



**Department of  
Counseling and  
Psychology**

**COUN 5386-120, CRN 10152, Clinical Mental Health Internship**

Fall 2020 rev. 8.20.2020

Texas A&M University-Central Texas

**Instructor:** *Dr. Caroline Norris*

**Office:** *WH207- Appointment Only*

**Email:** *carolinenorris@tamuct.edu*

Office Hours: *Flexible Monday - Thursday pending CCFTC activities, will meet with students individually through Web Ex as requested by students*

**Class Location:** *(online) Web Ex link available through Canvas*

**Mode of instruction and course access:**

*100% Online - This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].*

**Student-instructor interaction:**

*Email is checked sporadically during the weekdays (Monday-Friday). An email sent on Friday will be read and replied to the following Monday. Please provide at least a one week request for an appointment.*

**Course Overview**

The purpose of COUN 5386 is to help students implement counseling skills into counseling practice. Major emphasis is placed on the student's involvement in successful practices at the educational level of interest. Students have met all academic and professional standards of practice before placement. Over the course of their Internship experiences students are required to complete **600 clock hours**, of which at least **240 are direct client contact**. For this semester you will be required to earn a **minimum of 200 clock hours**. Weekly supervision is provided by the on-site supervisor and the faculty supervisor.

**Required Readings:**

American Counseling Association (2014). *ACA Code of Ethics*. Alexandria, VA: Author

Council for Accreditation of Counseling and Related Educational Programs [CACREP]. (2016). *2016 standards for accreditation*. Alexandria, VA: Author

**Recommended Textbooks:**

Johnson, S. L. (2018). *Therapist's guide to clinical intervention: The 1-2-3's of treatment planning* (3rd ed.). San Diego, CA: Elsev

- Jongsma, A., Peterson, M. & Bruce, T. (2014). *The addition treatment planner* (5th ed.). Hoboken, NJ: Wiley.
- Jongsma, A., Peterson, M. & Bruce, T. (2014). *The adolescent treatment planner* (5th ed.). Hoboken, NJ: Wiley.
- Jongsma, A., Peterson, M. & Bruce, T. (2014). *The child psychotherapy treatment planner* (5th ed.). Hoboken, NJ: Wiley.
- Jongsma, A., Peterson, M. & Bruce, T. (2014). *The complete adult psychotherapy treatment planner* (5th ed.). Hoboken, NJ: Wiley.
- 

### Student Learning Outcomes

1. Students will demonstrate appropriate primary counseling skills. This will be assessed via observation of recorded client interactions using Part I of the CCS-R and via items in their Portfolios.
  2. Students will demonstrate appropriate professional and ethical behavior in their interactions with clients, colleagues, and supervisors. This will be assessed using Part II of the CCS-R and via items in their Portfolios.
- \*\*Students are typically held to a higher standard regarding what constitutes *appropriate* skills/behaviors when enrolled in Internship than they were when enrolled in Practicum\*\***

### CACREP Standards

CACREP standards can be viewed at <http://www.cacrep.org/wp-content/uploads/2012/10/2016-CACREP-Standards.pdf>. CACREP stipulates that certain standards must be met for accreditation and this course addresses several of those standards. CACREP stresses the importance of professional ethics and values, as well as skills and knowledge in the use of technology, and a commitment to multicultural competence and awareness

#### **PRACTICUM/INTERNSHIP REQUIREMENTS (CACREP, 2016, Section III, A-E)**

1. Students must provide documentation of individual professional counseling liability insurance policies when enrolled in practicum and internship (III.A).
2. Supervision of practicum and internship students will include program-appropriate audio/video recordings and/or live supervision of students' interactions with clients (III.B).
3. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge will be conducted as part of the student's practicum and internship (III.C).
4. Students will have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship (III.D).
5. In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psycho-educational group (III.E).

#### **INTERNSHIP REQUIREMENTS (CACREP, 2016, Section III, J-M)**

1. After successful completion of the practicum, students must complete **600 clock hours** of supervised counseling internship in roles and settings with clients relevant to their specialty area (III.J) over the course of a minimum of two semesters. Students may enroll in a third semester of Internship if needed to complete their hours.
2. Internship students must complete a total of **240 clock hours** of direct service (III.K) over the course of a minimum of two semesters. **A minimum of 90 direct services hours are required to earn a passing grade in Internship during long semesters (Fall/Spring)**, and a minimum of 60 direct service hours are required of students enrolled in Internship during the summer.
3. Internship students will have weekly interaction with supervisors that averages **one hour per week** of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor or (2) counselor education program faculty (III.L). Site supervisors typically provide this individual/triadic su-

pervision, but faculty may be called upon to provide up to 50% of this supervision for students who work at sites that alternate between individual and group supervision.

