

University of North Texas at Dallas
Spring 2015
SYLLABUS

COUN 5690D Section 090 Practicum in Counseling			
Department of	Counseling	Division of	Education and Human Services
Instructor Name:	Dr. Amy McCortney, PhD, LPC-S, NCC		
Office Location:	UNT Dallas Campus, Founders Hall Building 1, Counseling Clinic, Room 140F		
Office Phone:	972-780-1390 or Evette Thomas at 972-780-3646		
Email Address:	amy.mccortney@unt.edu		
Office Hours:	N/A		
Virtual Office Hours:	Wednesdays 10-1 p.m.; Fridays 4-7 p.m.		
Classroom Location:	UNT Dallas Campus Bldg 1, Counseling Clinic		
Class Meeting Days & Times:	Tuesdays, 5:00 pm -10:00 pm		
Course Catalog Description:	COUN 5690. Practicum in Counseling. 3 credit hours. Provides actual counseling experience with a variety of clients and problems.		
Prerequisites:	Prerequisite(s): All required degree courses in counseling program except specialty track course (COUN 5300, COUN 5770, COUN 5600, COUN 5750), COUN 5720, and COUN 5721. COUN 5740 may be taken concurrently. With the exception of COUN 5700, students may take an elective concurrently.		
Required Text(s)/ Materials:	<p>1 16-gig encrypted flashdrive</p> <p>American Counseling Association (2014). <i>ACA code of ethics: 2014</i>. Alexandria, VA: Author. Available from http://www.counseling.org/resources/aca-code-of-ethics.pdf</p> <p>Hodges, S. (2010). <i>The counseling practicum & internship manual: A resource for graduate counseling students</i>. New York, NY: Springer.</p> <p>Jongsma, A.E., & Peterson, L.M. (2014). <i>The adult psychotherapy treatment planner</i>. New York, NY: Wiley.</p> <p>Kottler, J. A. (2010). <i>On being a therapist</i>. San Francisco, CA: Josey-Bass.</p>		
Recommended Text and References:	<p>Erford, B. T. (2014). <i>40 Techniques every counselor should know</i> (2nd ed.). Boston, MA: Pearson Merrill.</p> <p>Halbur, D. A., & Halbur, K. V. (2011). <i>Developing your theoretical orientation in counseling and psychotherapy</i>. Boston, MA: Pearson.</p>		

Access to Learning Resources:	UNT Dallas Library: phone: 972-338-1616 web: https://www.untdallas.edu/library e-mail: untdlibrary@unt.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.bkstr.com/northtexasatdallasstore/home e-mail: 1012mgr@fheg.follett.com
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Course Goals or Overview:

	<p>This course is designed to provide students with a supervised counseling experience that will facilitate the student’s development as a professional counselor. The focus is on a consistent implementation of an internally consistent, personal theory of counseling with a variety of clients. Students are required to carry a specified caseload at Counseling Program clinical facilities.</p> <p>Students must complete supervised practicum experiences that total a minimum of 100 clock hours. Each student’s practicum includes all of the following:</p> <ol style="list-style-type: none"> 1. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills. 2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum. 3. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum. 4. The development of video recordings for use in supervision or live supervision of the student’s interactions with clients. 5. Evaluation of the student’s counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.
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Learning Objectives/Outcomes: The student will demonstrate knowledge, skills, and practices necessary for success as a professional counselor via his or her participation in key assessments in this course. Student Learning Outcomes for this course are as follows:

CMHC Knowledge and Skills Outcomes	CACREP	Evaluation
1. Demonstrate the ability to apply and adhere to ethical and legal standards in CMHC.	CMHC B1	Professional Counseling Performance Evaluation (PCPE)-Practicum
2. Use the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling.	CMHC D1	PCPE- Practicum
3. Apply multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders.	CMHC D2	PCPE- Practicum
4. Demonstrates appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling.	CMHC D5	PCPE- Practicum
5. Demonstrates the ability to use procedures for assessing	CMHC D6	PCPE- Practicum

