COURSE SYLLABUS

DIVISION: TBF PROGRAM AREA: Counselor Education

COURSE: CED 7150 Counseling Practicum

CALL NUMBER: M/W 28458 001-Lecture; 29163 002-Lab; T/TH 21486 003-Lecture; 29164 004-Lab

COURSE CREDIT: 4 hrs.

TERM/YEAR: Winter, 2014

COURSE LOCATION:

Group Supervision Seminar: Tuesdays, 7:30 – 9:30 p.m.; or Wednesdays 7:30-9:30 p.m.
**All Practicum Counselors must attend each scheduled group supervision seminar

Counseling and Individual Supervision Sessions: Monday/Wednesday or Tuesday/Thursday, 4:00 – 7:00 p.m.
**All Practicum Counselors must attend each scheduled individual supervision session

INSTRUCTOR: Tami Wright, Ph.D.
Clinical Director
Licensed Professional Counselor
School Counselor License

GRADUATE TEACHING ASSISTANTS: Sameerah Davenport and Shrujal Joshi

OFFICE: Dr. Wright – 315 Education Building
Graduate Teaching Assistants – 317 Education Building

OFFICE HOURS: Dr. Wright, Tuesdays and Wednesdays 2:00 p.m. – 4:00 p.m.
Other times by appointment

OFFICE PHONE: Dr. Wright (313) 577-2435
Graduate Teaching Assistants (313) 577-9356

***Counseling Center is in 306 Education (Client Reception Room) Phone: (313) 577-1681

E-MAIL ADDRESS: wrightt@wayne.edu ***best means to reach me***

CED Secretary: Mrs. Lei Juan Stewart-Walker
Phone: (313) 577-1613 Email: ab2628@wayne.edu

WEBSITE: www2.coe.wayne.edu/tbf/counseling

CED 7150
12/06/13
COURSE DESCRIPTION: (from catalog)

Students gain supervised experience in individual and group interactions, assessment and appraisal, diagnosis and treatment planning, other professional counseling activities, and develop competency in the use of a variety of professional counseling and rehabilitation resources. Students attend seminars for supervision and discussion of professional issues in an interdisciplinary context (minimum of 100 clock hours).

COURSE OBJECTIVES:

The practicum is an educational experienced designed to help you and I become facilitative counselors who are reflective, innovative professionals committed and competent to help clients, colleagues, and ourselves acquire knowledge, skills and understandings necessary to participate in and contribute to the quality of life in a complex, changing urban society.

The specific objectives are:

1. To expand students' knowledge concerning theories of counseling and understanding of the counseling process.

2. To promote a greater understanding of the general helping theory that underlies different counseling theories. This can assist us in the development of an integrated view of skills, theory and practice in the helping process.

3. To increase students' competency in the use of basic helping and communication skills to more effectively work with others. This includes attending behavior, observing nonverbal behavior, listening, use of questions, responding empathically to content and to feelings, setting goals, using interpretation, risk-taking self-disclosure, and knowing one-self.

4. To enhance students' ability to sensitively respond to cognitive and affective cues presented by a client and respond empathically.

5. To improve skills and openness in the use of self-evaluation and feedback from others to improve ones own counseling skills.

6. To demonstrate increased ability:
   a. To relate one's own personality and the way one tends to function as a counselor.
   b. To identify values as well as theoretical concepts and principles one ascribes to.

7. To help you develop a counseling philosophy that incorporates a belief system that a person can change or develop a more fully functioning self through the application of various counseling approaches regardless of the extent of the presenting problem.
8. To help you 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.

9. To increase students' knowledge of the interpretation and application of the legal requirements and ethical codes related to the practice of counseling.