4. Internship students will participate in an average of **1½ hours per week** of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member. **This class meets for 2 hours at a time. All students are permitted 1 absence.** Absences cannot take place on days the student is personally assigned to present and all coursework is expected to be submit on due dates regardless of missed attendance in class. **Class will NOT be held on October 6<sup>th</sup> and Tuesday November 24<sup>th</sup>.**

**SUPERVISOR QUALIFICATIONS AND SUPPORT FOR PRACTICUM/INTERNSHIP (CACREP, 2016, Section III, N-R)**

1. Program faculty members serving as individual/triadic or group practicum/internship supervisors must have the following qualifications (III.N):
  - a. Relevant experience,
  - b. Professional credentials,
  - c. Counseling supervision training and experience.
2. Site supervisors must have the following qualifications (III.P):
  - a. A minimum of a master’s degree in counseling or a related profession,
  - b. Relevant certifications and/or licenses,
  - c. A minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled,
  - d. Knowledge of the program’s expectations, requirements, and evaluation procedures for students, and
  - e. Relevant training in counseling supervision.
3. Orientation, consultation, and professional development opportunities are provided by counseling pro- gram faculty to site supervisors (III.Q).
4. Written supervision agreements define the roles and responsibilities of the faculty supervisor, site super- visor, and student during practicum and internship. When individual/triadic practicum supervision is conducted by a site supervisor in consultation with counselor education program faculty, the supervision agreement must detail the format and frequency of consultation to monitor student learning (III.R).

**Relation to 2016 CACREP Curricular Standards (Section II.F) and CMHC Standards (Section V.C):**

In accordance with CACREP best practices standards for all counselors-in-training development, the following areas will be promoted in this course:

Common Core for all students. Students will have knowledge of...	Standard	Activity	SLOs:
Ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling.	II.F.1.i	Portfolio #3	2
Strategies for personal and professional self-evaluation and implications for practice	II.F.1.k	Portfolio #5	2
Self-care strategies appropriate to the counselor role	II.F.1.l	Portfolio #5	2
The role of counseling supervision in the profession	II.F.1.m	Portfolio #1	2
Multicultural and pluralistic characteristics within and among diverse groups nationally and interna- tionally	II.F.2.a	Group supervision	1
Theories and models of multicultural counseling, cultural identity development, and social justice and advocacy	II.F.2.b	Portfolio #9	1

Multicultural and pluralistic characteristics within and among diverse groups nationally and internationally	II.F.2.c	Group supervision	1
Help-seeking behaviors of diverse clients	II.F.2.f	Group supervision	1
Strategies for identifying and eliminating barriers, prejudices, and processes of intentional and unintentional oppression and discrimination	II.F.2.h	Group supervision	1
Ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships	II.F.5.d	CCS-R	1, 2
Counselor characteristics and behaviors that influence the counseling process	II.F.5.f	CCS-R	1
Essential interviewing, counseling, and case conceptualization skills	II.F.5.g	Portfolio #9	1
Developmentally relevant counseling treatment or intervention plans	II.F.5.h	Portfolio #9	1
Development of measurable outcomes for clients	II.F.5.i	Group supervision	1
Strategies to promote client understanding of and access to a variety of community-based resources	II.F.5.k	Portfolio #13	1
Processes for aiding students in developing a personal model of counseling	II.F.5.n	Portfolio #16	2
Dynamics associated with group prices and development	II.F.6.b	Portfolio #16	2
Therapeutic factors and how the contribute to group effectiveness	II.F.6.c	Portfolio #16	2
Identification of evidence-based practices	II.F.8.b	Portfolio #16	2

<b>Additional standards for students in a CMHC specialty area.</b>	<b>Standard</b>	<b>Activity</b>	<b>SLOs:</b>
Theories and models related to clinical mental health counseling	V.C.1 .b	Recordings	1
Principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning	V.C.1 .c	Portfolio #9	1
Cultural factors relevant to clinical mental health counseling	V.C.2 .j	Recordings	1
Legal and ethical considerations specific to clinical mental health counseling.	V.C.2 .l	CCS-R	2
Current intake interview, mental status evaluation, biopsychosocial history, mental health history, & psychological assmt. for treatment planning and caseload mgmt.	V.C.3 .a	Portfolio #9	1

Techniques & interventions for prevention & trtmt. of a broad range of mental health issues	V.C.3 .b	CCS-R	1
Strategies for interfacing with the legal system regarding court-referred clients	V.C.3 .c	CCS-R	1

**Mode of Instruction & Course Access**

This course utilizes didactic teaching, group discussions, group supervision, taped sessions, and research articles. Students are evaluated through taped sessions, site supervisor’s evaluations of students, other relevant assignment completion and ability to compile a portfolio.

