

# HUNTINGTON

## — UNIVERSITY —

### **Graduate Counseling Program**

We provide Christ-centered, quality counselor training that promotes both scholarship and service.

### **CN 650 Supervised Internship Syllabus**

**SPRING 2019 – Residential**

**Thursdays 9 am to 11 am; Graduate Building Seminar Room**

**Instructor:** Dr. Jerry Davis LCSW, LMFT, LMHC

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**Office hours:** Mon. – Fri. 9 am to 4 pm

### **COURSE INFORMATION**

#### **Course Description**

A supervised counseling experience providing the opportunity to practice individual, family and group counseling skills in a clinic setting. The 100-hour practicum requires a minimum of 50 direct client contact hours and includes weekly individual and group supervision from a university supervisor.

#### **Course Overview**

The purpose of this course is to gain experience as a professional counselor working in the field and to grow in competency as a helper to hurting people. It is an opportunity to integrate knowledge, personal growth, faith, and practicum experiences and to apply competencies with clients. A successful internship experience includes personal and professional growth, new experiences, taking appropriate risks to learn, close monitoring by knowledgeable supervisors, and taking responsibility for learning by seeking answers to questions. Openness and responsiveness to feedback is essential. The overall goal is to promote development and to improve and demonstrate the ability to function as a competent helping professional in a mental health setting. This will include expanding conceptual knowledge and skills, assessing counseling strengths and weaknesses, integrating personal and professional identities, and defining long term goals. The university supervisor will provide an open, supportive, non-threatening atmosphere in which students can practice, experiment, receive feedback, observe, and give feedback to other internship students. Several methods of instruction will be utilized including individual and group supervision, class discussion of taped counseling sessions, assigned readings, oral presentations, written assignments, written evaluations, prayer, meditation, and other Christian spiritual practices.

## Course Texts

The required texts for the course are as follows:

- American Psychiatric Association. (2013). *Desk reference to the criteria from the DSM-5*. Washington, DC: American Psychiatric Association.
- Cook, M. (2018). *Huntington University's counseling practicum and internship manual*. Huntington, IN: Self-published.
- Reichenberg, L., and Seligman, L. (2016). *Selecting effective treatments: A comprehensive, systematic guide to treating mental disorders (5<sup>th</sup> ed.)*. New York: Wiley.
- Yalom, I. (2017) *The gift of therapy*. New York: HarperCollins

Additional readings as assigned. Any other texts, articles, etc., may be added as deemed necessary by the professor.

## Course Objectives & CACREP Standards

COURSE OBJECTIVES Upon completion of this course, the student will have	Assessment	Program Learning Outcomes	MACMHC Program Outcomes	CACREP Core Standards	CACREP CMHC Standards
Demonstrated proficiency in professional documentation and record-keeping.	Counseling Skills and Professional Behaviors Evaluation	8	5		5.C.1.c, 5.C.2.m
Demonstrated proficiency in conducting intake interviews, mental health histories, and assessments.		2, 8, 10	5, 7	2.F.5.g; 2.F.7.b, c, d, e, h, l, m	5.C.1.d, 5.C.3.a
Demonstrated proficiency in diagnostic skills and treatment-planning skills.		5, 8	5	2.F.5.a, b, d, g, h, l, j	5.C.1.c, 5.C.2.d
Evaluated, selected, and implemented evidence-based treatments for a broad range of mental health issues.		7	5	2.F.5.j	5.C.2.b, 5.C.3.b
Implemented essential common-factor skills in the practice of counseling.		8	5	2.F.5.d	5.C.3.b
Developed an awareness of both legal and ethical responsibilities involved in mental health counseling.		1, 2	1	2.F.1.i	5.C.2.l
Integrated Christian faith and counseling in a manner respectful of the client's faith and values.		1, 2, 3b	1	2.F.2.d, g	5.C.2.j
Reflected on his/her skills, strengths, weaknesses, and proclivities as a counselor.	Session Verbatim, Case Presentations	2, 8	1, 5	2.F.1.k	
Submitted all required documentation for the practicum, including individual liability coverage (See Student Checklist for necessary documentation.)	Review of Documentation on Moodle Site	8	5	3.A	
Reviewed no less than 3 video/audio session recordings in supervision.	Case Presentations	8	5	3.B.	5.C.3.b

