Wayne State University Course Syllabus
CED 9020 Internship in Counseling/Counselor Education
J. Scott Branson, Ph.D., LPC
Fall 2016

COLLEGE & DIVISION: College of Education, Division of Theoretical and Behavioral Foundations

PROGRAM AREA: Counselor Education

PREREQUISITES: This course is only open to graduate level counseling majors

COURSE REFERENCE #: 15497

COURSE CREDIT: 1-6 credit hours

LOCATION: Education building, room 300

DAY & TIME: See Schedule

INSTRUCTOR: J. Scott Branson, Ph.D., LPC, NCC
Lecturer
323 Education
(313) 577-2333
branson@wayne.edu

OFFICE HOURS: Office hours and locations are posted at jscottbranson.com/calendar.html
Other times by appointment

WEBSITE: coe.wayne.edu/tbf/counseling

COURSE DESCRIPTION: (per the graduate bulletin):
Purposes, objectives, materials, techniques and practices in counselor education programs. Supervised experience in advanced counseling and in various phases of the counselor education program
CACREP Standards & Student Learning Outcomes

This course has been designed to meet the following 2009 CACREP Doctoral Learning Outcomes (Section IV): A.1, A.4, B.1, B.2, C.1, C.3, D.1, D.2, F.3, F.4, F.5, F.6, & I.5

This course is designed to give counselor education doctoral students experience counseling, supervising, providing academic and clinical instruction, consulting, assessing and evaluating, researching and writing, and/or engaging in professional leadership.

Students who pass this course should be able to:

1. Understand the purpose for and legal, ethical, and cultural issues associated with clinical supervision and will be able to apply theory and skills in ways that are consistent with their personal styles of supervision (A.1, A.4, B.1, B.2).
   a. This item will be evaluated through reports from (supervision) site supervisors, supervision group interactions, recorded or live supervision sessions, and/or the final reflection paper.
2. Understand roles, responsibilities, and activities of counselor educators as well as legal, ethical, and cultural issues regarding counselor training (C.1 & C.3).
   a. This item will be evaluated through reports from (supervision) site supervisors, supervision group interactions, recorded or live supervision sessions, and/or the final reflection paper.
3. Develop and implement a personal philosophy of teaching and learning, including course design and delivery and student evaluation (D.1 & D.2).
   a. This item will be evaluated through reports from (teaching) site supervisors, supervision group interactions, and/or the final reflection paper.
4. Develop qualitative and quantitative research questions and research designs that are congruent with and stem from research questions while demonstrating they are able to author conference and grant proposals (F.1, F.2, F.3, F.4, F.5, & F.6).
   a. This item will be evaluated through reports from (research) site supervisors, supervision group interactions, and/or the final reflection paper.
5. Demonstrate knowledge regarding professional and political issues in counseling as well as they impact of these issues on professional counselors and the counseling profession (I.5).
   a. This item will be evaluated through reports from (supervision, teaching, & research) site supervisors, supervision group interactions, recorded or live supervision sessions, and/or the final reflection paper.

Instruction Formats

This course will be run similarly to a professional consultation group, with the instructor taking the roles of supervisor and group leader. As this is a doctoral level course, students will be expected to discuss their internship experiences and to provide one another with professional feedback and, when requested, suggestions.
Texts

Required Texts & Readings


Additional References


**Additional references may be posted online throughout the course**
Course Requirements

Attendance & Participation
Students are required to attend seven out of the eight scheduled group supervision sessions, unless they are receiving seven hours of group supervision from another doctoral level counselor educator. Students who are attending different group supervision sessions must obtain permission from the instructor prior to beginning the course. Students who do not attend seven of the scheduled group supervision sessions will receive an unsatisfactory grade. Students who are not able to attend seven scheduled meetings are encouraged to take the class at a different time. Students will be considered absent if they miss more than 30 minutes of class time across seven of the eight scheduled meetings. Students are required to fully engage and participate.

Professionalism
An important component of developing an identity as a counselor educator is awareness that one represents the integrity of the larger counseling profession. Students are expected to present professionally in their interactions with the instructor, with each other, and with clients, supervisees, and students. Please see the expectations for students, located in this syllabus, for examples of professionalism. Students who engage in unprofessional, unethical, or illegal behavior will receive an unsatisfactory grade.

Paperwork
Students are responsible for maintaining all internship paperwork including hours logs and supervisory informed consent paperwork. Paperwork must be well organized, professional, and completed in a timely fashion.
Site & Activities Description

Students will email the instructor a brief description of their internship site and the activities they are expected to complete. Please include the name, phone number, and email address of your Internship Site Supervisor. This must be submitted to the instructor before the second internship class meeting.

Proof of Liability Insurance

Students are required to maintain professional liability insurance coverage while engaging in any internship activities. Professional liability insurance is available through multiple providers, including Lockton and HPSO. Please email proof of liability insurance coverage to the instructor before the second internship class meeting.

