COURSE SYLLABUS

DIVISION: TBF
PROGRAM AREA: Counselor Education
COURSE: CED 7020 Counseling Internship
CALL NUMBER: 22094
SECTION: 003
COURSE CREDIT: 1-6 hrs.
TERM/YEAR: Winter 2014
COURSE LOCATION: Room 300, College of Education
TIME: Tuesday 5:00 – 7:30 p.m.
INSTRUCTOR: Shirley Mack, PhD, LPC
Adjunct Faculty
Licensed Professional Counselor
Cell 313 – 522 - 1569
Office 586 – 263 - 3880
E-MAIL ADDRESS: shirleymack@wayne.edu
COORDINATOR: Tami Wright, PhD.
Senior Lecturer
Faculty Internship Coordinator

COURSE DESCRIPTION: (from catalog)

Supervised field experience (100 clock hours per credit hour enrolled) designed to give students an orientation to the responsibilities of a counselor at a cooperating agency or institution. Students attend on-campus seminar to discuss professional counseling and supervision issues. Offered for S and U grade only.
COURSE OBJECTIVES:

1. The internship is an educational experience designed to help students become facilitative counselors who are reflective, innovative professionals, committed and competent to help clients, colleagues, and themselves acquire knowledge, skills and understanding necessary to participate in and contribute to the quality of life in a complex, changing urban society.

2. The internship is an educational experience that is designed to give students majoring in counseling an orientation to the responsibilities of a counselor including:
   
a. Opportunities in an on-the-job situation at a cooperating agency or institution for the student to apply theory and techniques that have been studied.
   
b. The opportunity for the student to perform all the activities that a regularly employed staff member in the setting would be expected to perform.
   
c. Opportunities to gain supervised experience in individual and group interactions with clientele appropriate to the program emphasis.
   
d. Allowing the student to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature and research.
   
e. Opportunities to obtain an understanding of the relationship of the counselor's services to other services of the agency or institution.
   
f. Opportunities to learn to maintain effective working relationships with other members of the staff team.
   
g. Opportunities to interact with clients, colleagues and staff to help the intern develop a flexible world view of humankind in terms of culture, ethnicity, gender, age, religious preference, physical disability, intellectual ability, sexual orientation, and socioeconomic issues.

3. To allow the intern to develop his or her strengths and to gain confidence in his or her professional competencies.

4. To provide formal evaluation of the student's performance during the internship by a program faculty member supervisor.

REQUIRED TEXT:

REFERENCES:


ASSIGNMENTS:

1. In-Class - Presentation of Field Site and Brochure or student prepared handout.  **Due:** Seminar II

2. On-site - Presentation at Field Site of Counselor Education programs and distribution of brochures.  **Due:** Seminar III

3. Oral Case Conceptualization Presentation. (refer to handout)  **Due:** per assigned schedule

4. Written process notes of one counseling session (refer to handout)  **Due:** Seminar IV

5. Final evaluative report.  **Due:** Final Seminar of your last enrollment in CED 7020

GUIDELINES FOR FINAL EVALUATIVE REPORT


3. Format: Title, introductory paragraph, succeeding paragraphs elaborate on points from introduction, thus, pursuing a central theme, then a summary paragraph.

4. Spelling and grammar important.  All papers should reflect graduate level content and preparation. Careless preparation and/or inappropriate presentation will adversely affect grade for the assignment.

5. A summary of your professional/personal growth (i.e., your critique of your counseling skills), objectives accomplished and/or objectives to be pursued further, counseling experiences and internship activities, your reaction to seminars and assignments, and any other information which might facilitate re-examination of the internship experience.
6. Your reactions, views, and way of interpreting in regard to the internship experience extremely crucial.

7. Case examples and illustrations to show understanding and to make paper alive, desirable, and important are essential.

**EVALUATION & GRADING:**

S grade will be based on satisfactory completion of 100 clock hours for each semester hour of enrollment. Satisfactory completion is defined as:

1. Clock hours documented by signed Internship Weekly Logs and Internship Semester Clock Hours Recap.

   **PLEASE NOTE:** Clock hours spent completing your masters project/thesis do not qualify as CED 7020/RCI7460 Counseling Internship hours.

2. Formal evaluation by Internship Site Supervisor and Faculty Instructor/Supervisor as stated in the evaluation policies section of the Internship Handbook.

3. Attendance and participation in all scheduled Internship Seminars and Individual Conferences.

4. Completion of all assignments as listed in assignment section 1-4 above.

**ATTENTION STUDENTS WITH DISABILITIES:**

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.
CLASS POLICIES:

Attendance at all scheduled seminars and individual conferences is mandatory. No incomplete work or grades. **Y grades will not be given except under extreme and unforeseeable circumstances.**

Assignments are expected to be completed on time. If an assignment due date cannot be met, it must be discussed and agreed to by instructor prior to due date. Paperwork and presentations submitted after the scheduled due date will be graded accordingly.

Refer to Internship Handbook for further explanation of procedures and criteria for evaluation.

All materials left in instructor's mailbox must be in sealed envelopes clearly marked with your name, date, time, contents, and instructor's name.

RULES for INTERNSHIP FOLDER:

1. Absolutely **no** student **INTERNSHIP FOLDERS** may be removed from the building.

2. Each time you meet for group supervision put your papers in your **FOLDER**.

3. If it has anything to do with **hours** – it goes on **RIGHT side of folder** (weekly log, semester recap, summary card). **Everything else** goes on the **LEFT side of folder**.

