WAYNE STATE UNIVERSITY
College of Education

COURSE SYLLABUS

DIVISION: TBF
PROGRAM AREA: Counselor Education

COURSE: CED 8020 Advanced Practicum
CALL NUMBER: 21256 001

COURSE CREDIT: 2 hrs.

TERM/YEAR: Winter 2014

COURSE LOCATION: 312 Education Building

TIME: As Arranged (group supervision - see seminar schedule)

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

OFFICE: College of Education, Room 315

OFFICE HOURS: Tuesdays and Wednesdays 2:00 p.m. - 4:00 p.m. (Main Campus)
Thursdays 5:00 p.m. - 6:00 p.m. (Macomb Center)
other times by appointment

OFFICE PHONE: (313) 577-2435
FAX: (313) 577-5235

E-MAIL: ad6044@wayne.edu

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

COUNSELING AND TESTING CENTER: (313) 577-1681

COUNSELOR EDUCATION PROGRAM SECRETARY: Lei Juan Stewart-Walker
Phone: (313) 577-1613
Email: ab2628@wayne.edu

CED 8020
12/16/13
COURSE DESCRIPTION:

Students gain knowledge and competencies as clinical counselor supervisors through training, education, and supervised experiences. Students attend seminars for group supervision and discussion of professional issues in an interdisciplinary context (minimum of 100 clock hours per semester).

COURSE OBJECTIVES:

The advanced practicum is an educational experience designed to help you become facilitative clinical supervisors, educators and counselors who are reflective, innovative professionals committed and competent to help clients, colleagues, and selves 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 to develop professional clinical counseling supervisors:

1. whose knowledge and competencies have been acquired through training, education, and supervised experiences.
2. who demonstrate personal traits and characteristics that are consistent with the role.
3. who are knowledgeable regarding ethical, legal, and regulatory aspects of the profession, and are skilled in applying this knowledge.
4. who demonstrate conceptual knowledge of the personal and professional nature of the supervisory relationship and are skilled in applying this knowledge.
5. who demonstrate conceptual knowledge of supervision methods and techniques, and are skilled in using this knowledge to promote counselor development.
6. who demonstrate conceptual knowledge of the counselor developmental process and are skilled in applying this knowledge.
7. who demonstrate knowledge and competency in case conceptualization and management.
8. who demonstrate knowledge and competency in client assessment and evaluation.
9. who demonstrate knowledge and competency in the evaluation of counseling performance.
REQUIRED TEXT:


RECOMMENDED TEXT:


REFERENCES:

Books


ASSIGNMENTS:

1. Supervision of a minimum of two (2), maximum of three (3) master-level counseling techniques students in the first semester of enrollment. Supervision of a minimum of two (2), maximum of three (3) master-level practicum students in the second semester of enrollment (minimum 100 clock hours per semester). All advanced practicum students must attend all scheduled Practicum Group Seminars (3 hours per month) and weekly Individual Conferences (1 hour per week). (60 Points)

2. Total of one (1) audio/video supervision session tapes. (10 Points) Due: Per assigned schedule

3. Oral Case Conceptualization Presentation. (20 Points) Due: Per assigned schedule

4. Final evaluative report. (10 Points) Due: Final Seminar of Semester.

GUIDELINES FOR FINAL EVALUATIVE REPORT

1. The final evaluative report should reflect advanced level content and preparation. Careless preparation and/or inappropriate presentation will adversely affect grade for the assignment.

2. The final evaluative report must be typed and comply with current APA standards for publication.


4. A summary of your professional/personal growth (i.e., your critique of your supervision
WAYNE STATE UNIVERSITY
College of Education

skills), objectives accomplished and/or objectives to be pursued further, activities to be pursued further, your reaction to seminars and assignments, and any other information which might facilitate re-examination of the advanced practicum experience.

5. Your reactions, views, and way of interpreting in regard to the advanced practicum experience extremely crucial.

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

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're 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.

EVALUATION & GRADING:

All supervisors will be evaluated at the close of each semester by the faculty instructor conducting the group supervision seminars and their respective master-level student(s) receiving supervision using the forms provided. The faculty instructor is responsible for the final grade in the advanced practicum course. Satisfactory completion is defined as:

1. Clock hours documented on Advanced Practicum Supervision Weekly Logs and Advanced Practicum Semester Clock Hours Recap (minimum of 100 clock hours per semester of enrollment) and signed by Instructor.

2. Formal evaluation by Instructor and supervisee.

3. Attendance and participation in all scheduled Practicum Group Seminars and/or Individual Conferences.

4. Completion of all class assignments as stated in assignments 1-4 above.

Advanced Practicum students will be asked to complete an evaluation of their experience, including evaluation of the faculty instructor at the end of each completed semester of enrollment.

CED 8020
12/16/13
Grade Distribution
A. Student Supervision- 60 points
B. Audio/Visual Supervision Session- 10 points
C. Oral Case Presentations- 20 points
D. Final Evaluative Report- + 10 points

100 points TOTAL

GRADING SCALE

96 – 100 A
91 – 95 A-
86 – 90 B+
81 – 85 B
76 – 80 B-

Anything less than 76 indicates unsuccessful completion of Advanced Practicum.

