COURSE SYLLABUS

DIVISION: TBF

PROGRAM AREA: Counselor Education

COURSE: CED 9020 Doctoral Counseling Internship

CALL NUMBER: 23319 001

COURSE CREDIT: Variable credit hours

TERM/YEAR: Winter 2014

COURSE LOCATION: 312 Education Building

TIME: Wednesday, 4:30 - 7:30 p.m. (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
COURSE DESCRIPTION:

Purposes, objectives, materials, techniques and practices in counselor education programs. Supervised experience in advanced counseling and in various phases of the counselor education program. Offered for S or U grades only.

COURSE OBJECTIVES:

The doctoral internship is an educational experience that is designed to give doctoral students majoring in counseling advanced supervised experience in counseling, clinical supervision, academic and clinical instruction, professional leadership activities, consultation services, assessment and evaluation, and scholarly research and/or professional writing activities.

Students completing the doctoral course work and internship in counseling should be able to demonstrate advanced competence in the following skill areas:

A. Advanced Counseling:

1. Advanced knowledge of individual, group and career counseling theories and techniques including an understanding of the historical, philosophical, social, psychological, cultural, economic, and political implications of the counseling profession.
2. Expertise in the application of counseling theories and techniques that contribute to clients’ change as a result of the counseling relationship.
3. Increased sensitivity to the effects of culture, ethnicity, gender, age, religious preference, physical disability, intellectual ability, sexual orientation, and socioeconomic issues which influence human growth and development.

B. Clinical Supervision:

1. Advanced knowledge of theories and techniques germane to counselor education and supervision.
2. Demonstrate a reflective and congruent model of supervision which focuses on personal and professional growth including theory and process orientation, skill development and treatment planning.

C. Academic and Clinical Instruction:

1. Increased knowledge of current issues, fundamentals and practices in curriculum

CED 9020
12/16/13
WAYNE STATE UNIVERSITY

College of Education

and program development for higher education and human services settings.

2. Expertise in designing, planning and implementing instructional materials and
techniques relevant to higher education and human services settings.

3. Demonstrate a familiarity with the conceptions, issues, and problems of
fundamental management and human relations principles inherent in human
services and higher education settings by establishing an effective organizational
culture and identity.

D. Leadership Activities:

1. Advanced knowledge and application of technical skills related to managing
students and staff in educational and human services settings.

2. Expertise in planning, organizing and presenting professional programs and/or
seminars either independently or conjointly with faculty.

3. Understanding of the structures and operations of professional organizations,
credentialing mechanisms, training standards, and interpretation and application
of the legal requirements and ethical codes related to the practice of counseling
and supervision.

E. Consultation Services:

1. Advanced knowledge of consultation concepts and practices specific to human
services and higher education settings.

2. Ability to distinguish among the theories, models and processes of: consultation,
organizational development, decision making, and conflict resolution, and
implement their application as needed to create and maintain consultation
relationships, goals and desired behavior change.

3. Expertise in explaining such topics as human relationships, group dynamics,
human development, and psychological principles applicable to home, school,
business, and community settings.

F. Assessment and Evaluation:

1. Advanced knowledge of theories and techniques of assessment including
appropriate selection criteria and methods for assessment of client concerns.

2. Articulate a conceptual framework for needs assessment in order to design,
implement and evaluate counseling and/or mental health care programs and
systems.

3. Demonstrate the ability to apply theories and principles of accountability to
human resource and program evaluation.

G. Scholarly Research:

1. Increased knowledge and understanding of research design, statistical concepts
and data analysis procedures which include computer literacy.

2. Ability to examine, synthesize and analyze current issues in counseling and counselor education.

3. Expertise in planning, organizing, conducting and publishing scholarly research applicable to the counseling profession either independently or conjointly with faculty.