and managing suicide risk.		
6. Applies current record-keeping standards related to clinical mental health counseling.	CMHC D7	PCPE- Practicum
7. Provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders.	CMHC D8	PCPE- Practicum
8. 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.	CMHC D9	PCPE- Practicum
9. Maintains information regarding community resources to make appropriate referrals	CMHC F1	PCPE- Practicum
10. Advocates for policies, programs, and services that are equitable and responsive to the unique needs of clients	CMHC F2	PCPE- Practicum
11. Demonstrates the ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations.	CMHC F3	PCPE- Practicum
12. 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	CMHC H1	PCPE- Practicum
13. 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.	CMHC H2	PCPE- Practicum
14. Screens for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders.	CMHC H3	PCPE- Practicum
15. 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.	CMHC H4	PCPE- Practicum
16. 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.	CMHC L1	PCPE- Practicum
17. Is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals.	CMHC L2	PCPE- Practicum
18. Differentiates between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma-causing events.	CMHC L3	PCPE- Practicum
SC Knowledge and Skills Outcomes	CACREP	Evaluation
1. Demonstrates the ability to apply and adhere to ethical and legal standards in school counseling.	SC B1	PCPE- Practicum
2. Demonstrates self-awareness, sensitivity to others, and the skills needed to relate to diverse individuals, groups, and classrooms.	SC D1	PCPE- Practicum
3. Designs and implements prevention and intervention plans related to the effects of (a) atypical growth and	SC D3	PCPE- Practicum

development, (b) health and wellness, (c) language, (d) ability level, (e) multicultural issues, and (f) factors of resiliency on student learning and development.		
4. Demonstrates the ability to use procedures for assessing and managing suicide risk.	SC D4	PCPE- Practicum
5. Demonstrates the ability to recognize his or her limitations as a school counselor and to seek supervision or refer clients when appropriate.	SC D5	PCPE- Practicum
6. Demonstrates multicultural competencies in relation to diversity, equity, and opportunity in student learning and development.	SC F1	PCPE- Practicum
7. Assesses and interprets students' strengths and needs, recognizing uniqueness in cultures, languages, values, backgrounds, and abilities.	SC H1	PCPE- Practicum
8. Selects appropriate assessment strategies that can be used to evaluate a student's academic, career, and personal/social development.	SC H2	PCPE- Practicum
9. Analyzes assessment information in a manner that produces valid inferences when evaluating the needs of individual students and assessing the effectiveness of educational programs.	SC H3	PCPE- Practicum
10. Makes appropriate referrals to school and/or community resources.	SC H4	PCPE- Practicum
11. Assesses barriers that impede students' academic, career, and personal/social development.	SC H5	PCPE- Practicum
12. Applies relevant research findings to inform the practice of school counseling.	SC J1	PCPE- Practicum
13. Develops measurable outcomes for school counseling programs, activities, interventions, and experiences.	SC J2	PCPE- Practicum
SACC Knowledge and Skills Outcomes	CACREP	Evaluation
1. Demonstrates the ability to apply and adhere to ethical and legal standards in student affairs and college counseling	SACC B1	PCPE-Practicum
2. Demonstrates the ability to recognize his or her own limitations as a college counselor and/or student affairs	SACC C5	PCPE- Practicum
3. Applies multicultural competencies to the practice of student affairs and college counseling.	SACC D1	PCPE- Practicum
4. Demonstrates the ability to use procedures for assessing and managing suicide risk.	SACC D4	PCPE- Practicum
5. Demonstrates a general understanding of principles and models of biopsychosocial assessment and case conceptualization that lead to appropriate counseling for students in postsecondary education.	SACC D5	PCPE- Practicum
6. Applies multicultural competencies to serve diverse postsecondary student populations.	SACC F4	PCPE- Practicum
7. Addresses multicultural counseling issues as they relate to student development and progress in postsecondary education (e.g., discrimination, power, privilege,	SACC F5	PCPE- Practicum

oppression, values).		
8. Assesses and interprets postsecondary student needs, recognizing uniqueness in culture, languages, values, backgrounds, and abilities.	SACC H1	PCPE- Practicum
9. Applies relevant research findings to inform the practice of student affairs and college counseling.	SACC J1	PCPE- Practicum
10. Develops measurable outcomes for college counseling and student development activities.	SACC J2	PCPE- Practicum

Methods of instruction: Instructional methods may include assigned readings, role plays, group discussion, didactic lectures, journal exploration, individual/triadic and group supervision, case conceptualizations and related presentations, video/film analysis, and experiential activities.

