

Troy University
College of Education Counseling Programs
Master Syllabus – CACREP 2009 Standards

Course: CP 6605
Mental Health Counseling Practicum
Instructor: Gregory S. Meek, PhD, LMHC, NCC
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3 credit hours
Term: Term 2 2012*
Office Hours: Mon & Thurs 12:30-5:30 p.m. by appointment
Class Location: Classroom TBA
Class Time: 5:30-7:30 p.m.
Class Day: Thursday*

*Class meets on Thursdays, October 18, 2012 – January 10, 2013 (*10 weeks*) from 5:30 – 7 pm
MHC students require an additional 1 hour individual or triadic supervision weekly.
MHC students also receive 1 site visit by the instructor during the term.

Pre-requisites *Permission of instructor and department chair required. CP 6600, CP 6610, CP 6642, CP 6649, PSY 6669, PSY 6670*

***Note All students must have an active e-mail account by the second class in order to pass this class!**

TEXTS

Recommended:

- Baird, B.N. (latest edition). *The internship, practicum, and field placement handbook*. Upper Saddle River, NJ: Pearson Education.
- Zuckerman, E.L. (latest edition). *Clinician's Thesaurus: A guidebook for writing psychological reports*. New York: Guilford Press. (newest edition)
- Hodges, S. (latest edition). *The counseling practicum and internship manual: A resource for graduate counseling students*. New York: Springer Publishing

Additional materials

- Practicum/Internship Handbook (on LiveText):
Use only the sections that pertain to **your** discipline!
Supervisor Handbook—**Make sure your supervisor has a link to this:**
https://c1.livetext.com/folder/8063707/efkpVfWr_Supervision_Handbook_June_30_2011.pdf
- Graduate Student Handbook
American Counseling Association Code of Ethics,
<http://www.counseling.org/Files/FD.ashx?guid=ab7c1272-71c4-46cf-848c-f98489937dda>
- Licensed Mental Health Counselor Intern Application,
http://www.floridashealth.com/mqa/491/soc_applications.html#Applications
- Licensed Mental Health Counselor Laws and Rules,
http://www.floridashealth.com/mqa/491/info_Laws.pdf

COURSE DESCRIPTION

CP 6650 Practicum (3) This course provides an opportunity for the student to perform, under supervision, a variety of activities that a regularly employed professional counselor would perform. Practicum provides for the development of counseling skills under supervision. The student must complete 100 clock hours including a minimum of 40 hours of direct service with clients. Experiences are accompanied by regularly scheduled, weekly on-campus group supervision designed to provide opportunity for analysis and evaluation of supervised activity.

CONTENT AREA

The Counseling Practicum is a highly individualized and comprehensive tutorial experience designed to foster each student's development as a counseling professional. Students integrate and apply, in a clinical practice setting, the counseling knowledge and skills, and personal development gained throughout their program of graduate training. Self- assessment, peer feedback, and individual and group supervision guide the learning process and serve as models for future, self-initiated professional development.

METHODS OF INSTRUCTION

Practicum is a tutorial form of instruction that provides students the opportunity to apply theory and develop counseling skills under supervision. Practicum includes individual and small group counseling with clients who represent the ethnic and demographic diversity of the community (CACREP III).

The student must complete the practicum at a site that provides a counseling environment conducive to modeling, demonstration, supervision, and training. The counseling environment includes all of the following (CACREP I H):

1. Settings for individual counseling, with assured privacy and sufficient space for appropriate equipment.
2. Settings for small-group work, with assured privacy and sufficient space for appropriate equipment.
3. Necessary and appropriate technologies and other observational capabilities that assist learning.
4. Procedures that ensure that the client's confidentiality and legal rights are protected.

Program faculty provide individual or triadic supervision for one hour (weekly) for up to 6 students in a class. Program faculty provide group supervision for up to 12 students for one and one half (1 1/2) hour during weekly classes during the term. The program faculty providing supervision has the following qualifications (CACREP III A):

1. A doctoral degree and/or appropriate counseling preparation, preferably from a CACREP-accredited counselor education program.
2. Relevant experience and appropriate credentials/licensure and/or demonstrated competence in counseling.
3. Relevant supervision training and experience.