10. To provide a minimum of 100 clock hours of supervised experience including:

   a. A minimum of 40 clock hours of individual and group interactions (direct service work) with clientele appropriate to the program emphasis area,

   b. Opportunity for the student to become familiar with a variety of professional activities other than direct service work.

   c. Opportunity for 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.

   d. Audio- and/or videotapes of the student's interactions with clientele for use in supervision.

   e. A minimum of one (1) hour per week of individual supervision by a program faculty member or a student supervisor working under the supervision of a faculty member.

   f. A minimum of two (2) hours per week of group supervision with other students by a program faculty member or a student supervisor working under supervision of a program faculty member.

   g. A formal evaluation of the student's performance during the practicum by the program faculty member/supervisor.

REQUIRED TEXT:


REFERENCES:

Books:


**Manuals:**


**Journals:**

American Journal of Drug and Alcohol Abuse
Behavior Research Methods and Instrumentation
Elementary School Guidance and Counseling
Journal of Alcohol and Drug Education
Journal of College Student Personnel
Journal of Counseling and Development
Journal of Mental Health Counseling
Journal of Multicultural Counseling and Development
Measurement and Evaluation in Counseling and Development
Michigan Journal of Counseling and Development
School Counselor
The Career Development Quarterly
The Journal for Specialists in Group Work

MANDATORY ASSIGNMENTS:

A. Client Oral Case Presentation Assignment.

Each student will prepare and present a minimum of one oral case presentation for a self-selected client.

Due: As per Schedule

B. Disorder Case Presentation Assignment.

Each student will prepare a class presentation on a chosen mental health disorder. A written narrative will be prepared and distributed for all classmates. This narrative will cover a brief synopsis of the disorder chosen, the most current treatment options/methods, medications utilized (if any), the implications for Counselors, follow-up requirements and prognosis/outcome expectations. This is not to be viewed as an APA writing assignment but more of an informational brochure to ensure that classmates have the most up-to-date information on some of the mental health conditions our communities are currently facing. The presentation will last approximately 20 minutes; allow time for a question and answer period. A sign-up sheet for date and time will be used for presentations.

Due: As per Schedule

C. Career Appraisal Assignment.

Assist, at minimum, two clients in using a computerized career assessment instrument (Discover). Complete Appraisal Summary Forms following sessions.

Due: Final Group Seminar Session

D. Computerized Treatment Plan Assignment.

Students will develop a computerized treatment plan for a current client based on information gathered during counseling sessions. Make every effort to complete all sections of the treatment plan. A computerized treatment plan program is available on one of the computers in the Counseling Center. Use sign-up sheet in Room 313 to schedule time to use computer.
Due: Final Group Seminar Session

E. Self-Evaluation Assignment.

A three to five page paper to include:

1. A self-assessment of your present counseling strengths and weaknesses.

2. The skills, attitudes and behaviors you see yourself needing to work on in the future.

Due: Final Group Seminar Session

F. Skill Competency Assignment.

1. View your own initial videotape and another one near end of semester.

2. Complete observation of interview forms for same.

Due: Final Group Seminar Session

G. Direct Service Work Assignment.

A minimum of forty (40) direct service hours (all audio and/or video taped except appraisals) as follows (a suggested breakdown only):

1. 28 hours of individual counseling sessions.

2. 6 hours of group counseling sessions.

3. 6 hours of appraisal sessions.

All direct service work hours must be completed before the last scheduled individual supervision and checkout session. All related paperwork pertaining to these sessions must be completed in order to receive full credit toward direct service hours. All related paperwork must be turned in before or at the last scheduled individual supervision and checkout session.

H. Feedback Assignment.

1. View 18 counseling sessions (individual or group) of other students.

2. During each session complete observation form and put in assigned box to be copied and picked up by the
counselor being observed; original copy is to be picked up by counselor and placed in your counselor file.

Due: Final Group Seminar Session

CLASS POLICIES:

In addition to the policies and procedures listed in the Counseling Practicum Handbook adherence to the following policies is also necessary:

1. Class and laboratory attendance is mandatory (see attendance listed below). Prior permission is necessary to leave laboratory or class. Class begins promptly at 4:00 p.m. Group supervision sessions begin promptly at 7:30 p.m. Penalty for tardiness will be reflected in overall course evaluation.