**Participation & Attendance**

**Your active participation in supervision sessions is necessary for you to meet the course objectives.** Active participation requires prior preparation on your part (e.g., reading of assigned materials). We will meet a total of 13 times for 2 hours. The last class is scheduled for 12/01. You will be allowed one excused absence which you are allowed to use for self-care. **You must obtain 24 hours of group supervision for the semester.** There is only one section of Internship, so plan to attend all classes. If you miss more than once, you will have to make up that time by asking permission to attend the Practicum group supervision which will be held virtually at various times with Dr. Pennie and Dr. McClendon. You are not allowed to miss on a night you are scheduled to present. In order to attend and safely participate in Internship group supervision through Web Ex, you need to have a private space where you will not be interrupted, and where you will have reliable internet. **Your visual presence through Web Ex is required for this course.** Additionally, please be sure any technology that is voice activated is turned off in the room where you participate (i.e. Alexas or, other technology that is voice activated).

**Visual Presence**

- To attend class all students will have their camera on for the entire duration of supervision, and provide a background beyond their face that includes a stable and private location. Group supervision is a **professional** activity part of clinical work so you are expected to sit up and that you should not participate from your bed or be seen moving in an out of buildings/rooms/vehicles at your location. Additionally there should not be any other persons present in the room where you are participating since your participation includes your own specific feedback to what is being discussed and may involve client information or personal peer experiences. Being mindful of these behaviors will allow for you to be appropriately transparent to elicit the trust of your peers and your supervisor since sensitive client information and sensitive content from about personal experiences is discussed throughout group supervision. If you are not able to carry out the following behaviors listed above you will respectfully leave the supervision session by logging off of Web Ex. You are still responsible for attending the minimal required supervision hours for the semester and should make plans to eliminate disruptions to meet the listed criteria for attendance prior to the start of the group meeting time. Leaving your screen for a brief restroom breaks is okay during the meeting, but moving your computer through rooms of your home might lead to insecurity of peers of your location, so you are allowed to turn off your screen if you briefly leave to use the restroom or to mitigate an additional disruption, but for those purposes only.
- Your peers see your screen for the duration of class even when a student's screen share is activated. Any behaviors that would diminish confidence of privacy will impact the trust within the virtual supervision session and consequently may adversely affect the group learning experience. Each student is independently responsible for their role in contributing to the safety of this virtual supervisory space.

**Tardiness**

You are expected to be in class at 5:00pm. It is strongly recommended students plan to virtually arrive to the group Web Ex meeting 10- 15 minutes prior to the start of class to make sure their technology is working and their internet connection is sufficient. Continual tardiness will result in a Fitness to Practice evaluation between the student and faculty

supervisor to address tardiness. Supervision requires a specific number of hours. Therefore, you must make up even miniscule time missed. If you are late, you will not be able to count that time a part of supervision you received. All students must have a total of 24 hours of group supervision to pass the class.

**Assignment Submission**

All work will be submit to Canvas by students. Students will be responsible for getting all logs and evaluations signed and turned in by their respective due date and should make arrangements with supervisors to have items prepared and uploaded into Canvas by their assigned due date. This includes portfolio items. All items are due to the supervisor, including final and cumulative logs at the time of the individual “close out” meeting between the student and faculty supervisor during the last week of the semester.

**Course Connection to Portfolio**

The purpose of this digital portfolio is to document your work and achievements during your graduate counseling program experience. It may be helpful to think of your portfolio as the grand finale of your performance as a counseling student. You will be pulling together everything you have done during your coursework and at your practicum and internship site(s) to prepare you to be an effective counselor. Use your creativity to show different things that you have accomplished and showcase them not only for the purpose of this class, but perhaps for use with future employers. Your portfolio may be something that you may use to refer to when marketing yourself for jobs. It will also help you to remember all you’ve done and be proud of your achievements. Assignments in this class will most closely related to area #3, Professional Practice (Case Conceptualization, CCS-R, Hours Logs).

