

TROY UNIVERSITY
COUNSELING AND PSYCHOLOGY
CP 6655 Social Services Counseling Practicum
3 Credit Hours
TERM 2 2012

Instructor: Sandra Pollock, Ph.D., LMHC, RN

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Office Hours (by appointment): Tuesdays & Thursdays 12:30-5:30

Class: Thursdays October 18, 2012 through December 13, 2012 from 5:30 – 7 pm

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

This practicum does not satisfy the requirements for licensure.

Methods of Instruction:

Practicum is a tutorial form of instruction that provides students the opportunity to apply theory and develop social services counseling skills under supervision. Practicum includes individual and small group counseling with clients who represent the ethnic and demographic diversity of the community. The student must complete the practicum at a site that provides a social services counseling environment conducive to modeling, demonstration, supervision, and training. The counseling environment includes all of the following:

1. Settings for individual social services 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.
5. 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 student must provide the Site Supervisor with the Site Supervisor Manual. The Site Supervisor must have the following qualifications:

1. A minimum of a master's degree in social services 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 social services 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:

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.
2. Documentation that students have professional liability insurance prior to beginning practicum and throughout the practicum experience.
3. At least 40 clock hours of direct service with actual clients that contributes to the development of social services counseling skills.
4. 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.
5. Documentation of all practicum/internship experiences on the activities journals.

6. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
7. Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.

Catalog Course Description/Content Areas:

This study provides an opportunity for the student to perform, under supervision, a variety of activities that a regularly employed social service counselor would perform. Practicum provides for the development of social service 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. Grading system is Pass / Fail. Prerequisites: Permission of instructor and department chair required. CP 6600, CP 6610, CP 6642, CP 6649

Knowledge and Skill 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. 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 social services counseling context. The program requires students to demonstrate skills and practices in the following domains:

1. Demonstrates counselor characteristics and behaviors that influence the helping processes;
2. Demonstrates the essential interviewing and counseling skills
3. Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling.
4. Applies knowledge of public policy, financing, and regulatory processes to improve service delivery opportunities in social services counseling.
5. Uses the principles and practices of social services counseling, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate social services counseling
6. Applies multicultural competencies to social services counseling involving case conceptualization, 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 referral to 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 social services counseling.
12. Provides appropriate social services 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 social services 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. Applies relevant research findings to inform the practice of social services counseling.
18. Analyzes and uses data to increase the effectiveness of social services counseling interventions and programs.

Required Text(s) and/or Reading(s):

Additional materials

Practicum/Internship Manual

Supervision Manual

Graduate Student Handbook

American Counseling Association Code of Ethics,

<http://www.counseling.org/Files/FD.ashx?guid=ab7c1272-71c4-46cf-848c-f98489937dda>

Other Materials:

Students are required to purchase LiveText to submit LiveText assignments and receive feedback to improve learning. LiveText is purchased through the same process as textbooks. Students only need to purchase LiveText once during the program, since the membership is for 5 years.

Performance Evaluation Criteria and Procedures

Course Requirements – other than LiveText

Requirements will vary by instructor.

- 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. **THESE FORMS DO NOT GO IN YOUR PORTFOLIO. THEY ARE TO BE EMAILED TO YOUR PROFESSOR (spollock@troy.edu).** 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** (use format provided) 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, and having tapes and rooms ready for sessions. Students will demonstrate assessment, case conceptualization, treatment planning and case management skills development. **Students must complete documentation of 100 hours including 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.**
- 3. Biopsychosocial Assessment (CACREP II G, G 5 c, CMHC B 1, D 3, - 9, F 1, H 1, 3, & 4, L 1-3):** 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. The biopsychosocial must include a preliminary five axis diagnosis and further assessment and/or treatment recommendations. The biopsychosocial assessment must contain at a minimum the elements identified on the biopsychosocial rubric. **Please submit this to me via email spollock@troy.edu**
- 4. Students will have their supervisor complete Midterm & Final assessments of their work; complete a Midterm & Final assessment of their supervisor; complete a Final Site Evaluation. Students will provide their professor with their supervisor(s) email addresses so the FINAL EVALUATION LiveText link can be emailed directly to them. The student is responsible for obtaining a hard copy of this assessment for inclusion in their portfolio.**