The student must provide the Site Supervisor with the Site Supervisor Manual. The Site Supervisor must have the following qualifications (CACREP III C):

1. A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. A minimum of two years of pertinent professional experience in the program area in which the student is enrolled.

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

4. Relevant training in counseling supervision.

Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student's practicum includes all of the following (CACREP III F):

1. Completion of a Practicum/Internship Supervision Contract (see Practicum/Internship Packet) prior to beginning the course. This supervision contract defines the roles and responsibilities of the faculty supervisor, site supervisor, and student during practicum and internship (CACREP III E).
2. Documentation that students have professional liability insurance prior to beginning practicum and throughout the practicum experience (CACREP I S).
3. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.
4. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member.
5. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member.
6. Documentation of all practicum/internship experiences on the activities journals.
7. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
8. Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

KNOWLEDGE AND SKILLS OUTCOMES

The program requires students demonstrate knowledge and skills in the eight common core counseling curricular areas, including: professional orientation and ethical practice; social and cultural diversity; human growth and development; career development; helping relationships; group work; assessment; and research and program evaluation (CACREP II G). In addition, the program is designed to provide students with the professional knowledge, skills, and practices necessary to address a wide variety of circumstances within the clinical mental health context.

The program requires students to demonstrate skills and practices in the following domains (CACREP CMHC B, D, F, H, J, & L):

1. Demonstrates counselor characteristics and behaviors that influence the helping processes(CACREP II 5 b.);
2. Demonstrates the essential interviewing and counseling skills (CACREP II 5 c.)
3. Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling.
4. Applies knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling.
5. Uses the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling
6. Applies multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders.

7. Promotes optimal human development, wellness, and mental health through prevention, education, and advocacy activities.
8. Applies effective strategies to promote client understanding of and access to a variety of community resources.
9. Demonstrates appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling.
10. Demonstrates the ability to use procedures for assessing and managing suicide risk.
11. Applies current record-keeping standards related to clinical mental health counseling.
12. Provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders.
13. Demonstrates the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate.
14. Maintains information regarding community resources to make appropriate referrals.
15. Advocates for policies, programs, and services that are equitable and responsive to the unique needs of clients.
16. Demonstrates the ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations.
17. Selects appropriate comprehensive assessment interventions to assist in diagnosis and treatment planning, with an awareness of cultural bias in the implementation and interpretation of assessment protocols.
18. Demonstrates skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management.
19. Screens for addiction, aggression, and danger to self and/or others, as well as cooccurring mental disorders.
20. Applies the assessment of a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care.
21. Applies relevant research findings to inform the practice of clinical mental health counseling.
22. Develops measurable outcomes for clinical mental health counseling programs, interventions, and treatments.
23. Analyzes and uses data to increase the effectiveness of clinical mental health counseling interventions and programs.
24. Demonstrates appropriate use of diagnostic tools, including the current edition of the *DSM*, to describe the symptoms and clinical presentation of clients with mental and emotional impairments.
25. Is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals.
26. Differentiates between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events.

Performance Evaluation Criteria and Procedures

Common Assessment Assignments:

1. **Biopsychosocial Assessment** – Students will complete a thorough biopsychosocial assessment of a client seen during the term. The biopsychosocial may be completed on the form required at the student's internship site or with the one provided on **Blackboard**. The biopsychosocial must include a preliminary five axis diagnosis and further assessment and/or treatment recommendations. **Please email this to your professor at gmeek122579@troy.edu AND put a copy in your portfolio**
2. **Supervision Plan and Self-Assessment:** By the **2nd week** of class, students will complete a **Supervision Plan and Self-Assessment** for the term. These forms are located on **Blackboard** and should be submitted via email to your professor (gmeek122579@troy.edu) or by hard copy. These forms **DO NOT** go into your Portfolio.
3. **Midterm (10%) and Final Assessments (10%):**
The students will have field site supervisors complete **midterm** and **final evaluations (p.23-25)**. The evaluation sheet is located on LiveText in your Practicum & Internship Handbook. Please have your supervisor use the same sheet for both evaluations and indicate which one he or she is doing on the form (mid-term or final).
The student will complete an evaluation of the practicum site supervision at **midterm** and **the end of practicum (pp. 26-27)**
The student will complete an **evaluation** of the **Practicum site** at the **end of the term (p. 28)**.