Portfolio Areas	Evidence	Course	Assessment
Professional Development	a. Professional Org. Membership* b. Workshop/Training Attendance (present) – * c. LPC (s) Interview* d. Resume	a. COUN 5350 b. On your own (1 per semester) c. COUN 5350 d. COUN 5386	a. Frequency counts + certificate b. Frequency counts + certificate c. Rubric d. Resume + frequency counts
Wellness	a. Self-Care Plan (Assessment, plan, reflection)* b. Four counseling sessions*	a. COUN 5365 b. COUN 5350	a. Rubric b. Frequency counts
Professional Practice	a. Theory Integration Paper* b. Tapescript 2 (30 mins)* c. Case Conceptualization (with theory in practice) d. Formative and Summative Assessments (CCS-R) e. Final Reflection Paper f. Hours Logs	a. COUN 5353 b. COUN 5357 c. COUN 5356, 5363, COUN 5386* d. COUN 5393, COUN 5386 e. COUN 5393, COUN 5386	a. Rubric b. Rubric c. Rubric d. CCS-R e. Summative Log
Multicultural Competence	a. AMCD Codes b. Diversity Interview c. CIA Project	a. COUN 5311 b. COUN 5350, COUN 5311 c. COUN 5311	b. Rubric c. Rubric
Group Counseling Work	a. ASGW Best practices b. Group Journal (min 10 hours) c. Group Proposal	a-c: COUN 5354	c. Rubric
Ethical Foundations	a. ACA Code of Ethics b. LPC Rules (Current) c. Ethics and the Discipline Presentation d. Ethical Dilemma Assignment	a-d: COUN 5365	c. Rubric d. Rubric
Advocacy & Social Justice	a. Advocacy and Social Justice Competencies b. CIA Project c. Service Learning Project	a-b. COUN 5311 c. COUN 5357	b. Rubric c. Rubric

### Course Assignments, Grading, and Requirements

**Total Points = 100**

**I. Supervision:** Students will meet for a minimum of 1.5 hours/week of group supervision provided by the faculty supervisor (CACREP, 2016, III.M); Remember this course meets for 2 hours to build in the opportunity for an excused absence, encouraged to be used for self-care. Students will also receive weekly individual/triadic supervision that averages one hour per week throughout the internship (CACREP, 2016, III.L; this is usually performed by the onsite supervisor). **At the beginning of the semester you will complete a supervision contract that defines the roles and responsibilities of the faculty supervisor, site supervisor, and student during practicum** (CACREP, 2016, III.R).

**II. Ethical and Professional Conduct:** Internship students must behave in accordance with the ACA Ethical Standards and other standards of accepted professional conduct, including attire appropriate to professional counseling. Special attention is called to standards of confidentiality.

**III. Counseling Recordings/ Self Critique:** The recording of sessions in the field setting is completed in accordance with the regulations of the internship field site and the Field Site Supervisor. The intern should record (video or audio tape) as many client sessions as possible. The recordings should be used for self-evaluation, peer group presentations, and instructor evaluation of the intern's direct service skills. **Students will turn in a minimum of 1 tape for evaluation as assigned by the professor.** Permission forms must be signed by the client for taping. (More than 1 tape may be assigned). Each submission must include (A) Tape (audio or video, must be loud enough to hear easily), (B) Tape Self-Critique Form. If a site is unable to allow students to create recordings of client interactions, students will make arrangements with their site supervisor or appropriate site members to record an alternate interaction (e.g., role play real client scenario with site supervisor or another site team member). Recordings must be current (i.e., from interactions that take place during the semester when the student is enrolled in Internship). If the session is a role play, the client must be acting as if they are a client on your current caseload (i.e., Avoid role playing with family, friends, or classmates). All information must come from clients at your site. The recording will be presented in class and the Self-Critique must be filled out and submit to Canvas on the day you present.

**IV. Transcript of Counseling Session:** **You will need to transcribe a 10 minute portion of a counseling session to demonstrate your use of primary counseling skills and your awareness of essential counseling processes (see rubric and Transcript Template via Canvas).** The transcript should be fully *de-identified*. In addition to removing/changing the client's name, appropriate de-identification may also require the removal/alteration of other information that could reasonably be used to identify the client (e.g., "The abuse started when I was at Camp Winnetonka"...change to "The abuse started when I was at camp"). You will need to identify (label) when in the transcript a particular skill is being used. You will use the skills described in the CCS-R (Part I) for this annotation. You will be evaluated on your employment of primary counseling skills as well as your awareness of the presence/absence of skill implementation. If a site is unable to allow students to create recordings of client interactions, students will make arrangements with their faculty supervisor to record an alternate interaction (e.g., role play with classmate). Recordings must be current (i.e., from interactions that take place during the semester when the student is enrolled in Internship).