All doctoral students are required to complete at least two (2) doctoral-level supervised internships (600 clock hour minimum each – 6 credits each) during their doctoral program.

a. Students must complete at least one of the required supervised internships either as one (1) full-time basis internship or as two (2) half-time basis internships.

b. The 1200 clock hours (12 credit hours) may include supervised experiences in clinical settings, teaching, research, consultation and supervision. The internship includes most of the activities of a regularly employed professional in the setting. Refer to the “CED 9020 Internship Handbook” for specific detail concerning clock hour requirements, supervision and procedures.

c. During the internships, the student must receive (1) hour per week of individual supervision or a minimum of one and one-half (1 1/2) hours per week of small group supervision by a supervisor with a doctorate in counselor education.

d. Doctoral interns are required to attend all seminar class meetings and/or consultative type of activities which are scheduled by the Internship Coordinator or the faculty member supervising the student each semester.

e. All internship students are required to obtain Professional Liability Insurance. You can procure this insurance from the American Counseling Association (ACA) where it is relatively inexpensive for members and graduate students, or you can obtain this coverage from any insurance company of your choice. A copy of your Professional Liability Insurance must be given to the Internship Coordinator to be placed in your file and available to your doctoral studies advisor.

f. Students have the opportunity to participate in additional supervised internships appropriate to their career objectives.

REQUIRED TEXT:


RECOMMENDED TEXT:

REFERENCES:

Books


ASSIGNMENTS:

1. Field Site Presentation and Brochure and/or student prepared handout or Overview of on-campus Internship Objectives and anticipated activities. Due: Seminar II

2. Total of one (1) audio/video supervision session tapes. Due: Final Seminar of Semester

3. Oral Case Conceptualization Presentation. Due: Per assigned schedule

4. Final evaluative report. Due: Final Seminar of last enrollment in CED 9020 Internship.

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 counseling, supervising, teaching, researching, and consulting skills), objectives accomplished and/or objectives to be pursued further, internship experiences and activities, your reaction to seminars and assignments, and any other information which might facilitate re-examination of the internship experience.

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

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

CED 9020
12/16/13
WAYNE STATE UNIVERSITY
College of Education

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:

Students will be formally evaluated at the end of each completed semester of enrollment by the internship coordinator and/or the field supervisor providing off-campus supervision. A grade recommendation will be requested from the field site supervisor providing off-campus supervision. Final assignment of a grade will be made by the faculty internship coordinator. Course offered for S or U grades only. S grade is given as satisfactory completion. Satisfactory completion is defined as:

1. Clock hours documented by signed Internship Direct Service Work Summaries, Internship Weekly Logs and Internship Semester Clock Hours Recap.

2. Formal evaluation by Internship Field Site Supervisor and/or faculty member supervision on-campus activities as stated in the evaluation policies section of the Internship Handbook.

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

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

Internship students will be asked to complete an evaluation of their experience, including evaluation of the faculty internship coordinator and/or field supervisor providing off-campus supervision at the end of each completed semester of enrollment.

CLASS POLICIES:

1. Attendance at all scheduled 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

CED 9020
12/16/13
session recorded at the beginning of the tape. All audio/video tapes must be clearly labeled with your name, the date of the 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.

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

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.

**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.

*
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College of Education

* 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.

* 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 unsolved 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.
SEMINAR CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Seminar #</th>
<th>Date</th>
<th>Time</th>
<th>Topic(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/15</td>
<td>4:30-7:30 PM</td>
<td>GROUP SUPERVISION SEMINAR Orientation-Introduction; Syllabus</td>
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<tr>
<td>2</td>
<td>2/5</td>
<td>4:30 – 7:30 PM</td>
<td>GROUP SUPERVISION SEMINAR Case Presentations</td>
</tr>
<tr>
<td>3</td>
<td>3/5</td>
<td>4:30 – 7:30 PM</td>
<td>GROUP SUPERVISION SEMINAR Case Presentations</td>
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<tr>
<td>4</td>
<td>4/2</td>
<td>4:30 – 7:30 PM</td>
<td>GROUP SUPERVISION SEMINAR Case Presentations</td>
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DATES of NOTE:

***UNIVERSITY CLOSED MONDAY JANUARY 20 —NO SUPERVISION FOR PRACTICUM***

***MID-TERM EVALUATIONS DUE WEEK OF FEBRUARY 24-27 FOR PRACTICUM STUDENTS; FEBRUARY 26 FOR TECHNIQUE STUDENTS***

***UNIVERSITY CLOSED MARCH 10-15 FOR SPRING BREAK—NO SUPERVISION FOR TECHNIQUES OR PRACTICUM***

4/9 ***FINAL EVALUATIONS DUE FOR TECHNIQUE STUDENTS***

***FINAL EVALUATIONS DUE FOR PRACTICUM STUDENTS AT CHECK-OUT ON 4/22***

4/22 6:00 – 8:00 pm CHECK OUT FOR ALL PRACTICUM STUDENTS WITH INDIVIDUAL SUPERVISORS. NO EXCEPTIONS!