

**COUNSELING PRACTICUM**  
**CSD 5630**  
**Spring 2019**

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**OFFICE HOURS: Monday: 11 – 1 & 2 -4 P.M. Wednesday: 2 – 4 P.M.**

**Other days: Internship site visits and by appointment. Emails generally returned same day.**

**COURSE DESCRIPTION:** This course provides for the development of counseling skills under supervision within a student's program of study. Lab includes individual and triadic supervision. This course is designed to assist you in further developing and fine-tuning your clinical skills. You will be provided with both individual and group supervision in order to facilitate your personal and professional growth as a counselor.

**PREREQUISITES:** All CHE tier one level courses. Tier two courses including Group therapy & Foundations may be taken concurrently.

**COURSE OBJECTIVES:**

Students will:

1. Establish effective counseling and professional relationships at your field site.
2. Apply theory and techniques in counseling situations while developing your own personal style.
3. Listen to feedback from the instructor, your site supervisor, and classmates with an open mind and effectively utilize supervision.
4. Understand the developmental needs and characteristics of client concerns in the school and/or clinical settings.
5. Apply theory and techniques in applicable counseling situations.
6. Increase self-awareness and insight regarding your role as a person in the therapeutic relationship.
7. Understand and demonstrate appropriate use of and procedures for intakes, assessments, and treatment planning.
8. Become familiar with the professional identity of clinical and school counselors, while beginning to consider your personal professional identity. Knowledge base includes setting, curriculum, ethical standards, scheduling, and implications of sociocultural, demographic, and lifestyle diversity relevant to school and/or clinical settings.
9. Demonstrate ability to engage in the referral process, treatment, coordination, and consultation in the school and/or clinical settings.
10. Understand counseling supervision models, practices, and processes.

**TEXTS:** Corey, G. (2013). Case Approach to Counseling and Psychotherapy. Pacific Grove, CA: Brooks/Cole Publishing Co.  
Pipes, R. (1999). Introduction to psychotherapy: Common clinical wisdom. Englewood Cliffs, NJ: Prentice Hall.  
Jongsma, A. E. & Peterson, L. M. (most recent edition). The complete psychotherapy treatment planner. NY: John Wiley & Sons, Inc.

**Be sure to read:** Leitschuh, G.A. (2011) “Questions and Answers” on D2L.

**TECHNOLOGICAL COMPETENCE:** Students are expected to enhance their technological competence. Contact via email and D2L is necessary to receive attachments and be updated on course details.

**ACADEMIC INTEGRITY:** Students are expected to maintain academic integrity and conduct as defined in EIU's Code of Conduct (<http://www.eiu.edu/judicial/studentconductcode.php>). Violations will be reported to the Office of Student Standards. Submitting the work of others as your own or plagiarism in any form will result in an “F” in the course. **Eastern Illinois University is committed to the learning process and academic integrity that is defined in the Student Conduct Code (1.1).**

**QUESTIONS AND GRIEVANCES:** Please talk with me directly if there is a problem or misunderstanding, or if you have concerns. Formal grievance procedures are outlined in the Graduate Catalog.

**ACCOMMODATIONS FOR STUDENTS:** If you have a disability (physical, learning, psychiatric) that may require accommodations, please call the Office of Disability Services (581-6583) located on 9<sup>th</sup> Street Hall. As a part of the Americans with Disabilities Act, it is the responsibility of the student to disclose a disability prior to requesting reasonable accommodation.

**THE STUDENT SUCCESS CENTER:** Students who are having difficulty achieving their academic goals are encouraged to contact the Student Success Center ( [www.eiu.edu/~success](http://www.eiu.edu/~success) ) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302.

**INFORMED CONSENT:** As this class requires participation in a group, students will also be required to sign an informed consent that explains their rights and responsibilities.

**CONFIDENTIALITY POLICY:** The nature of this course requires that students be willing to hold themselves to the highest levels of integrity with regard to protecting the confidentiality of their classmates. Confidentiality will be discussed further prior to the beginning of groups. Students will be asked to sign a confidentiality agreement.

**GRADING SCALE:** The CHE Department uses the university grading scale. Please refer to the current Graduate School Catalog.