Over-arching course requirements:

A. Class attendance at all scheduled meetings.

Attendance at each class meeting is considered a professional obligation. Attendance is required and class participation is expected. If for some reason you cannot attend a class meeting, you are expected to notify the instructor (either in person, via phone or e-mail message) *prior* to the class. If you discover you will be absent on a counseling night, you are responsible for also informing the client and rescheduling the session with instructor permission. Absences in **excess of one excused absence** and/or **chronic tardiness** will affect the final grade in the course, and could result in a failing grade and the need to repeat the course. When possible, any absences should be discussed with the instructor in advance; and while it is certainly understandable that tardiness is occasionally unavoidable, chronic tardiness will result in the loss of 5% deduction from their total points per incident if they (a) miss more than one class meeting for other than a *documented* emergency reason (death in family, hospitalization, major or severe illness); (b) are tardy more than 10 minutes or leave class early more than twice a semester; or (c) consistently interact in a non-professional or disruptive manner with peers or this professor. Additional missed classes or chronic tardiness will result in another 5% deduction.

Students are responsible for all material and assignments covered on days they are absent, and must still meet posted deadlines. More than one absence, especially on counseling nights, will likely require repeating the course. Students are responsible for all course content on Blackboard.

Students are responsible for prompt responses to supervisor communications as part of their professional obligation. Students are expected to check their UNT email account and their Blackboard site (especially announcements) regularly, in order to keep apprised of class developments. “Prompt” responses will be considered 48 hours or fewer.

NOTE: Because this class requires students to complete 40 hours of counseling with clinic clients, students should be present and ready to begin promptly at classtime; tardiness will directly affect the clinic’s operation and, more importantly, the clients. Tardiness is unacceptable and unprofessional conduct.

B. Participation in class discussions and activities including:

1. Come to class prepared to discuss assigned readings; be prepared to retain and apply readings.
2. Use of reflective listening and advanced counseling skills in applied counseling with application to various adult populations in family, agency, college counseling and student services; students are expected to actively participate in all class discussions and activities.
3. Active participation in supervision and openness to supervision.
4. Discussion of issues related to multicultural counseling, ethics in counseling, and how techniques can be applied in a developmental context.

5. Level of class participation is qualitatively determined by my subjective appraisal of your class interaction and attentiveness. Appropriate class behavior and participation consistent with that of graduate students is expected. **Students are expected to refrain from all inappropriate behavior including but not limited to: passing notes, sleeping, text-messaging, surfing the internet, emailing, and working on other material during class time.** To that end, please turn off your cellphones during class and close laptops during experiential exercises, videos, and/or during any other class activity during which your attention is expected. Inappropriate behavior or low participation will result in one-on-one conferences, a remedial action plan, faculty review, and a low-effectiveness report in your permanent student file.
- C. Completion of well-written assignments in accurate required writing style as required:
1. Professional disclosure statement development
 2. Weekly casenotes
 3. Critical analysis of session performance
 4. Treatment plans
 5. Resource C case conceptualization
- D. Due dates and deadlines:
Students are responsible for submitting any assignments on the date indicated on the syllabus. Assignments will be considered late if not received by class on the date expected (casenotes must be completed before the end of the week). When necessary, students may submit assignments early or via email. Late assignments will receive a half-letter grade (E, OK, NI) deduction for each day late.
- E. Special class rules pertaining to professional behavior/use of the clinic/confidentiality:
1. Students are expected to maintain professional standards expected of all counselors consistent with the ACA Code of Ethics.
 2. Engage with client only in your professional role before, during, and after class. Do not discuss your client with any person other than your supervisor and/or assigned observer.
 3. On counseling session nights, students will dress in appropriate professional-type attire; “business casual” is the rule of thumb for dress. Inappropriate clothing includes, but is not limited to: revealing clothing, jeans, ball caps, sunglasses, shorts, or inappropriate open-toed shoes or other footwear (especially flip-flops).
 4. No materials containing confidential client information are ever to leave the clinic. Casenotes and files are to be maintained in locked file cabinets at all times. Confidentiality also applies to protecting client files/papers whenever they are in the student’s possession rather than in the file cabinet; and being aware at all times of avoiding verbal breaches of confidentiality in the restrooms, hallways, control room and the practicum room. Removing confidential client information of any kind from the Practicum room is an ethical violation, and could result in potential dismissal from the program.
 5. Supervision: Counselors are expected to behave professionally during supervision/feedback time and to focus on 1) their own use of interventions/session management/use of feedback/and growth as counselors, 2) client conceptualization, 3) personal growth areas which may impact the course of counseling.
 6. Counseling files are to be viewed only by the counselor for each client. Any student’s attempt to view any files other than his or her own clients’ files is an ethical violation, and potential dismissal from the program.
 7. At semester’s end, files must be accurate, complete, and closed properly. It is the student's professional responsibility to complete the file as directed, regardless of the class grade. Supervisees who do not complete files as directed will a) receive a failing grade or b) receive no grade until the file is complete.
 8. Supervisee requirements: Supervisees must inform their supervisor immediately in the event of any of the following:

