

CSD 5630: PRACTICUM (School Counseling)
Fall 2006

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Course Description: Supervised practice in counseling students. Practice provided at the level of the graduate's primary interest.

Prerequisites: CSD 5500 (Research Methods), CSD 5510 (Professional Orientation), CSD 5520 (Theories of Counseling), and CSD 5530 (Pre-Practicum) must be completed before taking Practicum.

CSD 5600 (Cross-Cultural Counseling), CSD 5620 (Group Counseling) and CSD 5940 (Foundations of School Counseling) must have been completed or may be taken concurrently with Practicum. Completion of CSD 5530 with a grade of "B" or above and approval of the Department Chair are required for registration.

Required Text, Readings and Materials:

Pipes, R. B., & Davenport, D. S. (1999). Introduction to psychotherapy: Common clinical wisdom, (2nd Ed.). Boston: Allyn and Bacon.

Vernon, A. (2004). Counseling Children and Adolescents (3rd Ed.). Denver, CO: Love Publishing.

During individual and group supervision, we will review counseling sessions which students will be required to videotape or audiotape. Students will be expected to videotape sessions whenever possible. For this purpose you will need to obtain two new blank VHS cassettes. Students who are unable to access video recording equipment at their practicum sites will need to obtain their own audio cassette recorder and several new audiocassette tapes. Please use a recorder that takes regular size cassette tapes and includes a counter.

Confidentiality of tapes, case notes, consent forms, and any other client information is highly emphasized.

Goals of Practicum: The goal of this practicum is to provide experience and training in the delivery of counseling services for children and adolescents in the educational setting.

Objectives of Practicum: Upon completion of this course, students will:

- Understand the counseling process as it relates to students in an educational setting.
- Be able to develop effective therapeutic relationships with students

- Have improved their understanding of ethical, multicultural, and psychosocial issues as they relate to counseling students.
- Have developed an awareness of themselves and the skills necessary to continue to grow in the knowledge, competencies, and confidence as counselors.

Methods of Instruction: Students will have the opportunity to engage in the counseling process and receive feedback and support from their school supervisor, and from their peers in class. In addition, classes will include group consultation and discussion of various topics related to counseling children and adolescents in the school setting.

Academic Integrity: As members of the Counseling and Student Development program, we must practice and model for others the highest possible ethical standards. The work you present to me should be your own. Any attempt to cheat or plagiarize will result in failure of the assignment and of the course, in addition to any action the University may take against you. Work completed in this class is expected to remain in your personal possession and not be used to assist any future student who enrolls in this class in cheating.

Students with Disabilities: If you have a documented disability and wish to receive academic accommodations, please contact the Coordinator of the Office of Disability Services (581-6583) as soon as possible.

Practicum Requirements, Expectations and Evaluation:

1. Field Experience:

The following combine to total the 100 hour field experience:

Class =	22 hours (15 classes at 1½ hours each)
Individual Counseling =	30 hours (two tapes per week*)
Group Counseling =	10 hours
Individual Supervision =	15 hours (campus supervisor – 1 hr/week)
Indirect Guidance Activities =	23 hours (includes weekly site supervision, paperwork time, staff meetings, classroom guidance sessions, consultation with professionals)
Total =	100 hours

*You do not need tapes the first week of class.

NB: If you have to tape group counseling, all members have to sign consent forms

- 2. Practicum Logs:** You must log all of the 100 practicum hours on a weekly basis using the purple Practicum Activity Log. One form is to be completed and signed by your site supervisor and campus supervisor each week. At **mid-term**

and final, you will tally your hours on one of these sheets with the weekly logs attached beneath. These forms will be placed in your permanent file. In order to pass this course (A or B), you **MUST** log at least 40 hours of direct service (10 or more in group) and 60 hours on indirect service.