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3. Listen to feedback from the instructor, your site supervisor, and classmates with an open mind and effectively utilize supervision.
4. Understand the developmental needs and characteristics of client concerns in the school and/or clinical settings.
5. Apply theory and techniques in applicable counseling situations.
6. Increase self-awareness and insight regarding your role as a person in the therapeutic relationship.
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8. Become familiar with the professional identity of clinical and school counselors, while beginning to consider your personal professional identity. Knowledge base includes setting, curriculum, ethical standards, scheduling, and implications of sociocultural, demographic, and lifestyle diversity relevant to school and/or clinical settings.
9. Demonstrate ability to engage in the referral process, treatment, coordination, and consultation in the school and/or clinical settings.
10. Understand counseling supervision models, practices, and processes.

**NOTE:**

This course is designed to provide you with the opportunity to develop and refine the counseling skills that are applicable to school, community or a variety of other settings. Since counseling is ordinarily a confidential process, opportunities for direct observation of one's work becomes limited after entering the profession. I encourage you to make full use of this unique opportunity to grow by having others in the field offer feedback on your work.

**COURSE OUTLINE**

**READINGS**

Jan 7	Introduction to the course	Pipes Ch 1,2,3,4 & Corey Ch 1
Jan 14	Intake procedures Suicide Assessment	Pipes Ch 5 Corey Ch 2
Jan 21	Dr. Martin Luther King day No class	celebrate and read
Jan 28	Consultation <b>Case Presentation</b>	Corey Ch 3

Feb 4	Consultation <b>Case Presentation</b>	Corey Ch 4,5
Feb 11	Consultation <b>Case Presentation</b>	Pipes Ch 6,12,13
Feb 18	Consultation <b>Case Presentation</b>	<b>Transcript I Due</b>
Feb 25	Consultation <b>Case Presentation</b>	Pipes Ch 8
Mar 4	Consultation <b>Case Presentation</b>	Pipes Ch. 9, 11 & Corey Ch 6 <b>Site Supervisors evals Due</b> <b>Evals of Peers Due</b>
Mar 11	Spring Break	Catch up on Readings
Mar 18	Consultation, <b>Case Presentation</b>	
Mar 25	Consultation, <b>Case Presentation</b>	
Apr 1	Consultation, <b>Case Presentation</b>	Pipes Ch 13, 14 <b>Transcript II due</b>
Apr 8	Consultation, <b>Case Presentation</b>	Corey Ch 7, 8
April 15	Consultation, <b>Case Presentation</b> Termination & referral process	Pipes Ch 10 Corey Ch 9, 9
Apr 22	Consultation, <b>Case Presentation</b>	<b>Summary Paper Due</b>
April 29	Individual Supervision Meetings As needed	Finals Week Total hours submitted

**INSTRUCTIONAL MODE:** Students will have an opportunity to engage in the therapeutic process and receive feedback on their work. The group process will involve clinical observation, case consultation, discussion, and professional support.

**ASSIGNMENTS: (ALL OF THE FOLLOWING ARE REQUIREMENTS and must be completed for a grade of “A” or “B”). Late assignments will be deducted one point per day late.**

**1. Practicum site - 8 - 12 hours per week (several clients per week). Your agreement with your site and your clients is to attend over the entire semester. Working during finals week**

is at the discretion of your site supervisor.

**2. Log 100 hours of professional activity at practicum site.** Forty of these hours must be direct service hours and 10 of the 40 must be group hours. A form will be provided for your documentation. One form is to be completed each week. An end of semester form that reflects the total hours from each area will also be completed. These forms will be placed in your permanent file. No points are provided for this activity. Complete/Incomplete

**3. Record 20 Counseling Sessions (MAKE SURE YOU HAVE A METHOD FOR PLAYING BACK THE RECORDING)** - Complete a self-evaluation form for each of the recordings. (Form Attached) Try to have 8 to 10 completed by midterm!  
These recordings will be used each week for individual supervision with your professor or a 3<sup>rd</sup> semester intern (15), peer review (1), case transcriptions (2), class presentations (2).  
Complete/Incomplete. You may not complete the course without this component.

**4. Complete one written evaluation of your peer's taped counseling session (1 – 2 pages).**  
**Include:** What are your thoughts about the approach the counselor utilized? What went well? What could be improved? What suggestions do you have for the counselor?  
Please report at the top of the page - **Counselor: Name**                      **Evaluator: Name**

**5. Acquire one evaluation from a peer in this class of your taped counseling session.**  
Submit a recording to a peer for review.