4. Remember, all internship agreements of affiliation (the legal document) must be **ORIGINALS**, signed in **blue** or **black** ink, with **no correction’s** whatsoever, and signed by both the director of the agency and the LPC and/or CRC supervisor. If the director of the agency and the LPC or CPC supervisor are the same person, he/she must sign in both places.

5. Please **completely fill in** all forms. This means date, call number, group, instructor, your name, site name, etc.

6. All weekly time sheets and semester recaps must be **ORIGINALS** with original signatures in ink. Please remind your site supervisors to include their credentials (LPC, CRC, ATR-BC) after their signatures.
SEMINAR OUTLINE

SEMINAR I

I. Discuss Assignments/Logs:

   a. In-Class - Presentation of Field Site and Brochure or student prepared handout (required for each semester of internship). **Due: Seminar II**

   b. On-Site - Presentation at Field Site of Counselor Education programs and distribution of brochures. (required for each semester of internship).  **Due: Seminar III**

   c. Oral Case Conceptualization Presentation (required for each semester of internship. (Refer to handout).  **Due: per assigned schedule**

   d. Process notes for a counseling session in lieu of taped session.  **Due: Seminar V**

   e. Final evaluative report (only one required).  **Due: Final Seminar of your last enrollment in CED 7020/RCI 7460 Internship.**

II. All Internship Packets are due by **Tuesday, January, 2014** to be included:

   a. Advisor/Practicum Instructor Approval.

   b. Student Agreement.

   c. Site Information/Agreement.

   d. Institutional Agreement of Affiliation.

   e. Verification of Placement.

   f. Current Employment Verification (if applicable).

   g. Faculty Instructor/Supervisor Approval.

   h. Type written statement of specific objectives and plans for internship. (objectives must be measurable)  **Statement of objectives may be turned in at Seminar II.**

   i. Insurance Verification

**Note:** If you are continuing your internship at the same site and under the supervision of the same supervisor, please furnish a verification of placement form (one for each semester) signed by your site supervisor confirming this information. You will need a new statement of objectives for each semester. You will not need to turn in another complete internship packet.  ****Final Due Date for Internship Packet is Tuesday, January 21, 2014.**
III. Ethical Considerations.
   a. Confidentiality.
   b. Informed Consent.
   c. ACA Code of Ethics.

IV. Professional Involvement.
   a. Professional Liability Insurance.

V. Discussion of Licensure/Certification Guidelines.

VI. General Supervision - Discussion Period.

**SEMINAR II**

I. General Overview of Placement. Individual Presentations: (10-15 minutes)
   a. Types of Services Available.
   b. Referral services/networking.
   c. Provide site brochures and/or prepare a handout.

II. Turn in signed weekly logs.

III. General Supervision - Discussion Period.

**SEMINAR III**

I. Oral Case Conceptualization Presentation. Individual Presentations: (10-15 minutes)

II. Turn in evidence of Presentation at Field Site of Counselor Education programs and distribution of brochures.

III. Turn in signed weekly logs.

IV. General Supervision - Discussion Period.
SEMINAR IV
I. Oral Case Conceptualization Presentation. Individual Presentations: (10-15 minutes)
II. Turn in signed weekly logs.
III. General Supervision - Discussion Period.

SEMINAR V
I. Oral Case Conceptualization Presentation. Individual Presentations: (10-15 minutes)
II. Turn in signed weekly logs.
III. General Supervision - Discussion Period.
IV. Process notes due.

SEMINAR VI
I. Oral Case Conceptualization Presentation. Individual Presentations: (10-15 minutes)
II. Turn in signed weekly logs.
III. General Supervision - Discussion Period.

SEMINAR VII
I. Oral Case Conceptualization Presentation. Individual Presentations: (10-15 minutes)
II. General Supervision - Discussion Period.
III. Turn in signed weekly logs and semester recap (required for each semester of internship).
III. Turn in Evaluation of Site Supervisor (required for each semester of internship).
IV. Turn in Evaluation of Faculty Instructor/Supervisor (required for each semester of internship).
V. Site Supervisor Evaluative Report Due (required for each semester of internship. It may be turned in following the final day of clocked hours for each semester).
VI. Final Evaluative Report Due (due final semester of enrollment only, see instructions for preparation).
SEMINAR SCHEDULE Fall/2013

PLEASE NOTE: Due to the holidays, group supervision sessions are not necessarily every two weeks. Read the schedule carefully to ensure you come to campus on the correct weeks.

GROUP A

<table>
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<tr>
<th>DATE</th>
<th>NUMBER</th>
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<th>CASE PRESENTATIONS</th>
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<tr>
<td>01/07</td>
<td>Seminar I</td>
<td>Tuesday</td>
<td>4:30 – 7:15 pm</td>
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<tr>
<td>01/14</td>
<td>Seminar II</td>
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<td>Seminar VII</td>
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<td>Final opportunity to check out time sheets with instructor.</td>
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EACH INTERN MUST ATTEND ALL SEVEN (7) SEMINARS SCHEDULED

ONLY EXTREME AND UNFORESEEABLE CIRCUMSTANCES WARRANT MISSING YOUR SCHEDULED SEMINAR! IF YOU MISS YOUR SCHEDULED SEMINAR OR PART OF A SEMINAR, YOU MUST HAVE SUPPORTING DOCUMENTATION (i.e., doctor’s note) IN ORDER TO MAKE IT UP. ARRANGEMENTS FOR MAKING UP A SCHEDULED SEMINAR MUST BE MADE WITH THE INSTRUCTOR.

April 29, 2014

Final opportunity to turn in log sheets and semester recap relevant to this Semester!
SEMINAR SCHEDULE Fall/2013

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