BIOPSYCHOSOCIAL ASSESSMENT RUBRIC
CACREP II G, G 5 c, CMHC B 1, D 3 - 9, F 1, H 1, 3, & 4, L 1-3

	1 No Understanding (0-59%)	2 Below Average (60-69%)	3 Average (70-79%)	4 Mastery (80-89%)	5 Exceptional (90-100%)
CMHC B 1	No ability to apply and adhere to ethical and legal standards in clinical mental health counseling	Below average ability to apply and adhere to ethical and legal standards in clinical mental health counseling	Average ability to apply and adhere to ethical and legal standards in clinical mental health counseling	Mastery of the ability to apply and adhere to ethical and legal standards in clinical mental health counseling	Exceptional ability to apply and adhere to ethical and legal standards in clinical mental health counseling.
CACREP II G 5 c CMHC H 3	No skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for assessment, treatment planning, and caseload management.	Below average skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for assessment, treatment planning, and caseload management.	Average skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for assessment, treatment planning, and caseload management.	Mastery of skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for assessment, treatment planning, and caseload management.	Exceptional skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for assessment, treatment planning, and caseload management.
CACREP II G	No ability to gather pertinent information on client's family and social history, medical issues, developmental issues, academic history, career issues, previous mental health or substance abuse treatment, legal and social services involvement, and current	Below average ability to gather pertinent information on client's family and social history, medical issues, developmental issues, academic history, career issues, previous mental health or substance abuse treatment, legal and social services involvement, and current	Average ability to gather pertinent information on client's family and social history, medical issues, developmental issues, academic history, career issues, previous mental health or substance abuse treatment, legal and social services involvement, and current	Mastery of the ability to gather pertinent information on client's family and social history, medical issues, developmental issues, academic history, career issues, previous mental health or substance abuse treatment, legal and social services involvement, and current	Exceptional ability to gather pertinent information on client's family and social history, medical issues, developmental issues, academic history, career issues, previous mental health or substance abuse treatment, legal and social services involvement, and current

	presenting issue.	presenting issue.	presenting issue.	presenting issue.	presenting issue.
CMHC D 3	No ability to gather pertinent information on client's strengths to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.	Below average ability to gather pertinent information on client's strengths to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.	Average ability to gather pertinent information on client's strengths to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.	Mastery of the ability to gather pertinent information on client's strengths to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.	Exceptional ability to gather pertinent information on client's strengths to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.
CMHC D 4 & F 1	No identification of clients needs for access to community resources and knowledge of resources for making referrals	Below average identification of clients needs for access to community resources and knowledge of resources for making referrals	Average identification of clients needs for access to community resources and knowledge of resources for making referrals	Mastery of the identification of clients needs for access to community resources and knowledge of resources for making referrals	Exceptional identification of clients needs for access to community resources and knowledge of resources for making referrals
CMHC D 5	No ability to gather culturally responsive information to assess individual, couple, family, and systems issues.	Below average ability to gather culturally responsive information to assess individual, couple, family, and systems issues.	Average ability to gather culturally responsive information to assess individual, couple, family, and systems issues.	Mastery of the ability to gather culturally responsive information to assess individual, couple, family, and systems issues.	Exceptional ability to gather culturally responsive information to assess individual, couple, family, and systems issues.
CMHC D 6	No ability to assess suicide risk and intervene to manage current suicidal ideations.	Below average ability to assess suicide risk and intervene to manage current suicidal ideations	Average ability to assess suicide risk and intervene to manage current suicidal ideations	Mastery of the ability to assess suicide risk and intervene to manage current suicidal ideations	Exceptional ability to assess suicide risk and intervene to manage current suicidal ideations
CMHC D 7	No application of current record-keeping standards related to clinical mental health counseling, including strong writing skills.	Below average application of current record-keeping standards related to clinical mental health counseling, including	Average application of current record-keeping standards related to clinical mental health counseling, including strong writing skills.	Mastery of the application of current record-keeping standards related to clinical mental health counseling, including	Exceptional application of current record-keeping standards related to clinical mental health counseling, including strong writing