Recorded or Live Supervision Session

Students who are in the final semester of their internship experiences must bring an audio or video recording of a supervision session for review by and feedback from your peers and the instructor. Ensure that tapes are stored appropriately, and that all tapes are labeled with your name, the session date, and the tape number. Students may schedule a live supervision session, to take place during a scheduled class meeting in lieu of bringing an audio or video recording. Please contact the instructor at least two weeks in advance if you would like to schedule a live supervision session. Review of recorded supervision sessions will not take place during the first and last class meetings.

Professional Growth Paper

Students must complete a paper, to be turned in via email, at the end of their final semester of internship class. The purpose of this paper is to encourage professional reflection, awareness of personal limitations
and growth areas, and synthesis of the internship experience. Students are expected to conform to the APA *Style Manual* and to write at the doctoral level. Papers should be between seven and ten pages. Please include the following sections:

- A (brief) summary of all of your internship experiences.
- A summary of your personal growth across your internship experiences.
  - Include (de-identified) case examples as support for your growth.
  - Describe how your personal reactions to the internship experience bolstered and/or inhibited your growth.
- A summary of areas that require continuing development.
  - Include (de-identified) case examples as support for your growth.
  - Discuss how your personal reactions to the internship experience cued you into knowing that you require ongoing development.
  - Develop a plan for continued development beyond this class.
- A description regarding the ways in which your internship experience has prepared you for future work as a counselor educator/supervisor.

**Grade Calculation**

Students course grades will be calculated at the end of each semester. The course instructor will solicit grade recommendations from each student’s Internship Site Supervisor. Site Supervisor feedback will be considered in addition to students’ adherence to course requirements and assignments. Grades will be assigned based on the course instructor’s discretion. To receive a satisfactory grade students must complete ALL of the following:

- Receive a recommendation for a satisfactory grade from their Site Supervisor(s).
Note: This item is not automatic grounds for receiving an “Unsatisfactory” grade, as grades are at the discretion of the course instructor.

- Be on time to and participate in all scheduled class meetings.
- Engage in professional behaviour and adhere to relevant (e.g., ACA) ethical codes.
- Maintain all internship paperwork including hours logs, informed consent paperwork (if supervising or counseling), case notes (if counseling), supervision notes (if supervising), and instructor/site supervisor evaluations.
- Furnish the instructor with copies of proof of liability insurance as well as a description of internship activities.
- Students in their last semester of internship must provide a recorded (or schedule a live) supervision session.
- Students in their last semester of internship must email their professional growth papers that meet all of the requirements to the instructor.
Grade Summary

Attendance
Professionalism
Proof of liability insurance
Paperwork
Emailed description of internship activities & supervisor contact info
Internship Field Site Supervisor grade recommendation
Audio, video, or live supervision session (If in final semester of internship)
Professional Growth Paper (If in final semester of internship)

Final Grading Scale

<table>
<thead>
<tr>
<th>Progress</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Satisfactory</td>
<td>S</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
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</tbody>
</table>
Expectations for Students

1. Adhere to the 2014 American Counseling Association Code of Ethics, applicable University, College of Education, and program policies as well as all applicable laws.
2. Come to every class meeting prepared and on time. Participate in group activities and discussions.
3. Communicate any potential legal and ethical violations to your site supervisor and the course instructor, as soon as possible.
4. Students are expected to engage in development by challenging their personal values, biases, and assumptions while maintaining an openness and curiosity toward the perspectives, values, and beliefs of others.
5. Promote social justice, honor and embrace diversity and multiculturalism, and respect the worth of others.
6. Respect the privacy and confidentiality of supervisees, students, clients, consultees, etc. Please be aware that email, DropBox, and other internet based communication platforms are (generally) not confidential. Supervisors are expected to clearly communicate their policies regarding confidentiality to supervisees via informed consent documents. Please ensure that all course related mail is sealed in an envelope that is labeled with your name and contact information, the recipient’s name and contact information, and the date. Mark confidential mail as such.
7. For FERPA reasons I will ONLY communicate with students using their assigned university email accounts. When emailing the course instructor please use salutations (i.e., Dr. Branson,) and professional language. Proofread emails before sending them.
8. Develop your identity as an independent learner by challenging yourself to access supplemental research and materials.
9. Student writing is expected to be at the doctoral level and consistent with the APA Style Manual.
10. Students are expected to be familiar with program policies, internship policies and requirements, and student retention policies and procedures.
Instructor Policies

Confidentiality
Communications between students and the instructor are not guaranteed to be confidential. As a mandated reporter, the instructor is required to report allegations of child abuse to the appropriate governmental agency. Similarly, court orders, gatekeeping concerns, imminent threats, academic need to know, and other contexts may result in the instructor disclosing student communications to third parties.

Late Assignments
Late assignments will not be accepted, unless the student petitions the instructor via email prior to the due date. Due dates will only be extended at the instructor’s discretion, typically for students who require extensions due to their professional activities, and deadline extensions may result in a substantial loss of points.

Technology
Students are encouraged to bring laptops and tablets to class, provided that they are used for class related activities such as note taking or accessing information or citations. Cell phones and other electronic devices must be silenced prior to coming to class.

