# AUBURN UNIVERSITY

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

**Clinical Mental Health Counseling**

**Course Number:** COUN 7910

**Course Title:** Practicum in Community 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: Instructor:

Tuesdays 1:00pm to 3:00pm (HC 2468)

Margaret A. Taylor, PhD, LPC-S

**Date Syllabus Prepared:** July 2009, January 2017, August 2018

# Required Texts:

Jongsma, A. J., Peterson, L. M., McInnis, W. P., & Berghuis, D. J. (2014). *The child psychotherapy*

*progress notes planner*., 5th ed. Hoboken, NJ, US: John Wiley & Sons Inc.

Jongsma, A. J., Peterson, L. M., McInnis, W. P., & Berghuis, D. J. (2014). *The adolescent*

*psychotherapy progress notes planner*., 5th ed. Hoboken, NJ, US: John Wiley & Sons Inc.

Jongsma, A. J., & Berghuis, D. J. (2014). *The adult psychotherapy progress notes planner*., 5th ed.

Hoboken, NJ, US: John Wiley & Sons Inc.

# 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:

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 | All students will | Students will maintain a counseling log |
| practicum experiences that total a minimum | maintain their CMHC | documenting all indirect and direct |
| of 100 clock hours over a full academic term | approved placement | hours completed. |
| that is a minimum of 10 weeks. Practicum | while working directly |  |
| students complete at least 40 clock hours of | with clients/consumers. |  |
| direct service with actual clients that |  |  |
| contributes to the development of counseling |  |  |
| skills (2016 CACREP Sec. 3 F and G). |  |  |

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| Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, 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 a three hour course bi-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. |
| Intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management (2016 CACREP 5.C.3.a) | Students will complete each of these documents with clients during the practicum experience. Students will keep record of each of these documents | Student will maintain a binder containing documentation on all client’s seen during the practicum experience. |

# Class Schedule

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| **Date** | **Topic** | **Readings/Assignments** |
| Week 1 - August 21 | Introductions  *Roles, paperwork, ethics* | Professional Experiences Handbook  ACA Code of Ethics (2014) |
| Week 2- August 28 | Clinical Documentation | Cameron & Turtle Song  (2002)  Zhang, Shubina, Morrison, & Turchin (2013)  **Mandated reporter training due** |
| Week 3 – September 4 | Ethical Decision Making | Ametrano (2014)  Harris & Robinson Kurpius (2014)  Jungers & Gregoire (2016)  **Proof of individual professional liability insurance due** |
| Week 4 – September 11 | Risk assessment and intensive treatment options | Moerman (2012)  Granello (2010)  Thompson et. al (2016)  Westers & Culyba (2018) |
| Week 5 – September 18 | Treatment planning | Trahan & Lemberger (2014) |
| Week 6 – September 25 | Vicarious Trauma  Case Conceptualizations | Newell, Gordon & MacNeil (2010) |
| Week 7 – October 2 | Self Care Plans  Case Conceptualizations | Meichenbaum & Emeri |
| Week 8 – October 9 | Counselor identity development  Case Conceptualizations | Lloyd‐Hazlett & Foster (2017)  Healey & Hays (2012)  **(1) Midterm Evaluations DUE in Class!** |
| Week 9 – October 16 | Discovering theoretical orientation  Case Conceptualizations | Boswell, Castonguay, & Pincus (2009) |
| Week 10 – October 23 | Cognitive Therapy  Case Conceptualizations | Barrio Minton & Myers (2008) |
| Week 11 – October 30 | Humanistic therapy  Case Conceptualizations | Piazza-Bonin et al. (2016) |
| Week 12 – November 6 | Behavior Therapy  Case Conceptualizations | George (2018) |
| Week 13 – November 13 | Integrative or holistic therapy  Case Conceptualizations | Ameli & Dattilio (2013) |
| Week 14 - November 20 | Case Conceptualizations |  |
| Week – November 27 | Thanksgiving Break |  |
| Week 15 December 4 | Case Conceptualizations | **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 (required for clients with 3+ sessions)

**\* 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 10 minute 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

**J. Professional Liability Insurance:** All College of Education interns are covered under the Department of Education’s Limited Professional Liability Policy. Each student is automatically billed for the insurance during the fall semester of each year of enrollment. If the student needs verification of the liability insurance they may request a Certificate of Verification of Insurance from the **Department of Risk Management and Safety,** 334-844-4870. Students are also required to purchase their own individual professional liability insurance through organizations such as HPSO (<http://www.hpso.com)> or the National Board for Certified Counselors (NBCC) (<http://nbcc.org)> and provide proof of coverage for student files in the department.

**K. Mandated Reporter Training:** Students will be required to complete online mandated reporter training (<https://aldhr.remote-learner.net/course/index.php>). Students can choose between child abuse mandated reporters training or adult abuse mandated reporters training based on the population of focus at their site. Students must submit evidence of their completion of this training on helping abused and neglected children and vulnerable adults.