3. **Class Attendance and Group Supervision:** You will be expected to attend and actively participate in ALL class/group supervision sessions. Attendance and participation in class is crucial for your skill development. Should an emergency situation arise in which you absolutely cannot attend a class session, please discuss this with me individually prior to the proposed class meeting.
4. **Confidentiality.** Group supervision requires a safe environment in which you feel free to discuss your professional and personal concerns as they relate to your development as counselors. Therefore, all students will be expected to maintain class standards of confidentiality as explained by instructor.
5. **Individual Supervision.** You will be required to meet with your campus supervisor weekly for individual supervision, which will last no longer than one hour. You are encouraged to come to supervision with an eagerness to learn how you can develop and refine your skills, and therefore, with a willingness to discuss both your strengths and your growth edges. You are expected to be prepared for supervision with the following:
 - case note/summaries (have to be securely stored and transported for supervision from site)
 - cued video or audio tapes and video/audiocassette player
 - questions for consultation (on taped cases as well as other cases or site issues)
 - your own observations about your skills, growth, and challenges
 - completed Practicum Activity Log for the week signed by your site supervisor
6. **Site Supervision.** You will meet with your site supervision one hour per week, the procedure and purpose of which is to be determined between you and site supervisor. This counts toward indirect guidance activities.
7. **Practicum Clients.** For the purpose of this class, your clients will consist primarily of students who you meet with for individual or group counseling. Clients will be defined as students who you develop a counseling relationship with in order to assist them with personal, career, or academic issues. A counseling relationship may be one-on-one or through a group format and may consist of a one-time session, an ongoing relationship, or a time-limited relationship. Students who you meet with for non-counseling activities (e.g. class schedule) are **not** considered clients.

While the focus of this class will be primarily on helping you develop your counseling skills with students, you may have the opportunity to develop your counseling skills through work with consultees. A "consultee" is a person or group with whom you develop a relationship in order to provide some type of psychological or psychoeducational assistance. Consultees may include parents, teachers, or other school personnel whom you work with in order to assist them in meeting your client's needs.

You will be required to gather detailed information for each of your clients. The following information will be collected on all clients, except when consent for taping has not been

obtained. This information must be securely organized with the highest regard for client confidentiality:

A. Client Interview Summary. You will complete a *Client Case Summary* for each client. This form will assist us in discussions during individual and group supervision. Assign client case numbers to each client, using client's initials followed by a number (e.g., NF1, MG2, H03). As you work with some clients week to week, you will be required to complete ongoing client Case Summaries.

B. Tapes of Counseling Sessions. You are required to present a minimum of 20 recorded counseling sessions to be reviewed in individual and/or group supervision. These tapes should consist of a variety of counseling experiences and may include initial interviews with students, one-time sessions with parents, teachers, or other school personnel.

You **MUST** have the permission of your client/consultee or the guardian of client to record sessions **prior** to recording a session. Children under the age of 18 **cannot** consent to taping of sessions. Only parent or guardian can do this. A consent form will be provided for you to use.

Some recommendations on taping:

- 1) Test your recorder each time you prepare a tape session.
- 2) Label tapes by client number and session number.
- 3) Please record only one client per side of tape.
- 4) Since all clients/parents may not consent to taping of sessions, it is in your best interest to work on taping sessions early in semester. On average, you should bring 2 tapes to weekly individual supervision.
- 5) Begin taping prior to the start of session and keep the tape running for the entire session.
- 6) Refrain from using the last name of the client.

8. Case Presentations. To facilitate group supervision, you will select two cases for presentation to the class. You will use your client case summaries to facilitate discussion with the group. In addition to sharing information from your case summary, you will be expected to share 1) a summary of your counseling work with this client to date, 2) an appraisal of your own personal challenges working with this client, and 3) questions for consultation.

9. Before and After Papers:

Before: During the first week of class, you will be asked to write a brief paper which will discuss the following information: 1) your background - what led to your decision to become a school counselor, 2) your excitements - what you are looking forward to during your practicum experience, 3) your challenges - what you are most anxious about with regard to your experience, 4) three learning goals for yourself this semester, 5) any other information you believe would be helpful for me to know about you. This paper should be approximately two double-spaced pages in length. Please bring this paper to your first individual supervision session.

After: You will type a five-page, double-spaced summative evaluation of your practicum experience. Discuss your learning experiences, your progress toward your initial goals and new strengths/skills you have developed. Also discuss what you see as continued challenges for your professional growth, along with goals for the future, and experiences that will be helpful to you in your continued skill development.