CLASS POLICIES:

1. Attendance at all scheduled group seminars and/or individual conferences is mandatory.

2. 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. Extension may, if granted, result in loss of points for grading.

3. All audio/video tapes submitted for evaluation must have your name and the date of the session recorded at the beginning of the tape. All audio/video tapes must be clearly labeled with your name, the date of the supervision session, and the tape number.

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

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.

CED 8020
12/16/13
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.
# SEMINAR CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Week #</th>
<th>Date</th>
<th>Time</th>
<th>Topic(s)</th>
</tr>
</thead>
</table>
| 1      | 1/15       | 4:30-7:30 PM   | GROUP SUPERVISION SEMINAR Orientation-Introduction; Syllabus  
|        |            |                | Individual Master-level Practicum Supervision Sessions |
|        | 1/13-16    |                | VARIOUS Individual Master-level Practicum Supervision Sessions |
| 2      | 1/20-23    |                | Individual Master-level Practicum Supervision Sessions |
| 3      | 1/27-30    |                | Individual Master-level Practicum Supervision Sessions  
|        | 1/29       | 7:30-9:30 pm   | Individual Master-level Techniques Supervision Sessions |
| 4      | 2/3-6      |                | Individual Master-level Practicum Supervision Sessions |
|        | 2/5        | 7:30 – 9:30 pm | Individual Master-level Techniques Supervision Sessions  
|        | 2/5        | 4:30 – 7:30 PM | GROUP SUPERVISION SEMINAR Case Presentations |
| 5      | 2/10-13    |                | Individual Master-level Practicum Supervision Sessions |
|        | 2/12       | 7:30 – 9:30 pm | Individual Master-level Techniques Supervision Sessions |
| 6      | 2/17-20    |                | Individual Master-level Practicum Supervision Sessions |

***MID-TERM EVALUATIONS DUE NEXT WEEK FOR PRACTICUM STUDENTS***

<table>
<thead>
<tr>
<th>Week #</th>
<th>Date</th>
<th>Time</th>
<th>Topic(s)</th>
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<tbody>
<tr>
<td>2/19</td>
<td></td>
<td>7:30-9:30 pm</td>
<td>Individual Master-level Techniques Supervision Sessions</td>
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***MID-TERM EVALUATIONS DUE NEXT WEEK FOR TECHNIQUE STUDENTS***

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<thead>
<tr>
<th>Week #</th>
<th>Date</th>
<th>Time</th>
<th>Topic(s)</th>
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<tbody>
<tr>
<td>7</td>
<td>2/24-27</td>
<td></td>
<td>Individual Master-level Practicum Supervision Sessions</td>
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***MID-TERM EVALUATIONS DUE FOR PRACTICUM STUDENTS***

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<th>Week #</th>
<th>Date</th>
<th>Time</th>
<th>Topic(s)</th>
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<tbody>
<tr>
<td>2/26</td>
<td></td>
<td>7:30 – 9:30 pm</td>
<td>Individual Master-level Techniques Supervision Sessions</td>
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</tbody>
</table>

***MID-TERM EVALUATIONS DUE FOR TECHNIQUES STUDENTS***

_CED 8020_  
12/16/13
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Time</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>8</td>
<td>3/3-6</td>
<td></td>
<td>Individual Master-level <strong>Practicum</strong> Supervision Sessions</td>
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<tr>
<td></td>
<td>3/5</td>
<td>7:30 – 9:30 pm</td>
<td>Individual Master-level <strong>Techniques</strong> Supervision Sessions</td>
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<tr>
<td></td>
<td>3/5</td>
<td>4:30 – 7:30 PM</td>
<td><strong>GROUP SUPERVISION SEMINAR</strong> Case Presentations</td>
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<tr>
<td>9</td>
<td>3/10-13</td>
<td></td>
<td><strong>UNIVERSITY CLOSED--SPRING BREAK</strong></td>
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<tr>
<td>10</td>
<td>3/17-20</td>
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<td>Individual Master-level <strong>Practicum</strong> Supervision Sessions</td>
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<td></td>
<td>3/19</td>
<td>7:30 – 9:30 pm</td>
<td>Individual Master-level <strong>Techniques</strong> Supervision Sessions</td>
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<td>11</td>
<td>3/24-27</td>
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<td>Individual Master-level <strong>Practicum</strong> Supervision Sessions</td>
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<td></td>
<td>3/26</td>
<td>7:30 – 9:30 pm</td>
<td>Individual Master-level <strong>Techniques</strong> Supervision Sessions</td>
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<tr>
<td>12</td>
<td>3/31-4/3</td>
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<td>Individual Master-level <strong>Practicum</strong> Supervision Sessions</td>
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<td></td>
<td>4/2</td>
<td>7:30 – 9:30 pm</td>
<td>Individual Master-level <strong>Techniques</strong> Supervision Sessions</td>
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<td><em><strong>FINAL EVALUATIONS FOR TECHNIQUE STUDENTS DUE NEXT WEEK</strong></em></td>
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<td></td>
<td>4/2</td>
<td>4:30 – 7:30 PM</td>
<td><strong>GROUP SUPERVISION SEMINAR</strong> Case Presentations</td>
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<tr>
<td>13</td>
<td>4/7-10</td>
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<td>Individual Master-level <strong>Practicum</strong> Supervision Sessions</td>
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<td></td>
<td>4/9</td>
<td>7:30 – 9:30 pm</td>
<td>Individual Master-level <strong>Techniques</strong> Supervision Sessions</td>
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<td><em><strong>FINAL EVALUATIONS DUE FOR TECHNIQUE STUDENTS</strong></em></td>
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<tr>
<td>14</td>
<td>4/14-17</td>
<td></td>
<td>Individual Master-level <strong>Practicum</strong> Supervision Sessions</td>
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<td></td>
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<td><em><strong>FINAL EVALUATIONS DUE FOR PRACTICUM STUDENTS AT CHECK-OUT ON 4/22</strong></em></td>
</tr>
<tr>
<td>15</td>
<td>4/22</td>
<td>6:00 – 8:00 pm</td>
<td><strong>CHECK OUT FOR ALL PRACTICUM STUDENTS WITH INDIVIDUAL SUPERVISORS. NO EXCEPTIONS!</strong></td>
</tr>
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</table>
RULES AND REGULATIONS