- a. the supervisee becomes aware that he or she possesses personal growth or impairment issues that may harm the client
- b. the client is in danger of harm to self or others
- c. the supervisee becomes aware of transference or counter-transference toward the client and/or the supervisor
- d. he or she expects to miss a class, or to be tardy to class or to counseling sessions
- e. he or she expects or intends to turn an assignment in late
- f. he or she intends to discontinue the class

Course Evaluation Methods

(see Appendix A.)

Tk20:

This course requires an assignment that will be uploaded and assessed in the UNT Tk20 Assessment System. This will require the one-time purchase of Tk20. Student subscriptions will be effective for seven years from the date of purchase and can also be used for other classes. Key assignments must be uploaded into the Tk20 system for instructors to assess.

Listening Skills (LS) taping

This first taping is a demonstration of the quality of your current basic skills (aka reflective skills, microskills). With a partner, students will videotape a 20-minute meeting in which they will demonstrate ROF, ROC, ROM, ROD and/or ME. Because this is not a real counseling session and is meant to establish a baseline of your reflective listening ability, no questions are allowed. Students will transcribe and perform an in-depth critical self-analysis of their performance for this project. Students will have 2 opportunities to attempt a passing grade for this project; if the student is unable to pass this project after 2 attempts the student will be administratively withdrawn from the course.

Intake Session (IS) critique

This project is intended to be a demonstration of your ability to conduct a holistic biopsychosocial intake session. For this project, students will select one of their first 5 intake sessions with a client of their choosing and evaluate 10 consecutive exchanges with the client. Students will use the Mastery Tape Evaluation to demonstrate in-depth critical self-analysis of their performance, and submit a copy of the casenote for the session.

Treatment planning

Using the Jongsma and Peterson text, students will develop a standard treatment plan for a client of their choosing, with the assistance of their supervisor. Make copies of this plan and distribute to fellow supervisees and to your supervisor. Students will select a 10-minute session segment from a recent session that demonstrates difficulties and show it to the class (please refrain from adding commentary during the demonstration unless your professor or classmate asks a clarifying question). Be advised that you should ensure your video tape is working properly on the equipment in class before your presentation begins. Afterward, student and peers will conduct a 10-minute supervision Q&A intended to a) discuss the case, b) practice non-defensively receiving constructive feedback and help, c) generate ideas for the client's treatment, and d) further develop the treatment plan as need be. Use the "Oral presentation rubric" posted on Blackboard as your guide for methods of correctly presenting this information to class.

Session Mid-term

Students will select a taping that demonstrates the mid-point of their work with a client (usually session 4, 5, or 6) and complete a written critical self-analysis document detailing their own development in 7

performance areas.

PCPE

Student will complete PCPE at mid-term and final according to course agenda. The professor and triadic supervisor will then evaluate the PCPE and provide an additional PCPE for the student during a 20 minute in person conference on the day (at mid-term and at final) indicated on the course agenda. Each agreed-upon PCPE must be uploaded to tk20.