		strong writing skills.		strong writing skills.	skills.
CMHC D 8	No ability to gather pertinent information and assess addiction and co-occurring disorders issues.	Below average ability to gather pertinent information and assess addiction and co-occurring disorders issues.	Average ability to gather pertinent information and assess addiction and co-occurring disorders issues.	Mastery of the ability to gather pertinent information and assess addiction and co-occurring disorders issues.	Exceptional ability to gather pertinent information and assess addiction and co-occurring disorders issues.
CMHC D 9	No ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals	Below average ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals	Average ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals	Mastery of the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals	Exceptional ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals
CMHC H I & L 1	No selection of appropriate comprehensive assessment interventions, including use of the current edition of the DSM, to assist in diagnosis, with an awareness of cultural bias in the implementation and interpretation of assessment protocols	Below average selection of appropriate comprehensive assessment interventions, including use of the current edition of the DSM, to assist in diagnosis, with an awareness of cultural bias in the implementation and interpretation of assessment protocols	Average selection of appropriate comprehensive assessment interventions, including use of the current edition of the DSM, to assist in diagnosis, with an awareness of cultural bias in the implementation and interpretation of assessment protocols	Mastery of the selection of appropriate comprehensive assessment interventions, including use of the current edition of the DSM, to assist in diagnosis, with an awareness of cultural bias in the implementation and interpretation of assessment protocols	Exceptional selection of appropriate comprehensive assessment interventions, including use of the current edition of the DSM, to assist in diagnosis, with an awareness of cultural bias in the implementation and interpretation of assessment protocols
CMHC H 3	No ability to gather information necessary to screen for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders.	Below average ability to gather information necessary to screen for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders.	Average ability to gather information necessary to screen for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders.	Mastery of the ability to gather information necessary to screen for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders.	Exceptional ability to gather information necessary to screen for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders.

CMHC H 4	No ability to gather pertinent information to assess a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care.	Below average ability to gather pertinent information to assess a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care.	Average ability to gather pertinent information to assess a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care.	Mastery of the ability to gather pertinent information to assess a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care.	Exceptional ability to gather pertinent information to assess a client's stage of dependence, change, or recovery to determine the appropriate treatment modality and placement criteria within the continuum of care.
CMHC L 2	No conceptualization an accurate multi-axial diagnosis of disorders presented by a client and the differential diagnosis.	Below average conceptualization an accurate multi-axial diagnosis of disorders presented by a client and the differential diagnosis.	Average conceptualization an accurate multi-axial diagnosis of disorders presented by a client and the differential diagnosis.	Mastery of the conceptualization an accurate multi-axial diagnosis of disorders presented by a client and the differential diagnosis.	Exceptional conceptualization an accurate multi-axial diagnosis of disorders presented by a client and the differential diagnosis.
CMHC L 3	No differentiation between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events	Below average differentiation between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events	Average differentiation between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events	Mastery of differentiation between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events	Exceptional differentiation between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events

