

Fall 2015

EDGC 6897

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Recommended Citation

Herlihy, Barbara, "EDGC 6897" (2015). *University of New Orleans Syllabi*. Paper 264.
<https://scholarworks.uno.edu/syllabi/264>

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EDGC 6897 – Master’s Internship in Counselor Education
University of New Orleans
Department of Educational Leadership, Counseling, and Foundations

Instructor

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Description

Prerequisite: EDGC 6896 and approved internship 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 300 clock hours. Two semesters of internship are required, thus, the course must be repeated.

Conceptual Framework:

Our conceptual framework, the theory-practice-research interaction model, permeates the programs preparing candidates for professional roles in school and community settings. As candidates progress through their professional studies, they are introduced to formal theories and concepts that are validated by research, which along with their personally held beliefs and assumptions, inform their professional practice. The roles and responsibilities set out the broad domains for developing competence of counselor candidates viewed through the lens of the theory-practice-research interaction model. As candidates engage in various clinical and field experiences included in their program of study, observation and study of professional practices inform and refine the educational theories and concepts they construct. Our goal is to have our candidates internalize the theory-practice-research interaction model, as they develop into reflective practitioners constantly reassessing the educational theories, beliefs, and assumptions they embrace.



Roles and Responsibilities of Professionals in Counselor Education

Design, implement, monitor, and evaluate programs. Counselors develop effective and comprehensive programs, which incorporate an awareness of various systems that affect students, school, and home.

Advocate for children, services, and supports. Counselors are effective advocates for students, families, and school communities.

Provide individual, group, and family counseling. Counselors promote school success as measured by the academic, career, and personal/social development of all students.

Offer career and academic guidance. Counselors utilize developmental approaches to assist all students and parents at points of educational transition for all students. Collaborate to support group practice. Counselors link multiple stakeholders in the school and community to effect positive change using strategies that are grounded in the interaction of practice and theory.

Consult with teachers and parents/legal guardians. Counselors act as a resource regarding a variety of issues that pertain to the developmental needs of all students.

Candidate Assessment

This course includes a candidate assessment by requiring completion of EDGC 6896 (practicum) with a B or better as a requirement for program progress. To successfully complete the program, students must make a grade of B or better in the following courses in order to enroll in the next counseling clinical course. In the event a student makes a grade of C or lower in the following courses, the course must be repeated. EDGC 6400 Theories of Counseling; EDGC 6430 Counseling Techniques; EDGC 6440 Advanced Counseling Techniques; EDGC 6450 Group Work; EDGC

6535 Diagnosis and Treatment Planning in Counseling; EDGC 6850 Ethical and Professional Issues in Counselor Education; EDGC 6896 Practicum in Counseling; EDGC 6897 Internship in Counseling (6 credits).

Course Registration

You may register for internship only after your application has been approved by the practicum/internship coordinator. You must register for 3 credits of internship (EDGC 6897) the term in which you plan to complete the first 300 (i.e. 120 direct & 180 indirect hours) hours of your internship. It is your responsibility to register for internship in the proper term. In no circumstances will you be allowed to register after the university registration deadline has passed.

Course Goal

To provide counselors-in-training with their professional field experience with actual clients by applying *counseling theory to counseling practice*, under expert supervision. This internship 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 internship in the student's designated program area of 100 clock hours. The internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area. See Practicum/internship manual for further objectives.

1. A **minimum** of 300 hours is required for internship. Of the minimum 300 hours, at least 120 hours must be direct hours and 180 hours must be indirect hours. If you are completing your first internship, the P/I coordinator can approve additional hours earned beyond the 300 hours which can be applied toward your second internship within the semester you are a registered student and being supervised. In order to meet the 300 hours of field experience requirement, students must spend a minimum of 15-20 hours each week on site during a regular semester.
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.

Course Materials

Audio/video recording machine and /or blank tapes; digital recorder; DVD's.
The forms you need are located in your internship manual and on Moodle.

Required Readings

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

Group Supervision will be held on Thursdays, 7:00-8:30

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 group class if at all possible. It is your responsibility to see a classmate regarding the information or handouts presented in group 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 the second internship or graduating.

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

Instead of scheduled class meetings, interns meet with their university individual supervisor once a week for one hour. In addition, interns must meet in group supervision once a week for one and one-half hours with their university group supervisor. Interns are also required to meet for at least one hour of individual supervision at their internship site with their on-site supervisor. Additional supervision (individual or group) at the site may be required by the internship site supervisor. 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. 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.** Group Supervision cannot be made-up. 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. 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. Note that direct hours are only counted in weeks in which you receive individual supervision from your university supervisors and on-site supervisors.

In order for your hours to count, as well as meeting CACREP requirements, students must submit an audio or videotape to your university supervisor each week. The tapes **must be of good quality** so that your supervisor can hear both you and your client throughout the session. The tapes 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 internship 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 internship site, but you complete your 300 hours (120 direct & 180 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 internship 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 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 at 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 internship 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 II or graduate is at the discretion of the 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 at 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 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 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/Professor immediately if you have problems or you have questions. Solving site problems early is always a smart and professional thing to do!