2. Students who are absent due to illness must present a doctor's release upon return to the Counseling and Testing Center. Requests for absences due to employment-related requirements must be presented one week prior to absence. Requests for employment-related absences must be in writing on work stationary and signed by employment supervisor. Absences for any other reason must be requested and approved by Dr. Wright one week in advance.

3. Professionalism, participation, involvement, and commitment are necessary. Professional counselor training knowledge and practice must be reflected in your personal attitude and behavior.

4. Students will see clients in the Counseling and Testing Center on their respective laboratory days (Tuesdays and Thursdays, 4:00 — 7:00 p.m. or Mondays and Wednesdays, 4:00-7:00 p.m.).

5. During portions of the semester, students may need to be clients for other practicum students. Other students are not allowed to observe counseling sessions between their classmates. ***NOTE: Students are not to observe the individual supervision sessions of their peers.***

6. Students are bound by confidentiality and ethics as defined by the American Counseling Association (ACA). All policies and procedures of Wayne State University Counseling and Testing Center must be observed.

7. Discussion of a client must protect the person's identity and privacy. Students and clients must have a signed ADULT or MINOR CLIENT APPLICATION/CONSENT FORM FOR COUNSELING before conducting any counseling sessions.

8. Students must have proof of Professional Liability Insurance before beginning practicum. Students receive information concerning professional liability insurance with their letter of permission to enroll in Counseling Practicum.

9. Live supervision has been found to be an effective teaching and learning method. Typically, at least once during the semester, the supervisor and counselor trainee will decide when the supervisor will join the
session to give immediate feedback in order to maximize the learning of counseling skills.

10. Every effort to provide a safe, therapeutic, and confidential environment for clients and counselors-in-training is maintained in the Counseling and Testing Center. Sometimes, in dealing with clients, possible threatening situations (e.g., potential suicidal ideation, acts of abuse) can occur. If at any time during the counseling sessions, the faculty instructor, Graduate Teaching Assistant, or doctoral supervisor thinks it would be in the best interest of either the client or student, the counseling session must be interrupted and different interventions taken to ensure the client’s and/or student’s best interest.

11. Duplicating of audiotapes, videotapes, and paperwork is strictly prohibited. All materials must be accounted for before the semester ends. Grades will not be posted until all materials are submitted.

12. Cellular phones are to be turned off when in counseling or supervision sessions. Cellular phones may be in “vibrate” mode while in Room 312 Education only.

13. Communication between faculty, graduate teaching assistants and supervisors will generally be through email. Ensure that you have access to your Wayne State University email as this is the only email address that will be used. If you have problems with your Wayne State email, please contact the IT office as indicated on Pipeline.

ATTENDANCE:

Attendance at all scheduled seminars and individual conferences is mandatory. Unscheduled absences require written verification from a medical professional indicating student was under medical care and could not attend class. In cases where student is required by employer to miss a class, written verification, on company letterhead, must be submitted one week in advance with practicum faculty instructor’s approval. An unapproved absence results in the loss of one letter grade. Two unapproved absences result in a failing grade for the practicum. “I” and “Y” grades will not be given.

GUIDELINES FOR MAXIMUM PERFORMANCE:

1. All formal papers are to be typed (Self-Reflection Paper only).

2. Use APA format for all formal papers:
   a. Cover page with relevant information, short abstract, body of paper should include an introductory paragraph, following paragraphs elaborate on points from introductory one, thus pursuing a central theme, then a summary paragraph. If you quote or paraphrase other material, a reference page must be included.
   b. 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.
c. A few quotations and a little paraphrasing from experts permissible and desirable but your words and way of interpreting are essential. ***Plagiarism will result in severe disciplinary action. See student handbook prepared by Wayne State University for specifics.

d. Your reactions and views from material read, and presenting your learning really wanted and crucial.

Case examples and illustrations to show understanding are important and make papers and/or presentations alive and desirable.