Ability & Culture Based Course Modifications
The instructor reserves the right to modify course content, policies, and/or assignments to ensure that all students are able to engage with the course content, regardless of ability and/or personal culture. All modifications are at the instructor’s discretion, and students who require modifications are expected to contact the course instructor more than two weeks before the modification is to be implemented. Please
see the *Students with Disabilities* and *Religious Observance* sections below for information regarding the Student Disability Support office and the University’s Religious Observance Policy.
Wayne State University Policies

Academic Dishonesty and Plagiarism Policy
The University prohibits all forms of student academic misbehavior. Please see the Dean of Students’ Office Academic Integrity Policy (http://doso.wayne.edu/academic-integrity.html) for more information and examples of cheating, fabrication, plagiarism, and other forms of academic dishonesty.

Specific examples of academic dishonesty, including what constitutes plagiarism, can also be found in the Graduate Bulletin by clicking on “University Academic Offices, Services, and Regulations” and then navigating to “Ethics, Student”. Students are responsible for reading these documents and for being aware of which actions are defined as plagiarism and academic dishonesty. Sanctions for academic dishonesty could include failing the course involved, academic probation, and expulsion from the university, so students are advised to think carefully and thoroughly, to ask for help from instructors if it is needed, and to make smart, ethical decisions about their academic work.

Students with Disabilities Services
Students who have a documented disability that requires accommodations are encouraged to register with Student Disability Services (SDS) for coordination of academic accommodations. The SDS office is located in the Student Academic Success Services department, room 1600, David Adamany Undergraduate Library. The SDS office website is available at studentdisability.wayne.edu. The SDS office can also be reached by telephone at 313-577-1851 or 313-577-3365 (TTD only). 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.
Title IX & Sexual Harassment:

Per federal law, the University is obligated to act on information regarding potential sex based discrimination, sexual harassment, and sexual violence. Students can visit the General Counsel’s website at generalcounsel.wayne.edu/legal/title_IX.php for additional information. Title IX violations involving university faculty and staff should be reported to Linda M. Galante, the Interim Title IX Coordinator. Linda Galante can be reached at 313-577-2268 or df0864@wayne.edu. Title IX violations involving students should be reported to Dean David Strauss, Dean of Students and Title IX Deputy Coordinator. Dean Strauss can be reached at 313-300-1965 (preferred), 313-577-1010, or ak3096@wayne.edu.

Enrollment & Withdrawal Policy

Students must adhere to the Registrar’s Academic Calendar.

Additional information regarding dropping and adding courses can be found in the Graduate Bulletin by clicking on “University Academic Offices, Services, and Regulations” and then navigating to “Dropping and Adding Courses”. Please contact the course instructor, should you require permission to withdraw from the course.

Graduate Grade Policies

Information on grade scales and policies for graduate students can be found in the Graduate Bulletin by clicking “University Academic Offices, Services, and Regulations” and then navigating to “Grades, Graduate” and “Marks, Graduate”.

Participation Policy

Verification of course participation is a federal requirement that the University must enact in order to continue distributing federal financial aid. Faculty must confirm your participation within two weeks or
an automatic administrative withdrawal (forced drop) will occur for the courses in which you are registered but for which the instructor has no indication of your participation in the first two weeks.

This policy provides the University with an opportunity to respond early to any student problems that we can assist in resolving. We will make every effort to initiate contact by the faculty member, or other advisor, to see if some assistance is needed or to see if there is anything we can do to keep you in the courses/programs.

Thus, any students who do not attend one of the first two class periods will be automatically removed from the course.

**Religious Observance Policy**
Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.
# Appendix A: Course Schedule

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<tr>
<th>Week</th>
<th>Course Content</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>9/13/16</td>
<td>Group formation:</td>
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<td></td>
<td>What internship activates are you engaging in?</td>
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<td></td>
<td>What are you hoping to get out of your internship experience this semester?</td>
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<tr>
<td>9/27/16</td>
<td>Group supervision</td>
<td>Proof of Liability Insurance Due</td>
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<td>Description of activities &amp; Site Supervisor contact info. emailed</td>
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<td>to instructor prior to class.</td>
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<td>10/11/16</td>
<td>Group supervision</td>
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<tr>
<td>10/20/16</td>
<td></td>
<td>Mid-Term for Techniques Class</td>
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<tr>
<td>10/25/16</td>
<td>Group supervision</td>
<td>Mid-Term Practicum</td>
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<td>Evaluations are the Week of October 24th</td>
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<tr>
<td>11/18/16</td>
<td>Group supervision</td>
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<tr>
<td>11/22/16</td>
<td>Group supervision</td>
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<tr>
<td>12/6/16</td>
<td>Group supervision</td>
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<td>Date</td>
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<tr>
<td>12/8/16</td>
<td>Final Evaluations Due for Techniques Class</td>
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<td>12/14/16</td>
<td>Final Practicum Check Out</td>
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<tr>
<td>12/20/16</td>
<td>Final group supervision: Closing, synthesis, and reflection</td>
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<td></td>
<td>(If this is your last semester in internship) Final Reflection Paper Due</td>
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*The course schedule is subject to change based on the instructor’s discretion.*
Appendix B: Internship Requirements

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.
Appendix C: Clinic Rules & 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.

• 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.
Appendix D: 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.