10. **Written Evaluation:** (2-3 double-spaced pages). Complete one written evaluation of your own counseling session using transcripts from one of the sessions not already presented in class. Prior to the analysis give a brief summary of the client, client's presenting issues in treatment and client's issues in that session. Under each counselor statement analyze your work to 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. 4) Conclude with a summary of what you were trying to accomplish.

11. **Evaluation:** Practicum is considered an individualized learning experience and as such you will receive continuous feedback regarding your effectiveness as a counselor-in-training. At midterm, and again at the end of the semester, you will be evaluated by your supervisors using the attached Student Evaluation form. You will also be asked to evaluate your site supervisor and practicum site.

12. **Grading:**

Class Attendance and Participation	30 pts. (15 classes at 2 pts. each)
Supervision (Campus and site)	30 pts. (30 supervisions @ 1 point each)
Case Presentation 1	5 pts.
Case Presentation 2	5 pts.
Before Paper	10 pts.
After Paper	10
<u>Written Evaluation</u>	<u>10 pts.</u>

Total Points 100 pts.

Grading Scale:

90 -100 pts. + Satisfactory Final Evaluations = A *Clearly superior completion of course requirements and development of Master's level counseling skills.*

80 - 89 pts. + Satisfactory Final Evaluations = B *Satisfactory completion of course requirements and development of Master's level counseling skills.*

79 - Below and/or Unsatisfactory Final Evaluations = *This indicates a lack of consistent demonstration of skills expected at the Master's level. Further supervised experience is recommended*

NOTE: In order to pass this course, all assignment must be completed. An "Incomplete" will not be given in this course. Students who are unable to fulfill course requirements should withdraw and register for practicum at a later time.

Proposed Course Schedule

NB: Please complete the assigned readings by the class date by which they are listed

Date	Activity	Readings
August 23	Introduction Syllabus Review	
August 30	Group Consultation Intake Procedures	Pipes & Davenport, Ch. 1 & 4 Vernon, Ch. 1 Before Paper Due
September 6	Group consultation Assessment and treatment planning	Pipes & Davenport, Ch. 6 Vernon, Ch. 2 & 12
September 13	Group consultation Suicide assessment	Pipes & Davenport, Ch. 2 & 7 Vernon, Ch. 3
September 20	Case Presentation Group Consultation	Pipes & Davenport, Ch. 3 Vernon, Ch. 4
September 27	Case Presentation Group Consultation	Pipes & Davenport, Ch. 8 & 16 Vernon, Ch. 5
October 4	Case Presentation Group Consultation	Pipes & Davenport, Ch. 5 Vernon, Ch. 6
October 11	Case Presentation Group Consultation	Pipes & Davenport, Ch. 9 Vernon, Ch. 7 Written Evaluation Due Mid-term Evaluation Due Mid-term activity Log Due
October 18	Group Consultation	Pipes & Davenport, Ch. 11 Vernon, Ch. 11
October 25	Case Presentation Group Consultation	Pipes & Davenport, Ch. 12 Vernon, Ch. 10
November 1	Case Presentation Group Consultation	Pipes & Davenport, Ch. 10 Vernon, Ch. 8
November 8	Case Presentation Group Consultation	Pipes & Davenport, Ch. 13 Vernon, Ch. 9
November 15	Case Presentation Group Consultation	Pipes & Davenport, Ch. 14 Vernon, Ch. 13
November 22	Thanks Giving Break- No Class	
November 29	Group Consultation	Pipes & Davenport, Ch. 15 Vernon, Ch. 14 After Paper Due
December 6	Wrap-up	Final Evaluation Due Final Activity Log Due
December 12	Finals Week- No Class	

PRACTICUM CSD 5630
REQUIREMENT CHECKLIST

Name _____ Phone _____

Practicum Site _____

Site Supervisor _____ Phone _____

Direct Service Hours _____

Indirect Service Hours _____

Total _____

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

Date	Supervisor	Date	Supervisor	Date	Supervisor
1. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

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

4. Self-Evaluation of transcript (date of session and client initials)

1. _____

5. Case Presentation 1: Date

Case Presentation 2: Date

6. Before Paper: Date

6. Summary (After Paper): Date