Other Assignments

1. **Supervision Attendance, Participation, and Feedback Integration (20%):** Students will attend and participate fully in group and individual supervision weekly. This includes demonstrating the ability to use knowledge of counseling theories and techniques to conceptualize cases and provide feedback. Students will demonstrate the ability to accurately self-assess counseling interventions, demonstrate self awareness, and accept and integrate feedback. Students will complete a **self assessment** and **supervision plan** on the forms provided *on Blackboard under Course Documents*. The supervision plan will identify (a) specific, observable goals, (b) the action steps necessary to reach each goal, and (c) ways to recognize evidence that goals have been reached. This includes completing **case presentations** in group supervision and **video critiques** (if allowed to video-tape at your site) in individual supervision. All practicum assignments will be maintained by the student in a **practicum portfolio**. You will earn up to half the points for attendance and up to half for participation. If you plan to miss more than two classes, please drop the class and register for it at another time (See attendance policy).
2. **Practicum Attendance, Preparation, and Counseling (60%):** **Students must provide proof of liability insurance prior to seeing clients.** (CACREP Section III, M).Students

will attend practicum promptly and be prepared for counseling sessions, including completing outside research on the presenting issues, having charts completed and accurate, having tapes and rooms ready for sessions. Students will demonstrate assessment, case conceptualization, treatment planning and case management skills development. Students will earn points based on weekly completion of assigned activities forms. **Students must complete documentation of 100 hours TOTAL which includes a MINIMUM of 40 hours direct client contact at their practicum site to earn a final grade. Students that do not complete the required hours must complete an Incomplete Grade Contract.**

Grading Process:

Course Component/Assignment	Grade Percentage	Points
Supervision Attendance, Participation, and Feedback Integration	20%	20
Practicum Attendance, Preparation, and Counseling	60%	60
Midterm Assessments	10%	10
Final Assessments	10%	10
Total	100%	100

P = 70-100

F = 0-69

COURSE CALENDAR:

Note: The instructor reserves the right to change topics, assignments, and due dates. Students will be notified in class or through electronic mail.

TENTATIVE COURSE CALENDAR, CONTENT AND ASSIGNMENT DUE DATES:

Date	Topic	Assignments Due
10/18/12	Overview/Introduction/Orientation to Practicum	Copy of Student Malpractice Insurance Certificate Practicum/Internship Contract Site Supervisor Criteria Contact Persons Providing Supervision/Approval
10/25/12	Supervision/Case Presentation	Internship/Practicum Weekly Activities Journal Internship/Practicum Summary Activities Journal Supervision Plan & Self-Assessment DUE (NOT in portfolio—email to gmeek122579@troy.edu)

11/1/12	Supervision/Case Presentation	Internship/Practicum Weekly Activities Journal Internship/Practicum Summary Activities Journal
11/8/12	Supervision/Case Presentation	Internship/Practicum Weekly Activities Journal Internship/Practicum Summary Activities Journal
11/15/12	Supervision/Case Presentation	Internship/Practicum Weekly Activities Journal Internship/Practicum Summary Activities Journal -Midterm Evaluation of Practicum/Internship Student's Performance by Site Supervisor -Midterm Student Evaluation of Site Supervision
11/22/12	CLASS CANCELLED	THANKSGIVING BREAK
11/29/12	Supervision/Case Presentation	Internship/Practicum Weekly Activities Journal Internship/Practicum Summary Activities Journal
12/6/12	Supervision/Case Presentation	Internship/Practicum Weekly Activities Journal Internship/Practicum Summary Activities Journal
12/13/12	Supervision/Case Presentation	Internship/Practicum Weekly Activities Journal Internship/Practicum Summary Activities Journal
1/10/13 <i>(this will overlap with 6659)</i>	Wrap up/ Introduction to Internship	PACKET COMPLETED all forms done & signed -Final Evaluation of Practicum/Internship Student's Performance by Site Supervisor - Final Student's Evaluation of Site Supervision -Final Site Evaluation by Student

Checklist for Practicum Requirements

The Practicum grade will be based upon feedback from the Site Supervisor and a completed Practicum portfolio.