Demonstrated proficient leadership skills in the facilitation of group counseling.	Group Skills Evaluation	9	7	2.F.6.h	
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### Course Requirements

Students are expected to attend and to participate in every class. This may not always be possible however if students miss more than one class there may be a penalty. Graduate education is highly collaborative and your attendance and participation is crucial to the learning environment. Other requirements are as follows:

1. Confidentiality
2. Obtain malpractice insurance before you begin the practicum.
3. Establish practicum goals
4. 100 clock hours of practicum, including 50 direct client contact hours, including 10 group hours.
5. Present a minimum of 4 cases using the Case Presentation Form. You will need to give a copy to the professor and to other group members when presenting.
6. The case presentations must be accompanied by video of the session.
7. Keep accurate written reports and documentation including but not limited to: session notes, summaries, referrals, treatment plans, etc. in compliance with expectations.
8. 1 ½ - 2 hours per week in group supervision and 1 hour per week of individual supervision.
9. Completion of all course assignments identified in the section below.
10. Keep an **accurate** weekly log of activity, signed by your faculty supervisor (use computerized logs). **Your log is a professional and legal document verifying that you have met the course, and state requirements. Falsifying this document may result in dismissal from the program.**
11. **Keep an accurate Cumulative Log of hours and upload to course website as Excel file. The purpose of the Cumulative Log is to provide the total hours across all practicum and internship courses for the student.**
12. Completed evaluation of faculty supervisor
13. Student mid-term and final evaluation completed by faculty supervisor.
14. Student counselor evaluation by clients
15. Posted all documentation to the central practica and internship website.

### Course Assignments

- **Reading:** All students are expected to read each assignment and be prepared to discuss the readings in class. For each class, students should read all handouts provided on the course website for the topic(s) of the lesson. Additionally, students are required to read the Huntington University Practicum and Internship Handbook and to sign and submit the Acknowledgement of Receipt and Reading of the Handbook form to the Central Practica and Internship Website.
- **Attendance and Participation (10%):** Graduate education is highly collaborative and your attendance and participation is crucial to the learning environment. All students are expected to attend and participate in every class. Therefore, if students miss more than one class, there may be a penalty. **For their participation grade, students will lose ½ of a letter grade (5 pts.) for every absence from class.** The faculty reserves the right to except this policy in warranted situations.
- **Journaling (10%):** All students are expected to journal each week concerning what they are learning about themselves, their clients and the counseling relationship. These journals are personal reflections about significant learning and the application of learning. Your journals should be typed and double-spaced. Journals will be reviewed at mid-term and at the end of term. At the conclusion of the semester, students will complete a 1 - 2 page summary of your learning. See assignment description for more information.
- **Case Presentations (20%):** All students will make 2 case presentations to the class. Students must use the Case Presentation Report form to present to the class. These presentation reports should be typed and double spaced. The presentations must be accompanied by a short video segment or two of the student working with the client. See Case Presentation Report Form on the course website.

- **Peer Observations** (10%): All students will have an opportunity to view 4 sessions (at least 30 minutes each) of other practicum and/or internship students and provide feedback to that student regarding her/his performance (typed). Try and view 4 different students (Practicum or Internship). This requirement is designed to give you an opportunity to give and receive feedback from other students. See the Observation Report form on the course website.
- **Session Verbatim** (10%): Students will complete a 15 minute verbatim of one of their counseling sessions. This verbatim is a word for word record of 15 minutes of a session. Students must code each of their responses (See assignment description for codes). Students must also write a brief reflection on this experience, which will be a summary of the 15-minute verbatim and what they have learned from the assignment. See the assignment description for more information.
- **Counseling Skills and Professional Behaviors Evaluation** (40%): All students will record each of their counseling sessions. These recordings will be used for supervision, teaching and evaluation of counseling skills and progress. Documentation will also be evaluated. Written evaluation will be given to each student at mid-term and the final supervision session. Students will also have an opportunity to evaluate their supervisor.
- **Internships**: Students will explore internship sites during their Practicum experience. Students will work with the professor to investigate and contact a variety of sites of interest. Students who intend to complete his/her internship in the subsequent semester must complete an Internship Application by the date specified in the course schedule. See the Huntington University Practicum and Internship Handbook for more information, including the Internship Application Form.