**V. Case Conceptualization and Treatment Plan:** Students will create a formal case conceptualization and treatment plan using *de-identified* client information. Your supervisor will provide you with a form to guide your completion of this assignment (See PowerPoint template via Canvas). You will present this conceptualization/plan during group supervision at a time to be determined by your faculty supervisor. Your conceptualization/plan must be completed on a current client (i.e., from interactions that take place during the semester when the student is enrolled in Internship).

**You are required** to use approved treatment planners (see recommended books). Failure to use approved treatment planners will result in a zero for the assignment. On the night you present this presentation, you will also present 10 minutes of a counseling recording (see IV. Counseling Recordings) to your peers. On this night, the Tape Self-Critique Form is due. For this presentation you need to submit: Powerpoint of presentation, and self-critique form to Canvas.

**IV. Final Reflection:** Students will write a personal reflection paper **in APA style format** that answers the following prompt: *Concluding this semester of clinical work, what personal growth and what professional growth did you observe in yourself since the start of Internship this semester? Additionally, reflect on any bias that you were made aware of during your work and how this impacted or could have impacted your work. Lastly, reflect on aspects of your self-care that assisted you during the semester and what you intend to hold yourself accountable for your own personal wellness as you continue your clinical work in subsequent semesters.* This assignment needs to include a cover page, a reference page if applicable, and be at least 3 pages in duration but not more than 4.



**VI. Hour Logs:** The purpose of the log is to provide a record of all time spent in practicum/internship activities. The log serves as evidence that the student has met the content and time requirements of the internship. The log is to be hand signed by the appropriate supervisor and by the student. **Signed log should be submitted to Canvas at midnight following class night each week with the student's signature and date and your site supervisor's signature and date every week.** At the end of the semester, students will complete a summary log of all hours earned during the semester. Your site supervisor will sign off on all hours related to work done with/for clients at the site. Originals should be given to your faculty supervisor; you are advised to keep your own copies. This is not optional. If you cannot get your log in on time due to your supervisor being out, please have him/her email the course instructor **before the log is due.**

**VII. Evaluations:** Students will submit a mid-semester and final evaluation to their faculty instructor completed by their site supervisor (must be completed for each site) (CACREP, 2016, III.C). Originals should be given to your faculty supervisor; you are advised to keep your own copies. Students will submit to their site supervisors printed copies of the CCS-R Parts 1 and 2 and submit them to the instructor at mid-semester and the end of semester (see course calendar for due dates). At the end of the semester each student will provide evaluations of their supervisors and of their external sites (if applicable). If you cannot get your log in on time due to your supervisor being out, please have them email me.

**VIII. Self-Care Show & Tell:** Each student will sign up to informally present to peers some type of self-care strategy they find helpful in their daily weekly life that promotes functioning in the counselor role. Students must bring at least one visual aid (i.e. Handout, photo, video, PowerPoint slide, tri-fold board). This can include showing YouTube videos, playing music, or any other activity that is feasible and appropriate for the classroom setting. Peer participation will be voluntary. Examples include: Utilization of digital resources that enhance self-care practice, reading an excerpt from a book on self-care, show and tell of a snack that's easy to pack for a long work day, a live demonstration with class participation, specific utilization of stretching, breathing activity, a show and tell of time management used to promote self-care, etc. Get creative! If you presented in Internship I, you must on something different than presented in the previous semester. Include relevant information: Who? When? Why? What? How? How often? PowerPoint optional, but not mandatory. Explain the helpfulness of the strategy to you in a personalized manner. You will have about 10-15 minutes at most to share about the strategy.

**IX. Professional Resume:** Each student will upload a professional resume to their portfolio. This resume should include practicum and internship experiences and any attended trainings related to clinical and professional development. This fall it will be required that students utilize the Career and Professional Development Center to have their resume reviewed prior to submission. You must submit a screen shot of some type of evidence that it was reviewed by someone in the CPDC. Faculty believe this will be highly beneficial to you to prepare for the job application process post-graduation. You can contact the Career and Professional Development Center by *Phone: 254-519-5496 or by email at [cpd@tamuct.edu](mailto:cpd@tamuct.edu)*. **This is due by October 27<sup>th</sup>.**

**X. Resource Share:** This is an informal assignment that all students must complete. On an assigned date, the student will virtually bring a physical copy of a counseling resource to the course that they plan to infuse into their work this semester. Students are not allowed to choose the DSM-5, or any of the Practice Planners utilized in the clinic as a resource. An example might be a student brings *The Queer and Transgender Resilience Workbook* (Singh, 2018) or *The Gifts of Imperfection* (Brown, 2010) and briefly in 5 minutes or less explains what they like about the resource and detail how they have incorporated or plan to incorporate concepts from the resource into clinical work. Consider briefly answering the questions: *Why is this relevant? What client concerns could this be helpful to use with? Why would you trust the information included? What do you specifically like about the resource? How did you come across this resource?* Students should email peers and instructor in a group email following their presentation with information on how to access the resource (rent/purchase/citation information).