**MIDTERM AND FINAL STUDENT EVALUATION RUBRIC
CACREP II G, G 5 b & c, CMHC A-L**

	1 No Understanding (0-59%)	2 Below Average (60-69%)	3 Average (70-79%)	4 Mastery (80-89%)	5 Exceptional (90-100%)
CACREP II G, G 5 b & c, CMHC A-L	No professional knowledge, skills, and practice necessary to address a wide variety of circumstances within the clinical mental health context	Below average professional knowledge, skills, and practice necessary to address a wide variety of circumstances within the clinical mental health context	Average professional knowledge, skills, and practice necessary to address a wide variety of circumstances within the clinical mental health context	Mastery of the professional knowledge, skills, and practice necessary to address a wide variety of circumstances within the clinical mental health context	Exceptional professional knowledge, skills, and practice necessary to address a wide variety of circumstances within the clinical mental health context
CACREP II G 5 c	No demonstration of the essential interviewing and counseling skills	Below average demonstration of the essential interviewing and counseling skills	Average demonstration of the essential interviewing and counseling skills	Master in the demonstration of the essential interviewing and counseling skills	Exceptional demonstration of the essential interviewing and counseling skills
CMHC B 1	No ability to apply and adhere to ethical and legal standards in clinical mental health counseling	Below average ability to apply and adhere to ethical and legal standards in clinical mental health counseling	Average ability to apply and adhere to ethical and legal standards in clinical mental health counseling	Mastery of the ability to apply and adhere to ethical and legal standards in clinical mental health counseling	Exceptional ability to apply and adhere to ethical and legal standards in clinical mental health counseling.
CMHC B 2	No application of knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling	Below average application of knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling	Average application of knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling	Master of the application of knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling	Exceptional application of knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling
CMHC D	No application of the	Below average	Average application of	Master of the	Exceptional application

1, H 1-3, L 1-3	principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling	application of the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling	the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling	application of the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling	of the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling
CMHC D 2, D 5, F 3	No application of multicultural competencies in individual, couple, family, group, and systems clinical mental health counseling case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders	Below average application of multicultural competencies to clinical mental health counseling case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders	Average application of multicultural competencies to clinical mental health counseling case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders	Mastery of the application of multicultural competencies to clinical mental health counseling case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders	Exceptional application of multicultural competencies to clinical mental health counseling case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders
CMHC D 3	No ability to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.	Below average ability to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.	Average ability to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.	Mastery of the ability to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.	Exceptional ability to promote optimal human development, wellness, and mental health through prevention, education, and advocacy.
CMHC D 4 & F 1	No knowledge of community resources or ability to inform clients of and make referrals to community resources.	Below average knowledge of community resources or ability to inform clients of and make referrals to community resources.	Average knowledge of community resources or ability to inform clients of and make referrals to community resources.	Mastery of the knowledge of community resources or ability to inform clients of and make referrals to community resources.	Exceptional knowledge of community resources or ability to inform clients of and make referrals to community resources.
CMHC D 6	No ability to assess and manage suicide risk.	Below average ability to assess and manage suicide risk.	Average ability to assess and manage suicide risk.	Mastery of the ability to assess and manage suicide risk.	Exceptional ability to assess and manage suicide risk.

CMHC D 7	No application of current record-keeping standards related to clinical mental health counseling, including strong writing skills.	Below average application of current record-keeping standards related to clinical mental health counseling, including strong writing skills.	Average application of current record-keeping standards related to clinical mental health counseling, including strong writing skills.	Mastery of the application of current record-keeping standards related to clinical mental health counseling, including strong writing skills.	Exceptional application of current record-keeping standards related to clinical mental health counseling, including strong writing skills.
CMHC D 8, H 4	No demonstration of addiction and co-occurring disorders issues counseling strategies.	Below average demonstration of addiction and co-occurring disorders issues counseling strategies..	Average demonstration of addiction and co-occurring disorders issues counseling strategies..	Mastery of the demonstration of addiction and co-occurring disorders issues counseling strategies..	Exceptional demonstration of addiction and co-occurring disorders issues counseling strategies.
CMHC D 9	No ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals	Below average ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals	Average ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals	Mastery of the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals	Exceptional ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision and to make appropriate referrals
CMHC F 2	No advocacy for policy, programs, and services that are equitable and responsive to the unique needs of clients	Below average advocacy for policy, programs, and services that are equitable and responsive to the unique needs of clients	Average advocacy for policy, programs, and services that are equitable and responsive to the unique needs of clients	Master of advocacy for policy, programs, and services that are equitable and responsive to the unique needs of clients	Exceptional advocacy for policy, programs, and services that are equitable and responsive to the unique needs of clients
CMHC J 1-3	No application of relevant research findings and practices to inform the practice of clinical mental health counseling, and assess treatment and program outcomes.	Below average application of relevant research findings and practices to inform the practice of clinical mental health counseling, and assess treatment and program outcomes	Average application of relevant research findings and practices to inform the practice of clinical mental health counseling, and assess treatment and program outcomes	Master of the application of relevant research findings and practices to inform the practice of clinical mental health counseling, and assess treatment and program outcomes	Exceptional application of relevant research findings and practices to inform the practice of clinical mental health counseling, and assess treatment and program outcomes