**6. Transcript Analysis I and II. Complete two written evaluations (15 points = skills, 15 points = analysis, total = 30 points)** of your own counseling sessions using transcripts from the actual session. Write a brief description of the client, then provide a paragraph about what you were trying to accomplish in the session. Please include the session number of the tape. For Transcript I, transcribe the entire session. For Transcript II, transcribe 30 minutes. **Please type counselor statements in bold.** Under each counselor statement analyze your work.

**Your analysis** for each counselor statement should include:

- 1) Identification of the skill, technique or method you used.
- 2) A response you would like to have implemented.
- 3) Your thoughts or intentions at particular moments in the session.

You will also be evaluated on your ability to demonstrate and apply appropriate counseling techniques.

## **7. CASE PRESENTATIONS**

**Prepare two 10 minute recorded case presentations to be presented during class. This is a separate assignment from your transcript analysis.**

**Evaluation will be based on: (30 Points total)**

**A. Case summary, Treatment plan, & Diagnosis (10 points)** includes all pertinent information, written at the graduate level. Provide the diagnosis with a list of symptoms which match the criteria.

**B. Demonstration of skills & Analysis (15 Points)** answer all questions completely and provide insight into client dynamics. Please use the analysis format above.

**C. Case presentation and Consult (5 Points)** present the case in class, include consultation questions and working recording of counseling session.

**Overall** - Demonstration of counseling skills and methods. **Arrive early on the day of your presentation** to make sure all equipment is set up and working.

**A. Case Summary/Psycho-social narrative should include the following headings: (See Web site for completed sample)**

**1. Identifying information:** A: Demographics, referral source, educational level, occupation, living situation. B. Observational data, physical appearance, affect information.

**2. Presenting Problem.**

**3. Previous Disorders** (History of Treatment and results).

**4. Present Life Situation** (Relationships, social and leisure activities).

**5. Family Background** (Include family of origin, relationships, divorce, separations, abuse history, history of mental disorders).

**6. Developmental History** (Living conditions, abusive situations, educational experiences, behavioral problems, sexual history, emotional or social economic concerns).

**7. Medical History** (Previous Illness, hospitalizations, medications prescribed).

**8. Legal History**

**9. Plan** (Treatment recommendations, further testing, assessment, goals, etc. This is separate from the treatment plan)

**10. Sign and date** \_\_\_\_\_ Date \_\_\_\_\_

**Treatment Plan:** Time Limited and Specific. Includes goals for treatment, specific methods utilized and projected time frame. (Agency format is fine).

**B.** Ten minutes of the session are transcribed with an **analysis** of your work answering the above questions under Assignment 6, Transcript Analysis.

**C. Present the case in class** and include questions for consultation. **D.** Make copies for class members, collect after class and shred.

**8. Meet one hour per week with agency supervisor. If this does not happen please notify me.** Complete/Incomplete.

**9. Meet one hour per week with course instructor or assistant.** Please come prepared with a **working recording of a session to be reviewed with your supervisor, questions for consultation, and the completed form.** (Takes place in lab rooms) Supervision = 40 points.

**10. Summary Paper:** Write a 4 - 5 page paper concerning your personal experience of practicum. Include reflections on your learning and growth as a counselor. What did you learn from your clients and your supervisor? How did you apply what you learned in your prior or present course work? Include specific examples and answer questions at the graduate level. It may be helpful to keep a weekly reflection journal. Please use headings.

**11. In-class participation.** (This means that **attendance is necessary**). One excused absence is allowed, however more than one absence will result in a reduction in the final grade. Demonstrate your understanding of at least three approaches to counseling.

**12. Evaluation by agency supervisor and university professor.**

**\*Supervision includes** agency and university supervision (forms filled out, recordings quod, open response to feedback) class observations and participation, completion of hours and course requirements, and your work as a whole. This means that you should be demonstrating the basic counseling skills and core conditions you learned in pre-practicum and other course work.

Evaluation forms will also be completed by the **agency** supervisor at midterm and at the end of the semester. All evaluation forms are available on the department web site.

Professional Dress does not include revealing cleavage or butt cracks.