**XI. Portfolio:** As part of the evaluation for the semester, students will assemble a portfolio documenting their learning from their involvement in the following activities. Minimally the portfolio should include the following components:

1. A sample case conceptualization & treatment plan.
2. Evidence of at least one workshop or presentation that you planned or attended.
  - a. *The evidence should be clearly counseling related. You may be asked to provide supplemental materials if your workshop certificate/evidence is vague..*
3. Resume and if applicable proof that it was reviewed by a staff member in the on- campus Career and Professional Development Center.
4. Signed logs. Log must indicate total hours, Direct and Indirect Hours. Copies of any evaluations you received.
5. Final Reflection Paper
6. Midsemester and Final Evaluations.

**NOTE:** Do not include any information in your portfolio that could be used to identify a client. You will retain a copy of the portfolio files and they will be refined and added to during your Internship. At the end of the semester you will submit your portfolio for review to your professor. It will be returned to and will be yours to keep. Note: the original copies of your time logs, summary time log, and evaluations will need to be given to your supervisor to keep at the end of the semester, so you should also include digital **copies** of these in your portfolio.

Grading	Points	Grand Total
Part I: Skills/Competencies	30 points	_____/100 points
Part II: Professional Dispositions	30 points	
Part III: Portfolio	40 points	

Part 1: 30 % Appropriate counseling skills/competencies				
Assignment	Percentage	Points	Scoring	Scorer
Faculty Midterm Evaluation: Counseling Recording	20%	6	Part I: CCS	Faculty
Transcript of Counseling Session	20%	6	Transcript Rubric	Faculty
Midterm Evaluation	30%	9	Part I: CCS	Site Supervisor
Final Evaluation	30%	9	Part I: CCS	Site Supervisor
Total: _out of 30 points				

Part 2: 30% Professional Dispositions and Behaviors				
Assignment	Percentage	Points	Scoring	Scorer
Faculty Midterm Evaluation: Professional Dispositions/Behaviors	30%	9	Part II: CCS	Faculty
Self-care Show & Tell	10%	3	Complete/Incomplete	Faculty
Midterm Evaluation	30%	9	Part II: CCS	Site Supervisor
Final Evaluation	30%	9	Part II: CCS	Site Supervisor
Total: _out of 30 points				

Part 3: 40% Portfolio				
Assignment	Percentage	Points	Scoring	Scorer
Case Conceptualization and Treatment Plan	80%	32	Rubric	Faculty
Workshop	N/A		Complete/Incomplete	Faculty
Signed Hours Logs (Weekly/Summary)	N/A		Complete/Incomplete	Faculty
Final Reflection	10%	4	Rubric	Faculty
Resume	10%	4	<i>No Rubric; Points awarded for presence of resume, <b>and</b> evidence that student had resume reviewed at the on campus Career Center.</i>	Faculty
Total: _out of 40 points				

**Grading Details**

1. 30%—Appropriate level of primary counseling skills and competencies as demonstrated in the presentation of taped counseling sessions, report of site supervisor, and other direct evidence of counseling. This will be evaluated using Part I of the Counselor Competencies Scale (CCS).
2. 30%—Appropriate level of professional disposition and behaviors as demonstrated in the supervision sessions, report of site supervisor, and other direct evidence of disposition. This will be evaluated using Part II of the Counselor Competencies Scale (CCS).
3. 40%—Completeness and quality of portfolio **based on XII Portfolio requirements.**

\*Note1: Receiving a score of “1—Harmful” in any category on the CCS-R for your end-of-semester evaluation from a supervisor may result in an additional grade reduction if the supervisor believes you are not ready to advance to Internship.

\*Note2: Passing this course also requires completion of the minimum number of 60 direct clock hours (Summer 2020).

