Course Instructor:

Email Address:
Office Hours:
Phone:

Course Credit:
Three (3) semester hours graduate

Recommended Texts and Readings:
From the American School Counselor Association Bookstore:


For School Counselors:

For Mental Health Counselors:
Suggested Texts:


C-N Catalog Course Description:
Supervised counseling experience totaling a minimum of 100 clock hours including a minimum of 40 hours of direct service to clients/counselees over a minimum of a 10-week academic term.

Relationship of Course to Overall Program:
This course is designed to strengthen the professional knowledge and skills of the student through supervised counseling experience focused on individual and group counseling. The course serves as the training component for practice of essential counseling skills.

The GSC Practicum and Internship Handbook serves as the guide for this course and all its components.

Trends, Topics, and Issues for Counselors: (For this section for school counseling students)
School Counseling Ethical Issues
Social Justice
Achievement Gap
Small Group Leadership Skills
Socio-cultural Issues in Counseling
Confidentiality Issues in Individual and Group Counseling
Working with Parents, Teachers, and Administrators
Groups for Prevention
Crises Situations
Developmental Needs of Children and Adolescents
Bullying Concerns
Specific Concerns of Grade Level and School Population
Effective Supervision

Each course goal and objective is designed to address one or more of the key themes. In addition, this course complies with the 2009 CACREP Standards for counseling practicum experience.

Course Objectives:
Upon Successful Completion of this course students will be able to:

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<tr>
<th>Course Objectives</th>
<th>CACREP</th>
<th>EVAL</th>
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<tr>
<td>Demonstrate knowledge of counseling theories and techniques appropriate for persons and grade levels served.</td>
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<td>Use empathy, respect, warmth, genuineness, unconditional positive regard, confrontation and appropriate self-disclosure.</td>
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<td>Develop and maintain professional relationships with clients.</td>
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<tr>
<td>SKILLS AND PRACTICE</td>
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<td>Counsel effectively with individuals.</td>
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<td>Counsel effectively with groups.</td>
<td>4, 6</td>
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<td>Consult well with parents, teachers, and colleagues.</td>
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<td>Demonstrate ability to apply and adhere to ethical and legal standards in school counseling.</td>
<td>2, 4, 5, 6</td>
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<td>Demonstrate skill in individual and group counseling and classroom guidance to promote the academic, career, and personal/social development of students.</td>
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<td>Demonstrate the ability to recognize his or her limitations as a school counselor and to seek supervision or refer clients when appropriate.</td>
<td>2, 5</td>
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<td>Demonstrate multicultural competencies in relation to diversity, equity, and opportunity in student learning and development.</td>
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<td>Demonstrate ability to with parents, guardians, and families to act on behalf of their children to address problems that affect student success in school.</td>
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<th>REFLECTIVE PRACTICE</th>
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<td>Be aware of his/her own personal issues and limitations that impact effectiveness in counseling.</td>
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<td>Demonstrate a willingness to and make efforts to work on own limitations.</td>
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<td>Accept and respond well to feedback from supervisors.</td>
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<th>STUDENT EXPECTATIONS</th>
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<td>In accordance with CACREP standards, each student’s practicum includes all of the following:</td>
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<td>Schedule at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills.</td>
<td>III-F.1  2, 6</td>
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<td>Participate in weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.</td>
<td>III-F.2  2, 6</td>
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<td>Participate in an average of 1 ½ hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member.</td>
<td>III-F.3  2, 6</td>
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<td>Schedule practicum activities with school students for live supervision of practicum student's work.</td>
<td>III-F.4  2, 6</td>
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<td>Maintain evaluation of counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum.</td>
<td>III-F.5  2, 6</td>
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Activities to Achieve Course Objectives:
Grades will be based upon the following assignments and examination.

1. **Attendance: (200 points)** Each student is required to report to practicum each Wednesday. If there are circumstances preventing the student from attending class, the student is required to notify the faculty supervisor as soon as possible.
2. **Weekly Reports and Reflections: (200 points)** Each student is required to complete a weekly practicum report and have it reviewed and signed by the supervisor before leaving the practicum site (or as soon as possible). The student is also required to write a one page reflection each week reviewing the experience and reflecting on professional growth.

3. **Readings: (200 points)** Each student will review five assigned topics from the texts and readings for the class and lead a discussion on these topics for the practicum class group.

4. **Planning for Sessions and Groups: (200 points)** Each day on site will bring a new plan and new challenges. Students will need to have materials and plans made with the understanding that these will change as the needs of the day change.

5. **Case Reviews: (200 points)** Each student is required to submit two case reviews. A format for the review will be given to students the second day of class.

6. **Supervision Ratings, Reviews, and Student Self-Assessments: (1,000 points)** Please review for 2013-2014 Practicum Handbook carefully.

**Methods of Assessment:**
1. **Attendance: (200 points)**
2. **Weekly Reports and Reflections: (200 points)**
3. **Readings: (200 points)**
4. **Planning for Sessions and Groups** (200 points)
5. **Case Reviews: (200 points)**
6. **Supervision Ratings and Reviews: (1,000 points)**

Total Points 2,000

**Grading Scale**
Grades will be distributed on the following percentage scale.

- A 94-100%
- A- 90-93%
- B+ 87-89%
- B 83-86%
- C+ 77-79%
- C 73-76%
- Less than 73% is failing

**Students with Disabilities**
Any student with a special documented disability (sight, hearing, mobility, learning, etc.) which may affect class activities should contact the Coordinator of Students with Disabilities, David Humphrey. Mr. Humphrey’s phone number is 471-3268. His office is located in Kathleen Manley Wellness Center. Students will have to provide appropriate documentation.

**Participation**
Participation in all Practicum activities, preparedness for discussion of readings and for counseling activities and programs, cooperative work with students in the practicum. (100 points)
Artifacts for Professional Portfolio
The MSC Practicum Case Studies and the Supervisor Ratings and Reviews become part of the student’s counseling program file and the student places copies in his/her professional portfolio.

Meetings with Your Instructor
Please feel free to contact your instructor to schedule an appointment should you have any questions or concerns. You are required to meet with your instructor throughout each day you are on site for supervision. You will receive daily reviews, a mid-term review, and a final evaluation review.

Practicum Calendar will be developed at the first Practicum Class Meeting and Attached to Syllabus.

Class and Carson-Newman Policies:
1. Course policies are listed in detail in the C-N Graduate Catalog 2014-15 and C-N School Counseling Graduate Student Handbook (2014-2015) and are mandatory for this course.
2. Class Attendance/Absences:
   Attendance at all class meetings is expected, and students are responsible for all the work of all class meetings. If students miss class for any reason, they are obligated to obtain assignments for work missed. Students will not be penalized and can make up class work they miss if a documented illness, the death of immediate family member, or participation in a college sponsored activity caused the absence (or for this class in cases of emergency or difficult driving conditions. The instructor may choose to ask the class to work online for the class meeting if needed due to unforeseen circumstances. Otherwise, the instructor has no obligation to allow students to make up their work.

   Student “attendance” in online courses will be defined as active participation in the course as described in the individual course syllabus. The instructor may require you to log on as much as five times a week.

   Academic activity will be monitored for all students. Each individual faculty member will establish the consequences for absences and publish these in the course syllabus.

   Any student who does not attend class during the first week the class meets will be administratively dropped from the class for non-attendance. Enrollment status (full-time/part-time, etc.), billing, and financial aid eligibility may be affected by this withdrawal. Refer to the Refund Section of the catalog for more detailed information.

   Students who fail all courses due to non-attendance will be administratively withdrawn from the college for the semester. The last date of academic activity will be used to determine the date of the administrative withdrawal from the college. Financial Assistance recalculations will be processed for students who are administratively withdrawn from the college within 45 days of the date of determination. If a student is administratively withdrawn from the college, financial assistance eligibility may be affected. (See C-N Graduate Catalog 2014-15, http://www.cn.edu/libraries/tiny_mce/tiny_mce/plugins/filemanager/files/REGISTRARS_OFFICE/2013-14_Graduate_Catalog_Big.pdf
3. Academic Honesty Policy: School counselors and mental health counselors maintain high ethical standards. Therefore, we are assured that all students in this course will handle
their work honorably, i.e., without cheating or plagiarism as defined in the C-N Graduate Catalog 2013-14 (p. 20) and the Publication Manual of the American Psychological Association (6th Ed.) (pp. 11-15). We would not like to impose any consequences required by C-N policies.

4. **Syllabus Change and Extra Credit Policy:** Please know that as your instructor, I reserve the right to change the syllabus as necessary and to adjust the grading procedure accordingly. Syllabus changes may be based on the needs of students and extenuating circumstances and/or unforeseen events. No extra credit activities will be permitted for individual students unless those activities are made available to all students.

5. **Students with Disabilities:** Any student with a special documented disability (sight, hearing, mobility, learning, etc.) that may affect class activities should contact the Coordinator of Students with Disabilities, David Humphrey. Mr. Humphrey may be contacted by phone at 471-3268 or 471-4808, through campus mail at Box 72018 or by email at rdhumphrey@cn.edu. His office is located in Kathleen Manley Wellness Center. Note: Students will need to provide appropriate documentation.

6. **Final Exam/Project:** is due on the date of the last meeting session.

7. All reading and writing assignments are expected to be completed on dates due. If you are traveling during the summer term, please arrange with your professor any adjustments for due dates and make your class team aware of when you will be available to work with them.

8. Any late assignment that has not been approved by the professor will be penalized ten percent per day.

9. You should familiarize yourself with this syllabus, as you are responsible for knowing the policies and expectations contained in it.

10. All reading and writing assignments must be completed and submitted in Dropbox and/or Discussion of Edvance360 by designated due date.

11. If you have questions or concerns at any time, please contact your instructor immediately.

**Schedule, Readings, Semester Activities**
Specific schedule of readings and activities is designed to meet the class needs each semester.