To pass the course, students must demonstrate knowledge and ability as specified by course objectives, assignments, assessments and activities.

Grading Process:

Course Component /Assignment	Grade Percentage	Points
Biopsychosocial Assessment	20%	20
Midterm Assessments	5%	5
Final Assessments (Hard Copy)	10%	10
Supervision Attendance, Participation, and Feedback Integration	15%	15
Practicum Attendance, Preparation, and Counseling	50%	50
Total	100%	100

Grading Process:

P = 70-
100
F = 0-69

SCHEDULE AND ASSIGNMENTS

Flexible Practicum Schedule		
Date	Topic	Assignments Due
Oct 18	Overview/Introduction/Orientation to Practicum	Copy of Student Malpractice Insurance Certificate Practicum Application Practicum and Internship Contract
Oct 25	Supervision/Case Presentation	Practicum Weekly Activities Journal Practicum Individual Supervision Summaries Group Supervision Experience Self Assessment/Supervision Plan DUE (email to me)
Nov 1	Supervision/Case Presentation	Practicum Weekly Activities Journal Practicum Individual Supervision Summaries Group Supervision Experience
Nov 8	Supervision/Case Presentation	Biopsychosocial Practicum Weekly Activities Journal Practicum Individual Supervision Summaries Group Supervision Experience
Nov 15	Supervision/Case Presentation	Practicum Weekly Activities Journal Practicum Individual Supervision Summaries Group Supervision Experience Midterm Practicum Student Evaluation Midterm Practicum Student Evaluation of Site Supervision
Nov 22	NO CLASS Happy Thanksgiving!!	
Nov 29	Supervision/Case Presentation	Practicum Weekly Activities Journal Practicum Individual Supervision Summaries Group Supervision Experience
Dec 6	Supervision/Case Presentation	Practicum Weekly Activities Journal

		Practicum Individual Supervision Summaries Group Supervision Experience
Dec 13	Supervision/Case Presentation	Practicum Weekly Activities Journal Practicum Individual Supervision Summaries Group Supervision Experience Internship/Practicum Direct and Indirect Hours Log Final Practicum Student Evaluation <i>Students will provide their professor with their supervisor(s) email addresses so the FINAL EVALUATION LiveText link can be emailed directly to them. The student is responsible for obtaining a hard copy of this assessment for inclusion in their portfolio.</i> Final Practicum Student Evaluation of Site Supervision Final Site Evaluation

Extra Credit: Students may earn extra credit by attending professional counseling conferences or counseling trainings and joining a professional counseling organization. Students may turn in a reaction paper and proof of membership for the extra credit, 1 point each, up to 5 points.

Checklist for Practicum and Internship Requirements

The Practicum/Internship grades will be based upon feedback from the Site Supervisor and a completed Practicum and Internship portfolio. **A grade will not be issued until each of the following is submitted and included in the appropriate (either Practicum or Internship) portfolio:**

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

Additional Services:

ADA: Students with disabilities, or those who suspect they have a disability, must register with the Disability Services Coordinator in order to receive accommodations. Students currently registered with the Disability Services Office are required to present their Disability Services Accommodation Letter to each faculty member at the beginning of each term. If you have any questions, contact the Disability Services Coordinator.

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.