**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 nickname) of the person in discussion and/or some other code (e.g. initials of a nickname) on all documentation will be appropriate. Classroom civility is expected. The use of laptops during class is inappropriate in this setting due to confidentiality and the nature of group supervision; also, please silence cell-phones before entering class.

**Readings**

Ameli, M., & Dattilio, F. M. (2013). Enhancing cognitive behavior therapy with logotherapy:

Techniques for clinical practice. *Psychotherapy, 50*(3), 387-391. doi:10.1037/a0033394

Ametrano, I. M. (2014). Teaching ethical decision making: Helping students reconcile personal

and professional values. *Journal of Counseling & Development, 92*(2), 154-161.

doi:10.1002/j.1556-6676.2014.00143.x

Boswell, J. F., Castonguay, L. G., & Pincus, A. L. (2009). Trainee theoretical orientation: Profiles

and potential predictors. *Journal of Psychotherapy Integration, 19*(3), 291-312.

doi:10.1037/a0017068

Cameron, S., & Turtle-Song, I. (2002). Learning to write notes using the SOAP format.   
 *Journal of Counseling & Development,* 80, 286-292.

Barrio Minton, C. A., & Myers, J. E. (2008). Cognitive style and theoretical orientation: Factors

affecting intervention style interest and use. *Journal of Mental Health Counseling, 30*(4), 330-344.

George, H. P. (2018). Introduction to the special issue of behavioral disorders: Positive behavior

interventions and supports. *Behavioral Disorders, 43*(3), 340-343. doi:10.1177/0198742918763951

Granello, D. H. (2010). The process of suicide risk assessment: Twelve core principles. *Journal*

*of Counseling & Development, 88*(3), 363-371.

Harris, S. E., & Robinson Kurpius, S. E. (2014). Social networking and professional ethics: Client

searches, informed consent, and disclosure. *Professional Psychology: Research and*

*Practice, 45*(1), 11-19. doi:10.1037/a0033478

Healey, A. C., & Hays, D. G. (2012). A discriminant analysis of gender and counselor

professional identity development. *Journal of Counseling & Development, 90*(1), 55-62.

Jungers, C. M., & Gregoire, J. (2016). Authenticity in ethical decision making: Reflections

for professional counselors. *Journal of Humanistic Counseling, 55*(2), 99-110.

doi:10.1002/johc.12027

Kazdin, A. E. (2008). Evidence-based treatment and practice: New opportunities to bridge clinical

research and practice, enhance the knowledge base, and improve patient care. *American*

*Psychologist, 63*(3), 146-159. doi:10.1037/0003-066X.63.3.146

Lloyd‐Hazlett, J., & Foster, V. A. (2017). Student counselors' moral, intellectual, and professional

ethical identity development. *Counseling & Values, 62*(1), 90-105. doi:10.1002/cvj.12051

Moerman, M. (2012). Working with suicidal clients: The person-centered counsellor's experience

and understanding of risk assessment. *Counselling & Psychotherapy Research, 12*(3), 214-223. doi:10.1080/14733145.2011.628031

Moss, J. M., Gibson, D. M., & Dollarhide, C. T. (2014). Professional identity development: A

grounded theory of transformational tasks of counselors. *Journal of Counseling &*

*Development, 92*(1), 3-12. doi:10.1002/j.1556-6676.2014.00124.x

Piazza-Bonin, E., Neimeyer, R. A., Alves, D., & Smigelsky, M. (2016). Innovative moments in

Humanistic therapy II: Analysis of change processes across the course of three cases

of grief therapy. *Journal of Constructivist Psychology, 29*(3), 298-317.

doi:10.1080/10720537.2015.1118713

Shedler, J. (2010). The efficacy of psychodynamic psychotherapy. *American Psychologist, 65*(2),

98-109. doi:10.1037/a0018378

Thompson, L., Wegman, M., Muller, K., Eddleton, K., Muszynski, M., Rathore, M., & ... Shenkman,

E. (2016). Improving adolescent health risk assessment: A multi-method pilot study.

*Maternal & Child Health Journal, 20*(12), 2483-2493. doi:10.1007/s10995-016-2070-5

Trahan, D. P., & Lemberger, M. E. (2014). Critical race theory as a decisional framework for the

ethical counseling of African American clients. *Counseling & Values, 59*(1), 112-124.

doi:10.1002/j.2161-007X.2014.00045.x

Westers, N. J., & Culyba, A. J. (2018). Nonsuicidal self-injury: A neglected public health

problem among adolescents. *American Journal of Public Health*. pp. 981-983.

doi:10.2105/AJPH.2018.304550.

Wolfe, B. E. (2016). Existential-humanistic therapy and psychotherapy integration: A commentary.

*Journal of Psychotherapy Integration, 26*(1), 56-60. doi:10.1037/int0000023

Zhang, M., Shubina, M., Morrison, F., & Turchin, A. (2013). Following the money: Copy-paste of

lifestyle counseling documentation and provider billing. *BMC Health Services Research, 13*(1), 1-8. doi:10.1186/1472-6963-13-377