A grade will not be issued until each of the following is submitted and included in your Practicum portfolio:

Page #s indicate where you will find the forms on Live Text

Date	Form and Order (most recent on top)
	Practicum Application (pp. 13-15)
	Practicum Contract (pp. 16-22)
	Weekly Activities Journal (p. 40)
	Direct & Indirect Services Notes (p. 41-42)
	Final Student Evaluation (p. 23-25)
	Midterm Student Evaluation (p. 23-25)
	Final Student Evaluation of Site Supervision (p. 26-27)
	Midterm Student Evaluation of Site Supervision (p. 26-27)
	Student Site Evaluation (p. 28)
	Licensure/Certificate of Supervisor
	Proof of Insurance
	Individual Supervision Summaries (p. 35-36)
	Practicum Group Supervision Experience (p. 37)
	Case Study/Biopsychosocial

Additional Services:

Troy University supports Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990, which insure that postsecondary students with disabilities have equal access to all academic programs, physical access to all buildings, facilities and events, and are not discriminated against on the basis of disability. Eligible students, with appropriate documentation, will be provided equal opportunity to demonstrate their academic skills and potential through the provision of academic adaptations and reasonable accommodations. Further information, including appropriate contact information, can be found at the following link: <http://www.troy.edu/humanresources/ADAPolicy2003.htm>

Absence Policy:

In registering for classes at the university students accept responsibility for attending scheduled class meetings, completing assignments on time, and contributing to class discussion and exploration of ideas. In severe cases of inclement weather or other emergency conditions the Office of Executive Vice Chancellor and Provost will announce cancellation of classes through the local and regional media as well as through the University's web site.

Academic Misconduct:

Students should refer to the Standards of Conduct section of the Oracle, the student handbook, for policies regarding misconduct.

Plagiarism

The College of Educations defines plagiarism as:

- Three consecutive words that are not common professional language used from another source without quotation
- Rephrasing another author's words without appropriate citation
- Using another author's ideas or data without appropriate citation
- Submitting another author's or student's writing as one's own
- Directly quoting a source without using appropriate APA or MLA style (whichever is required by the instructor) citation to show that it is a direct quote.
- Intentionally taking information from a source and not giving appropriate credit

Students who commit plagiarism will be subject to disciplinary actions as outlined in *The Oracle* for Academic Misconduct and violation of the Honor Code. The Standards of Conduct and Disciplinary Procedures define university procedures in these matters. Students have the right to request consideration by the Student Services Conduct Board.

Consequences for plagiarism in this course are as follows: No points for the assignment containing plagiarism. Intentional plagiarism will result in a failing grade for the course.

LIBRARY INFORMATION

Troy University Southeast Region offers library services through a virtual library. Two professional librarians are located in Suite 14 of the Florida Office, where they offer the following services to students via telephone, e-mail, and in person: reference assistance, technical assistance with using the online resources, and any other help that students might need. During the hours that the Librarians are there, students in the local area may also come for hands-on assistance in using the computers to access information. The hours (Central Time) for services are Monday through Friday, 8 a.m. to 5 p.m. Although the office is closed on Saturday, Sunday, and holidays, during these times, students may access Live Chat, an instant messaging service, for online assistance from the Troy libraries. There is a link to that service on the University College Library Services Web page, <http://uclibrary.troy.edu>. Contact information: Phone numbers: 800-638-7237; 850-301-2154; 850-301-2129. E-mail: library1@troy.edu.