**\*All assignments are required to be completed satisfactory to gain course credit**

### Late work policy

If you turn in an assignment after the due date, you will receive a grade reduction of 10% for each day it's late (with a maximum reduction of 30%). **However, no credit will be awarded for assignments turned in more than 7 days past its due date.** Success in the Clinical Mental Health Counseling Program consists of more than grades. Work habits and attitudes play a major role in the success of any counseling student. Any of the following actions are considered just cause for failure of Practicum and immediate dismissal from the Clinical Mental Health Counseling Program:

1. Dishonesty (cheating, plagiarism, etc.)
2. Unauthorized disclosure of confidential information
3. Negligence or misconduct
4. Mistreatment of clients, fellow students, research participants, or faculty
5. Abusing a client, fellow student, faculty member, or staff member
6. Violations of the rules, regulations, and principles in the Code of Ethics and Standards of Practice as identified by the American Counseling Association and Texas A&M University - Central Texas Code of Student Affairs.
7. Receipt of a Failing grade in Practicum or Internship.
8. Willful submission of false information or alteration of any official records, counseling reports, papers, or examinations.
9. Willful conduct that may cause injury to self or others.
10. Sexual harassment and/or violence in the workplace as defined by Texas A&M University - Central Texas University.

### COVID-19 SAFETY MEASURES

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, Texas A&M University-Central Texas has adopted policies and practices to minimize virus transmission. All members of the university community are expected to adhere to these measures to ensure their own safety and the safety of others. Students must observe the following practices while participating in face-to-face courses, course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.) and co-curricular programs:

- Self-monitoring—Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction. Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities.
- Face Coverings— Face coverings must be worn inside of buildings and within 50 feet of building entrances on the A&M-Central Texas Campus. This includes lobbies, restrooms, hallways, elevators, classrooms, laboratories, conference rooms, break rooms, non-private office spaces, and other shared spaces. Face coverings are also required in outdoor spaces where physical distancing is not maintained. The university will evaluate exceptions to this requirement on a case by case basis. Students can request an exception through the Office of Access and Inclusion in Student Affairs.
  - If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office of Student Conduct. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- Physical Distancing—Physical distancing must be maintained between students, instructors, and others in the course and course-related activities.
- Classroom Ingress/Egress—Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Leave classrooms promptly after course activities have concluded. Do not congregate in hallways and maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- The university will notify students in the event that the COVID-19 situation necessitates changes to the course schedule or modality.

## Fall 2020 Course Calendar

WEEK	TOPIC/ACTIVITY	CACREP Standards	DUE
Tuesday August 25 <sup>th</sup> (#1)	Overview of class Supervision Contract	II.F.1.m	*** <i>First Web Ex Group Meeting for Fall 2020 semester</i>
Tuesday September 1 <sup>st</sup> (#2)	Suicide/crisis Intervention <b>Student:</b> Resource Share <b>Student</b> Self Care Show and Tell <b>Student</b> Self Care Show and Tell <b>Student</b> Self Care Show and Tell <i>Discuss Site Work</i>	II.F.5.d II.F.5.d II.F.5.f/n	<b>Hours Logs Due</b> <b>Supervision Contract Due</b>
Tuesday September 8 <sup>th</sup> (#3)	Documentation, Ethics <b>Student:</b> Resource Share <b>Student</b> Self Care Show and Tell <b>Student</b> Self Care Show and Tell <b>Student</b> Self Care Show and Tell <i>Discuss Site Work</i>	11.F.5.f/n 11.F.5.d 11F.1.i	<b>Hours Log Due</b>
Tuesday September 15 <sup>th</sup> (#4)	Assessment <b>Student:</b> Resource Share <b>Student</b> Case Conceptualization/Treatment Planning Presentation (presenting 10 min from session or role play) Tape Self Critique Form also due	11.F.5.g/i	<b>Hours Log Due</b>
Tuesday September 22 <sup>nd</sup> (#5)	Diversity & Multicultural Counseling Competencies <b>Student:</b> Resource Share <b>Student</b> Case Conceptualization/Treatment Planning Presentation (presenting 10 min from session or role play) Tape Self Critique Form also due	II.F.2.a/b/c/f/h II.F.5.d/f	<b>Hours Log Due</b>
Tuesday September 29 <sup>th</sup> (#6)	Counselor Burnout and Professional Self-Care <b>Student:</b> Resource Share <b>Student</b> Case Conceptualization/Treatment Planning Presentation (presenting 10 min from session or role play) Tape Self Critique Form also due	II. F.1.1.	<b>Hours Log Due</b>
Tuesday October 6 <sup>th</sup> (#7)	<i>NO CLASS MEETING ON THIS EVENING</i> <i>Study for Comps</i> <i>Study for NCE Self-Care</i>		

<p>Tuesday October 13<sup>th</sup> (#8)</p>	<p>Counseling and Social Justice Issues Professional counseling associations</p> <p><b>Student:</b> Resource Share</p> <p><b>Student</b> Self Care Show and Tell</p> <p><b>Student</b> Case Conceptualization/Treatment Planning Presentation(presenting 10 min from session or role play) Tape Self Critique Form also due</p>	<p>II.F.2.b/d/e</p>	<p><b>Hours Log Due</b></p> <p><b>Mid-Semester Evaluations due</b></p>
<p>Tuesday October 20<sup>th</sup> (#9)</p>	<p><b>Student:</b> Resource Share</p> <p><b>Student</b> Self Care Show and Tell</p> <p><b>Student</b> Case Conceptualization/Treatment Planning Presentation(presenting 10 min from session or role play) Tape Self Critique Form also due</p>		<p><b>Hours Log Due</b></p>
<p>Tuesday October 27<sup>th</sup> (#10)</p>	<p><b>Student</b> Case Conceptualization/Treatment Planning Presentation(presenting 10 min from session or role play) Tape Self Critique Form also due</p> <p><b>Student</b> Case Conceptualization/Treatment Planning Presentation(presenting 10 min from session or role play) Tape Self Critique Form also due</p>		<p><b>Hours Log Due</b></p> <p><b>Resume Due</b></p>
<p>Tuesday November 3<sup>rd</sup> (#11)</p>	<p>Counseling and Social Justice Issues</p> <p><b>Student:</b> Resource Share</p> <p><b>Student</b> Self Care Show and Tell</p> <p><b>Student</b> Case Conceptualization/Treatment Planning Presentation(presenting 10 min from session or role play) Tape Self Critique Form also due</p>	<p>II.F.2.b/d/e</p>	<p><b>Hours Log Due</b></p>
<p>Tuesday November 10<sup>th</sup> (#12)</p>	<p><b>Student:</b> Resource Share</p> <p><b>Student</b> Case Conceptualization/Treatment Planning Presentation(presenting 10 min from session or role play) Tape Self Critique Form also due</p>		<p><b>Hours Log Due</b></p> <p><b>Transcript Due</b></p>
<p>Tuesday November 17<sup>th</sup> (#13)</p>	<p><b>Student:</b> Resource Share</p> <p><b>Student</b> Case Conceptualization/Treatment Planning Presentation(presenting 10 min from session or role play) Tape Self Critique Form also due</p>		<p><b>Hours Log Due</b></p> <p><b>Workshop CE attendance proof due</b></p> <p><b>Final Reflection Paper Due</b></p> <p><b>Final Evaluations Due</b></p>
<p>Tuesday November 24<sup>th</sup> (#14)</p>	<p><i>NO CLASS MEETING ON THIS EVENING</i></p> <p><i>(Work on Portfolios, audit own Internship Canvas files, check syllabus to make sure all work for end of semester will be ready by final due dates)</i></p>		

<p>Tuesday December 1<sup>st</sup> (#15)</p>	<p>The Role of Supervision Professional counseling associations  <b><u>Process Experiences as a Group:</u></b> <b><u>Growth, Challenges, Triumphs</u></b></p>	<p>II.F.1.m II.F.1.f/g</p>	<p><b>Hours Log Due</b> <b>***Last Web Ex Group Meeting for Fall 2020 semester</b></p>
<p>December 7-11 (#16)</p>	<p><b><i>Individual Meetings to “Close Out” for semester occur throughout this week (Mon- Thurs).</i></b></p> <p>You will meet with Dr. Norris in a collaboratively pre-determined individual meeting via Web Ex to submit cumulative logs. Meetings will be scheduled in November. At this time, professor will review a Fitness to Practice Evaluation with each student (see admitted Student Handbook).</p> <p><i>.5 faculty indirect -individual supervision</i></p>		<p><b>Cumulative Hours Log Due Portfolios Due in Close Out Meeting. There can be nothing missing at your close out meeting to receive a passing grade. No exceptions.</b></p>



## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

**Technology Requirements – Canvas (Firefox or Chrome recommended, no longer operates on Internet Explorer); Web Cam for Web Ex.**

*Please contact Dr. Norris if you are unable to access any video recording devices for your role play assignment.*

911 Cellular:

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### **Other Technology Support**

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

*Please let the support technician know you are an A&M-Central Texas student.*

## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy**

If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form through Warrior Web.

[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-

46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html), [https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### **Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such. For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

### Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### Tutoring

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors will return at the Tutoring Center in Warrior Hall, Suite 111 in the Fall 2020. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### University Writing Center

The University Writing Center (UWC) at Texas A&M University-Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Fall 2020 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours online Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

### University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

**For Fall 2020, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours.**

### A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the

Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

**Copyright Notice**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

Copyright 2020 by Dr. Caroline Norris at Texas A&M University-Central Texas; 1001 Leadership Place, Killeen, TX 76549;  
carolinenorris@tamuct.edu