Maintenance of a professional clinical atmosphere in the Counseling and Testing Center is of utmost priority. Please assist the faculty and staff in promoting an environment conducive to therapeutic growth by observing the following rules:

* All cell phones must be turned OFF during counseling, individual supervision or group supervision sessions. Cell phones may be set to vibrate during the times your Counseling Practicum students are in Room 312 only. All cell phones must be turned OFF during Counseling Techniques client and individual supervision sessions.

* You must arrive promptly for your regular scheduled individual supervision times. If unforeseeable circumstances cause you to be tardy or absent, you must make-up this time during your unassigned days (off days). Any individual supervision session that is missed must be made-up before the end of the semester.

* Please do not congregate in Rooms 306 or 330. These rooms are reserved for clients. If you need to do something in these rooms, please do so quickly. Help us to maintain appropriate noise level by speaking softly.

* Counselors-in-training, supervisors, or staff members are not to wear shorts or sweats while in the Counseling and Testing Center. Attire should be neat and clean. Denim, slacks and skirts are acceptable.

* Counselors-in-training, supervisors, or staff members are not permitted to use the telephones in the Counseling and Testing Center. Please ask your family and friends to limit in-coming calls to emergencies only. If you must make a call concerning a student or client, please see Dr. Wright.

* Absolutely no food/drink is to be consumed in the Counseling and Testing Center. Food/drink may be consumed in the East Lobby, Room 300 and Room 312 (counselors' waiting room).

* Obtain all testing materials from the student assistant in Room 309. Return all testing materials promptly.

* Supervisors and Counselors may use any of the materials, books, journals, teaching video tapes, etc. that are available in the CED Library (room 319). Some of these materials may be checked out. DVD/VCR materials may not leave the 3rd Floor. Please inform the Counseling and Testing Center staff if you need to use a VCR/TV cart.

CED 8020
12/16/13
WAYNE STATE UNIVERSITY
College of Education

* No counseling practicum session video tapes are to leave the Counseling and Testing Center. All counseling practicum session audio tapes must be signed out and in.

* Have your Counseling Practicum students recycle only audio tapes for which the client was a cancellation or no show. Do not recycle any other Counseling Practicum audio tapes. Do not recycle any Counseling Practicum video tapes. Do not recycle any Counseling Techniques audio or video tapes.

* Lei Juan (CED secretary) can assist you to enroll for classes, internship, or for most academic matters. She does not take messages for the Counseling & Testing Center or check in/out testing materials. Please do not ask her for assistance for Counseling & Testing Center matters. The Counseling & Testing Center staff can assist you in all matters related to Counseling Practicum.

PROFESSIONAL AND PERSONAL RETENTION POLICIES DIVISIONAL MONITORING PROCESS

Students will conduct themselves in a responsible and professional manner. The American Counseling Association's (ACA) codes of ethics must be adhered to by the student as a professional-in-training.

It is considered inappropriate and unethical to obtain complementary textbooks, instructor's manuals and/or supporting materials from a publisher for a course you are enrolled in and/or for courses in a program of study you are completing.

Due to the nature of the counseling profession, the personal behavior and development of students will be considered and reviewed by faculty through its monitoring committee. Personal behavior, characteristics and/or problems should NOT interfere with the professional helping capacity of the student.

If a student's professional integrity, skill level or professional development is alleged as inappropriate (e.g. excessive unresolved personal problems, anger, major prejudice, lack of relationship building skills, misrepresentation of credentials/training, etc.) a review will be conducted by the CED monitoring committee comprised of a minimum of two faculty members.

If the committee determines that the student's professional or personal behavior is professionally inappropriate and would be a detriment in working with others, the student will be denied continuance in the program. Such action protects the profession and the eventual consumers of counseling services by Wayne State University, Counselor Education program graduates.