**PLAGIARISM:**

Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. If you are in doubt about the use of a source, cite it. Students caught plagiarizing information from other sources will receive a failing grade in the course. University policy states that students can be subject to multiple sanctions, from reprimand to expulsion as a consequence of academic dishonesty. To enforce this policy, all outside references must be submitted with assignments.

**CLASS SCHEDULE:** See attached schedule.

**EVALUATION & GRADING:**

Practicum students will be formally evaluated at mid-term and the end of the semester by their individual practicum supervisor and/or faculty instructor. Evaluations include: professional enthusiasm, efforts to acquire and use new skills and knowledge, appropriate use of knowledge and skills during counseling sessions, maintenance of client and contact records, and attendance at supervisory meetings.

Clients will be asked to evaluate their counseling experience, but their comments will not be used as part of the student’s grade. Practicum students will be asked to complete a detailed evaluation of their practicum individual supervisor and faculty instructor at the end of the semester.

A letter grade of "A" indicates that, in addition to completing all course requirements in a timely and professional manner, the student demonstrated superior counseling skills, high standards of professional and personal behavior, a continued willingness to learn, and a commitment to the counseling profession.

A letter grade of "A--" indicates that, in addition to completing all course requirements in a timely and professional manner, the student demonstrated excellent counseling skills, high standards of professional and personal behavior, a continued willingness to learn and a commitment to the counseling profession.

A letter grade of "B+" indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrated strong counseling skills, above average standards of professional and personal behavior, a continued willingness to learn, and a commitment to the counseling profession.
A letter grade of "B" indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrated average counseling skills, average standards of professional and personal behavior, a continued willingness to learn, and a commitment to the counseling profession.

A letter grade of "B-" indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrates minimal counseling skills, meets minimal standards of professional and personal behavior, a continued willingness to learn, and a commitment to the counseling profession.

A letter grade of "B-" or better is required to advance to the internship portion of the counseling.

A letter grade of "C+" or below indicates the student did not complete all course requirements in a timely and professional manner, needs to improve counseling skills, may need to examine personal and/or professional standards, appears to be unwilling to learn or lacking in commitment to the profession. A letter grade of "C+" or below does not meet graduate standards and will lead to a re-evaluation of the student's participation in the counseling program by his/her faculty advisor, practicum faculty instructor, and practicum supervisor. After re-evaluation, a decision will be made by the faculty advisor, practicum faculty instructor, and practicum supervisor as to the conditions under which the student may be allowed to re-take the practicum requirement. **ANY STUDENT NOT MEETING GRADUATE STANDARDS WILL SIT OUT A MINIMUM OF ONE SEMESTER BEFORE BEING ALLOWED A SECOND ATTEMPT TO SUCCESSFULLY COMPLETE PRACTICUM. A SECOND UNSUCCESSFUL ATTEMPT AT PRACTICUM WILL RESULT IN THE STUDENT BEING REMOVED FROM THE COUNSELING MASTERS PROGRAM.***

Final grades will be determined following satisfactory completion of all of the following:

**Basic Counseling Skills and Knowledge Base:**

- Direct Service Work Assignment (minimum of 40 hours (individual, group, appraisal, and supporting documentation)

**Other Mandatory Assignments:**

- Skill Competency Assignment (2 self-observations)
- Feedback Assignment (18 observations of others)
- Client Oral Case Presentation Assignment
- Disorder Case Presentation Assignment
- Computerized Treatment Plan Assignment
- Career Appraisal Assignments
Self-Evaluation Assignment

**Grade Distribution**

A. Client Oral Case Presentation Assignment- 50 points  
B. Disorder Case Presentation Assignment- 30 points  
C. Computerized Treatment Plan Assignment- 50 points  
D. Self Evaluation Assignment- 20 points  
E. Individual Supervision- 100 points  
G. Attendance- 50 points  
F. Clinical Skill Evaluation-per instructor + 200 points  

500 points TOTAL

1. Skill Competency Assignment  
2. Direct Service Work Assignment  
3. Feedback Assignment  
4. Career Appraisal Assignment  

4. Counseling skill competencies evaluated  
   a. Invitational Skills  
   b. Opening Skills  
   c. Reflective Skills  
   d. Summarizing  
   e. Challenging Skills  
   f. Goal Setting Skills  
   g. Solution Skills  
   h. Outcome Evaluation and Termination Skills

**GRADING SCALE**

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<td>A</td>
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<td>450 – 474</td>
<td>A-</td>
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<td>425 – 449</td>
<td>B+</td>
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<td>400 – 424</td>
<td>B</td>
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<td>375 – 399</td>
<td>B-</td>
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Anything less than 375 indicates unsuccessful completion of Practicum. Please refer to the Practicum Handbook and the syllabus Grading & Evaluation section for further information.

CED 7150  
12/06/13
ENROLLMENT/WITHDRAWAL POLICY:

Beginning in Fall 2011, students must add classes no later than the end of the first week of classes. This includes online classes. Students may continue to drop classes (with full tuition cancellation) through the first two weeks of the term.

Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN.

- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
- WN will be awarded if no materials have been submitted, and so there is no basis for a grade

Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Beginning in Fall 2011, the last day to withdraw will be at the end of the 10th full week of classes. The withdrawal date for courses longer or shorter than the full 15-week terms will be adjusted proportionately.

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.

RELIGIOUS OBSERVANCE POLICY:

Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors well in advance so that alternative arrangements as suitable as possible may be worked out.
WAYNE STATE UNIVERSITY  
COLLEGE OF EDUCATION  
CLASS SCHEDULE  
WINTER 2014

CED 7150 COUNSELING PRACTICUM  
***ADHERE TO YOUR SCHEDULED DAYS (i.e., MONDAY/WEDNESDAY or TUESDAY/THURSDAY)***

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<th>WEEK/DATE/DAY</th>
<th>TIME</th>
<th>GROUP SUPERVISION &amp; TOPIC</th>
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| 1 01/07       | 4:00-9:00p | Practicum Orientation  
Introduction and Overview of Syllabus  
Overview of Client Populations |
| 01/8          | 4:00-9:00p | Practicum Orientation  
Orientation to Documentation and Procedures  
Receiving and Using Supervision  
Overview of Basic Attending Skills  
Crisis Intervention  
Mandatory Reporting |
| 2 01/13-1/16  | 4:00-7:00 p | Counseling and Individual Supervision Sessions |
| 01/14 OR 01/15| 7:30-9:30 p | Group Supervision  
Review of Counseling & Testing Center Procedures and Required Documentation  
Discussion for Initial Client Sessions  
Supervision Issues/Expectations  
Question & Answers |
| 3 01/20       | NO CLASS=UNIVERSITY CLOSED DUE TO HOLIDAY |
| 01/21-1/23    | 4:00-7:00 p | Counseling and Individual Supervision Sessions |
| 01/21 OR 01/22| 7:30-9:30 p | Group Supervision  
Discussion of Client Sessions  
Discussion/Sign-up for Disorder Presentations  
Question & Answers |
| 4 01/27-01/30 | 4:00-7:00 p | Counseling and Individual Supervision Sessions |
| 01/28 OR 01/29| 7:30-9:30 p | Group Supervision  
Discussion of Client Sessions  
Mental Health Disorder Presentations  
Question & Answers |

CED 7150  
12/6/13
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<th>Date</th>
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<td>02/3-2/6</td>
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CED 7150
12/6/13
Counseling and Individual Supervision Sessions

Group Supervision
Discussion of Client Sessions/Case Presentations
Question & Answers

Group Supervision
Discussion of Client Sessions
Question & Answers

Counseling and Individual Supervision Sessions

Group Supervision
Discussion of Client Sessions
Termination
Question & Answers

Supervision and Check-Out Issues
Question & Answers

***THIS IS THE LAST WEEK YOU WILL SEE CLIENTS***

***ALL STUDENTS WILL CHECK OUT AT THIS TIME***

NO EXCEPTIONS!