**EVALUATION:** All papers are written at the graduate level. Professional behavior is expected. Adherence to ACA ethics is mandatory and any violations will result in a faculty review regarding your progress in the program.

90 - A = Clearly superior demonstration of counseling skills at the Masters level.

80 - B = Satisfactory, consistent demonstration of counseling skills at the Masters level.

70 - C = This grade indicates a lack of consistent demonstration of counseling skills expected at the Masters level. Further supervised experience is recommended.

60 - D = This work is unacceptable.

COURSE REQUIREMENTS:	Points	Due Dates
Transcript I	30	Feb 18
Evaluation of Peer	10	Mar 4
Peer evaluates you	10	Mar 4
Transcript II	30	April 1
Summary Paper	20	April 22
Case Presentation 1	30	TBA
Case Presentation 2	30	TBA
*Supervision	<u>40</u>	
Total Points	200	

A = 180 – 200      B = 160 – 179      Less than 159 = Repeat course

**April 22 Submit:**

1. Practicum Hours – Time sheet for each week (15) and one semester total time sheet with totals completed. Staple them all together with the semester total on top.
2. Summative Paper (or April 17)
3. Your signed supervisors evaluation of you (also due at midterm)
4. Your signed evaluation of your supervisor (only at final)
5. Your evaluation of the site (only at final)

**NOTE:** Incomplete is not a grade to be used for this course. Students who cannot fulfill course requirements should withdraw and register for practicum at a later time.

**PRACTICUM CSD 5630  
REQUIREMENT CHECKLIST**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Practicum Site \_\_\_\_\_

Agency Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

End of Semester \_\_\_\_\_

Direct Service Hours \_\_\_\_\_

Indirect Service Hours \_\_\_\_\_

Total \_\_\_\_\_

**1. Supervision Sessions (Bring a tape and completed worksheet)**

Date	Supervisor	Date	Supervisor	Date	Supervisor
1. _____	_____	6. _____	_____	11. _____	_____
2. _____	_____	7. _____	_____	12. _____	_____
3. _____	_____	8. _____	_____	13. _____	_____
4. _____	_____	9. _____	_____	14. _____	_____
5. _____	_____	10. _____	_____	15. _____	_____

**2. Class Attendance (Please date and initial each date you attended class).**

1. _____	6. _____	11. _____
2. _____	7. _____	12. _____
3. _____	8. _____	13. _____
4. _____	9. _____	14. _____
5. _____	10. _____	15. _____



**3. Taped Sessions Client Initials/Date of Session**

- 1. \_\_\_\_\_ 11. \_\_\_\_\_
- 2. \_\_\_\_\_ 12. \_\_\_\_\_
- 3. \_\_\_\_\_ 13. \_\_\_\_\_
- 4. \_\_\_\_\_ 14. \_\_\_\_\_
- 5. \_\_\_\_\_ 15. \_\_\_\_\_
- 6. \_\_\_\_\_ 16. \_\_\_\_\_
- 7. \_\_\_\_\_ 17. \_\_\_\_\_
- 8. \_\_\_\_\_ 18. \_\_\_\_\_
- 9. \_\_\_\_\_ 19. \_\_\_\_\_
- 10. \_\_\_\_\_ 20. \_\_\_\_\_

**4. Transcript Analysis (date of session and client initials)**

- 1. \_\_\_\_\_ 2. \_\_\_\_\_

**5. Provide consultation to 5630 peer (date of consultation and name of peer).**

- 1. \_\_\_\_\_

**6. Receive consultation from 5630 peer (date of consultation and name of peer).**

- 1. \_\_\_\_\_

**7. Case Presentation: 1)Date \_\_\_\_\_ 2)Date \_\_\_\_\_**

**8. Summary Paper: Date \_\_\_\_\_**

**Consultation and Supervision**

Date of Supervision \_\_\_\_\_

Your Name \_\_\_\_\_ Client first name & Session # \_\_\_\_\_

Description of client (Age, marital status, race, sex)

1. Presenting problem and/or diagnosis.
  
  
  
2. What was the client’s goal? What was your goal, if different?
  
  
  
3. What skills, methods, or theoretical orientation did you utilize?
  
  
  
4. Describe how you used the method, what happened in the session, and how the client responded?

Consultation Question: