**AUBURN UNIVERSITY**

**DEPARTMENT OF SPECIAL EDUCATION, REHABILITATION AND COUNSELING**

**Clinical Mental Health Counseling**

**Course Number:** COUN 7910

**Course Title:** Practicum in Clinical Mental Health Counseling

**Credit Hours:** 3 semester hours

**Prerequisites:** COUN 7320, 7350, 7950; Departmental approval. Students must notify practicum coordinator one semester in advance of registering for COUN 7910

**Co-requisites:** None

**Class Meeting:** Tuesdays 4-650p in HC 1126

**Instructor:** Jessica Tyler, PhD, LPC, NCC

2056 Haley Center

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**Date Syllabus Prepared:** August 2016, January 2017, August 2017

**Required Texts:**

Yalom, I. (2002). *The gift of therapy: An open letter to a generation of new therapists and*

*their patients.* New York, NY: Harper Collins.

**Course Description:**

Supervised counseling experiences in which students serve as counselors at pre-arranged and approved community counseling settings. Supervised counseling experiences in which students serve as counselors at pre-arranged sites and approved community counseling settings appropriate to their program emphasis. Students will be placed through an application process that occurs the spring semester prior to the start of Practicum.

**Course Objectives:**

1. Each week’s class will include a discussion of the counseling related topics pertinent to the stages of the counseling practice, such as relationship building, case conceptualization, counseling planning, and formative and summative evaluations of cases. Supervisees will also discuss specific topics arising from practicum experiences during the week. Students are strongly recommended to reflect on their practice and incorporate identified strengths and weaknesses into their plans for on-going personal and professional growth. In addition, one student per week will present a case for group discussion and receive feedback.

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| **Learning Objectives** | **Class Requirement** | **Artifact** |
| Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks. Practicum students complete at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills (2016 CACREP Sec. 3 F and G). | All students will maintain their CMHC approved placement while working directly with clients/consumers. | Students will maintain a counseling log documenting all indirect and direct hours completed. |
| Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum, performed by a designated supervisor. (2016 CACREP Sec. 3 H) | Supervisors will provide one hour of supervision each week. | Student will maintain a counseling log documenting all supervision hours received. |
| Practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum.  Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member (2016 CACREP Sec. 3 I) | Students will meet for an average 1 ½ hour course weekly for group supervision. | Attendance will be verified by the instructor. |
| The opportunity for the student to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship. (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings). (2016 CACREP Sec. 3 D) | Students will participate in professional development opportunities at their site as though they were a professional counselor. | During their site visit conducted by the instructor of record, professional development will be discussed and reviewed. |
| Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients. (2016 CACREP Sec. 3 B) | Sites will provide opportunities for recording sessions, live supervision or co-led counseling services. | Information will be documented through counseling log. |
| Formative and summative evaluations of the student’s counseling performance and ability to integrate and apply knowledge are conducted as part of the student’s practicum and internship. (2016 CACREP Sec. 3 C) | Student will receive passing grades in the midterm and final evaluation to continue matriculation. | Evaluations will be submitted and reviewed by instructor of record. |
| In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counselor or psychoeducational group. (2016 CACREP Sec. 3 E) | Student will pursue group counseling opportunities at their practicum site. | Student will maintain a counseling log documenting all group counseling provided. |

1. **Course Content:**
2. Each week’s class will include a discussion of the counseling related topics pertinent to the stages of the counseling practice, such as relationship building, case conceptualization, counseling planning, and formative and summative evaluations of cases. Supervisees will also discuss specific topics arising from practicum experiences during the week. Students are strongly recommended to reflect on their practice and incorporate identified strengths and weaknesses into their plans for on-going personal and professional growth. In addition, one student per week will present a case for group discussion and receive feedback.
3. **Class Schedule**

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| Date | Topic | Readings/Assignments |
| Week 1 –  August 22nd | Introductions  *Roles, paperwork, ethics* | Professional Experiences Handbook  ACA Code of Ethics (2014) |
| Week 2 –  August 29th | SOAP Notes | Cameron & Turtle Song (2000) |
| Week 3 –  September 5th | Ethical Decision Making | Forester-Miller & Davis (1996) |
| Week 4 –  September 12th | Emotional Intelligence  Case Conceptualizations | Mayer & Salovey (2008) |
| Week 5 –  September 19th | Cycle of Caring  Case Conceptualizations | Skovolt (2005) |
| Week 6 –  September 26th | Therapeutic Letter Writing  Case Conceptualizations | Kress, Hoffman & Thomas (2008) |
| Week 7 –  October 3rd | Humanistic Therapies  Case Conceptualizations | Fitch, Canada & Marshall (2001) |
| Week 8 –  October 10th | Adlerian and Solution Focused Therapies  Case Conceptualizations | **(1) Midterm Evaluations DUE in Class!**  Watts & Pietrzak (2000) |
| Week 9 –  October 17th | Case Conceptualizations | Yalom 1&2 |
| Week 10 –  October 24th | Case Conceptualizations | Yalom 3 & 4 |
| Week 11 –  October 31st | Case Conceptualizations | Yalom 5 & 6 |
| Week 12 –  November 7th | Case Conceptualizations | Yalom 7 & 8 |
| Week 13 –  November 14th | Case Conceptualizations | Yalom 9 &10 |
| Week 14 –  November 28th | Case Conceptualizations | Yalom 11 & 12 |
| Week 15 –  December 5th | Case Conceptualizations | Yalom 13 & 14  **Final Evaluations Due in Class**  **Field Experience Binder Due** |

**7. General Information and Assignments/Projects**

1. **Accrual of Hours:** The expectation is held that students will attend all classes (group supervision). In addition to this group supervision, students are required to attend 1 hour of University individual supervision per week. ***As with class attendance, site and supervision attendance is mandatory.*** In case of absence due to illness or other crisis condition, practicum students will notify all supervisors (university supervisor, course instructor and site supervisor). It is the student’s responsibility to make up absences in individual supervision ***immediately.*** A student who has not been supervised during their weekly meeting and is unable to make it up within that week will be unable to see clients on site. **Students who miss more than one practicum class or supervision will automatically fail the course.**
2. **Practicum Site Experience:** Students should complete a minimum of **100 total practicum hours,** which include a minimum of **40 direct service hours** to pass this class. Students are required to spend a minimum of **10 hours on site per week and no more than 12 hours (unless otherwise directed by the Program Coordinator, Practicum/Internship Placement Coordinator, Site Supervisor or Course Instructor)**. The direct service portion of the practicum requirements can be met by providing individual counseling and group counseling.
3. **Work samples**: **Students are expected to submit an average of two recorded counseling sessions weekly throughout the semester** in which they are enrolled in practicum. Students must submit **a minimum of 15 work samples** throughout the semester in order to complete practicum. A ***Consent to Tape*** form must be obtained from each client before taping. If the client is unable to consent (e.g., minor) then you must obtain consent from the legally recognized guardian.

In the rare case that the practicum site does not permit recordings, live supervision must be conducted by the student’s site supervisor, meaning the supervisor will sit in on or otherwise observe the student’s counseling sessions with clients. Such live supervision must be completed on a weekly basis and be documented by the site supervisor. A minimum of 15 live observations would be needed to complete the requirement for the course.

1. **Client file(s):** Students will maintain the following documents in a file for each client and group with identifying data not included (students are asked to code files)

* Progress note for each counseling session

\*Note: Students must have a progress note for each direct hour documented on their hours log

* Session summaries for each recorded counseling session
* Treatment plans

**\* Due (Week 15): Field Experience Binder Due**

1.Practicum Log (should be signed by the site supervisor weekly)

* Copy provided to University Supervisor

2. Three (3) Evaluation Forms

* Site Supervisor
* University Supervisor
* Student Self-evaluation

3**.** Client Information

* Intake/Assessment materials
* Treatment Plan
* Case Conceptualization
* Progress Notes/Session Summaries

**E. Individual Supervision:** The assigned university supervisor will provide individual supervision weekly. Prior to this meeting, students should review tapes on their own and complete a typed session summary form for every client weekly. **Students must turn in a minimum of two (2) tapes and all summaries 48 hours prior to supervision.** In addition, students must submit a printed binder (submitted at midterm and final) that includes the practicum log, evaluation forms, \*client files (including up to date progress notes) and the toolbox. Please note that individual supervisors may request additional materials to be added to the G drive for review (e.g., other evaluations forms, tape transcripts, etc). The individual supervisor will complete both a midterm and a final evaluation of the student (it is the practicum student’s responsibility to provide blank copies of the evaluation to their supervisor).

It is the student’s responsibility to make up absences in individual supervision ***immediately.*** A student who has not been supervised during their weekly meeting and is unable to make it up within that week will be unable to see clients on site until they have made up their individual supervision time.

**F. Group Supervision:** Group supervision occurs weekly during the designative class time for practicum, in which students participate in discussions about counseling issues, skills development, case conceptualization, and specific issues identified by the course instructor. Readings will be assigned using journals and other sources. Students are expected to link relevant material from the readings to their work with clients in discussion during group supervision.

**G. Site Supervision:** All students will have a designated site supervisor. Although these interactions may vary, this includes opportunities for on‑going supervision, consultation, and collaboration. Site supervisors have (1) a minimum of a master’s degree in counseling or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of counseling experience; (4) knowledge of the CMHC program’s expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision. Site supervisors will complete both a midterm and a final evaluation of the student and sign their log weekly.

**H. Client Case Conceptualization:** Students are expected to develop a PowerPoint presentation and present all components of the presentation in group supervision. The following components are required:

* Client’s presenting concern and background information gathered at first appointment
* Information gathered via formal and/or informal assessments
* Client’s goals for counseling
* Conceptualization of the client’s concerns through a theoretical lens (including all components of the Case Conceptualization Guidelines)
* Plan for counseling including short-term and long-term goals, theory-based interventions, and evaluation (e.g., treatment plan)
* Description of a single counseling session’s focus, goals, interventions, process, and observations of progress (e.g., progress note)
* At least one segment of the audio recording of this counseling session that demonstrate the student’s counseling skills (e.g., assessment, implementing an intervention, evaluating the effectiveness of counseling, etc.).

**I. Field Experience Documentation:** Students must submit the following items (in hard copy) to their *university group supervisor* to receive final grades. These items will be placed in each student’s permanent file stored in 2084 Haley Center. The items include:

* Practicum Information Form
* All supervisors’ evaluation forms (Site, University)
* Self-Evaluation Form
* The Practicum Log
* A copy of all counseling documentation (with client codes) for every direct hour calculated on the counseling log

**Grading and Evaluation Procedures:**

The COUN 7910 course grade is determined by classroom and site performance. To successfully pass the Practicum Course, students must attend classes, complete practicum assignments, submit the appropriate documentation (including practicum hours log and evaluations) and successfully complete the 100 hour practicum experience, including a minimum of 40 direct hours that are verified by the site supervisor as evidenced in a signed counseling log. Students will not pass the course if they have poor attendance at the site or in the classroom, do not submit class assignments, do not obtain a satisfactory midterm/final evaluation, are accused of fraudulent log documentation, are accused of an ethical violation, do not demonstrate appropriate professional behaviors or any other behaviors deemed inappropriate as cited in the COUN Handbook, Professional Practice Handbook, Code of Ethics and AU Graduate School Standards. Grades are S/U.

**Class Policy Statements:**

Students are expected to attend all supervisory sessions and class meetings and participate in all classroom exercises **(***Student EPolicy Handbook* at [www.auburn.edu/studentpolicies](https://cas.auburn.edu/owa/redir.aspx?C=ef2eb0b81d90495098a27dc4053361aa&URL=http%3a%2f%2fwww.auburn.edu%2fstudentpolicies)). Should students need to be absent for any reasons, they must contact the course instructor before missing that class meeting. Students who need special accommodations should make an appointment to discuss the “Accommodation Memo” during office hours as soon as possible. If you do not have an Accommodation Memo, [*Office of Accessibility*at https://fp.auburn.edu/disability/](http://www.auburn.edu/academic/disabilities/) at 1228 Haley Center, 844-2096 (V/TT).Telephone: (334)844-2096 (Voice T/O).

Dates for completing assigned class activities are noted in the course calendar. Unless otherwise notified, students should assume no deviation regarding these dates/assignments. Students anticipating difficulties in attending class on a date scheduled assignments are due should seek permission from the instructor to turn in an assignment prior to the due date. Students assume the responsibility for contacting the instructor to make suitable arrangements for making-up an assignment within 48 hours. The make-up assignment must be completed 2 weeks of the students’ return to class. Failure to comply with these stipulations may result in the student receiving a grade of (0) zero for the missed assignment.

Students must maintain confidentiality of all case discussion. The discussion of cases outside of the group setting with any other persons other than those in the agency of the placement, the client, or the instructor are grounds for being dismissed from the class with a grade of “U” unsatisfactory. This action would be considered highly unethical behavior (see [**ACA Code of Ethics**](http://www.counseling.org/ethics)**).** Additionally, to maintain client confidentiality, no specific identifying information regarding the client will be allowed in group supervision. Simply client code (e.g. a first name) of the person in discussion and/or some other code (e.g. initials) on all documentation will be appropriate. Classroom civility is expected. Please turn off cell-phones or pagers before entering class.

**References**

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students to humanistic counseling theories: A survey of cacrep programs. *Journal of Humanistic Counseling, Education and Development,* 40, 232-242.

Forrester-Miller, H., & Davis, T.E. (1995). *A practitioner’s guide to ethical decision-making.* Alexandria, VA: American Counseling Association.

Kress, V.E., Hoffman, R., & Thomas, A.M. (2008). Letters from the future: The use of

therapeutic letter writing in counseling sexual abuse survivors. *Journal of Creativity in Mental Health,* 3, 105-118.

Mayer, J. D., Salovey, P., & Caruso, D. R. (2008). Emotional Intelligence New Ability or Eclectic

Traits?. *American Psychologist*, 63(6), 503-517. doi:10.1037/0003-066X.63.6.503

Skovolt, T.M. (2005). The cycle of caring: A model of expertise in the helping professions.

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solution focused brief therapy. *Journal of Counseling & Development,* 78, 442-447.