Final Project

The final project encompasses multiple elements associated with counseling performance and the ability to critically self-analyze. These elements include a 10-minute tape segment, critical self-analysis documents, a theoretically-oriented biopsychosocial Resource C case summary including accurate DSM 5 diagnosis, and a final case presentation (FCP) to peers. The case summary will be copied for peers and for the supervisor and presented in the same fashion as the Treatment Plan project. With your supervisor, complete a final PCPE and upload it to tk20 after its approval.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Assignment Policy:

Assignments are to be submitted on the due date designated in the syllabus. Assignments that are not submitted by the end of the day on which they are due will receive an automatic deduction of 5pts. Assignments will receive a deduction of 5 pts/day they are late. Assignments that are more than 3 days late will not be accepted, and the student will be assigned a 0 for the assignment.

Tk20:

This course requires at least two assignments that will be uploaded and assessed in the UNT Tk20 Assessment System. This will require the one-time purchase of Tk20. Student subscriptions will be effective for seven years from the date of purchase and can also be used for other classes. Key assessments (KA) must be uploaded into the Tk20 system for instructors to assess.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of conduct and Academic Dishonesty policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Conduct at http://www.unt.edu/csrr/student_conduct/index.html for complete provisions of this code.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campus' main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. Students who miss any periods of class will have points deducted from their final grade, unless it is a medical emergency or death of immediate family member. Written documentation is required to substantiate any emergency absence in which the student asked to be excused. Attendance is defined as both physical and intellectual presence. Therefore, students who are not fully present during class will be asked to leave and assigned an absence for the day. The dynamic and

intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class by contacting a classmate. It is not the professor's responsibility to update the student on missed information. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

Additional Policies:

- *Use of Cell Phones & other Electronic Devices in the Classroom*

Due to the experiential nature of this class and the importance of the information being conveyed during lecture/discussion, electronic devices, except for laptops, are not to be used during class time. Cell phones must be set to vibrate or silent during class, and for no reason may a student make or receive a call during class, except for medical emergencies. In addition, texting is not allowed during class time. Students must set their texting device (cell phone, smart phone, etc...) to silent. Students who engage in texting or phone calls during class will be asked to leave.

- *Food & Drink in the Classroom*

Due to the length and time during which class has been scheduled food and drink are allowed in the classroom. However, it is the responsibility of the student to bring food which does not result in distraction from participation in class activities. Students are responsible for cleaning any trash which results from their food items and cleaning any spills/messes.

- *Grade of Incomplete, "I"*

For this course the grade of "I" is, as a general rule, never given. If a student believes that he or she possesses extenuating circumstances which bear the instructor's consideration, a conference with the instructor should be scheduled.

Appendix A.

COUN 5690 Practicum: Grading Criterion

You must have a final grade of B- or higher in this class to proceed to Internship I. Your grade in this course is NOT calculated by an average. It is competency-based. Even if you have an "A" average throughout the course, if you do not meet the criterion of competence in your final project (FP), you will receive a "C" for the course. This statement appears here to clarify how this course differs from others you may have taken.

Assignment:	Evalu- ator	Grade:			Comments:
		E (A)	OK (B)	NI (C)	
Attendance & participation*/**	P				
Quizzes	P				
LS- listening skills project*	P				
IS- intake session/critique	P				
<i>Treatment planning*</i>	P				
	P				
Session mid	P				
<i>Critique of Session mid</i>	P				
	P				
PCPE (mid)	P				
FP project/critique	P				
<i>FP 10-min. seg. from Sess. 4 or 5*</i>	P				
	P				
FP case conceptualization*	P				
FP formal case presentation (FCP)	P				
PCPE (final)*	P				

TOTALS:

Italic type above indicates that this item counts double.

Writing skills: content = 50%, writing/organization = 30%, correct format = 10%, references = 10%.

Final grade criteria:	E	OK	NI	
Final grade of E (A):	≥11	5≤	0	
Final grade of OK (B):			1	
	≤10	≥6	0	
Final grade of NI (C):			>1	Also see * below.

Unethical or illegal behavior will result in immediate class failure.

* An NI (needs improvement) in any one of these 8 items at semester's end can mean repeating Practicum.

** 0 absences = E; 1 documented absence = OK;

>1 absence = NI.