Visit the Learning Resource Center in LA 334, or learn more at <http://www.uno.edu/lrc/>.

Affirmative Action and Equal Opportunity

UNO is an equal opportunity employer. The Human Resource Management department has more information on UNO's compliance with federal and state regulations regarding EEOC in its Policies and Resources website: <http://www.uno.edu/human-resource-management/policies.aspx>