### Final Grade

The following grading scale will be used to report final grades:

A = 95-100%	A-= 92-94%	
B+= 89-91%	B = 85-88%	B-= 82-84%
C+= 79-81%	C = 75-78%	C-= 72-74%
D+= 69-71%	D = 65-68%	D-= 62-64%

### Course Policies

- **Academic Honesty**: The academic community places high value on intellectual honesty. Representation of work as one's own but take from another source by plagiarism or cheating is a serious offense, the penalty for which will result in failure for the paper or exam and may result in failure for the course and possible dismissal from the University. In addition to academic sanctions that may be imposed, student may also be placed on disciplinary probation as a consequence of cheating. Plagiarism is the use of the ideas, information or wording of another without proper acknowledgement, leaving the false impression that the materials is original with the student. Students will be held responsible for knowing the difference between legitimate and illegitimate use of source material.
- **Late Assignments**: Please recognize that great effort is exerted in developing a course, including a course schedule. Therefore, students are expected to turn assignments in at the proposed due date. Tardy assignments may be penalized by as much as a letter grade off for every day late. However, your professor reserves the right to exempt this policy due to extenuating circumstances.
- **Disability and Accessibility**: In compliance with Section 504 of the Rehabilitation Act of 1973, Huntington University makes reasonable accommodations for students with disabilities. The director of the Academic Center for Excellence is the advocate and coordinator of services for students with disabilities at the University. Any student who has a learning, orthopedic, sensory or psychiatric condition that substantially limits one or more major life activities and who would benefit from accommodations may be eligible for assistance. Students may contact the Learning Center in person, by phone at 260-359-4290 or by e-mail at [kchafin@huntington.edu](mailto:kchafin@huntington.edu) for more information".
- **Submission of Documentation**: All documents must now be submitted digitally by the student to CORE. Some documents must be posted as a pdf file. University copiers/scanners can be used to help scan documents. All hours must be digitally entered into the CORE. **Failure to post all required documents by the due date for grades will result in failure of the course.** Hard copies

of documents will no longer be accepted. Faculty are required to report a failing/unsatisfactory grade for students who do not post all documents (an exception may be granted by the Program Director).

- **Completion of Hours in CN650:** Students must complete a total of 100 clinical hours in CN650. Of the 100 hours, 50 must be direct hours, including 10 group leadership hours. Failure to complete the required hours may result in failing the course. For circumstances beyond the control of the student, the Director of Clinical Experiences may make an exception to the completion of hours.
- **Right of Revision:** While the assignments are connected to assessment the facilitating instructor has the authority to change an assignment to better fulfill the objectives of the class if in his/her estimation it is believed that the assignment will better accomplish that objective.
- **Group and Individual Supervision:** Your class will meet for supervision with your Faculty Supervisor every week for 1½ - 2 hours. This will be a time to discuss your clients, your experiences in therapy and the weekly assignments. You will also need to meet weekly with your Site Supervisor for 1 hour. Weekly supervision from a university and site supervisor is required of all Practicum and Internship experiences. See FAQ's for Practicum and Internship for additional information.
- **Policy Regarding Student's Evaluations and Course Grade:** In CN650 Practicum, students must receive a minimum computed grade of 69% on their Evaluation of Counseling Skills and Dispositions to pass the course. In CN651, students must receive a minimum computed grade of 72%, and a minimum computed grade of 75% in CN652. These grades are required regardless of the student's grades on other assignments in the course. Failure to achieve these grades will result in either an F for the course or an Unsatisfactory for the course. Failing to receive a sufficient computed grade on the Evaluation will require either a repetition of the course, a repetition and a plan for remediation, or termination from the M.A. in CMHC program. Greater preference is given to evaluations from site supervisors, but does not exclude evaluations by faculty supervisors. The Program Director reserves the right to make exceptions to this policy in warranted cases.

## **PROGRAM OUTCOMES AND STANDARDS**

### **Program Learning Outcomes**

Upon completion of the M.A. in Counseling, students will have . . .

1. (Ethics) Accurately applied the codes of ethics to a wide-range of counseling dilemmas, clients, and contexts.
2. (Diversity) Demonstrated proficient cross-cultural counseling skills with diverse clients and in diverse contexts.
3. (Integration) a. Developed an initial, integrated counseling model; b. Evidenced ethical integration of Christian faith in working with diverse clients and in diverse contexts.
4. (Spiritual Formation) Developed a secure attachment with God.
5. (Human Development) Applied selected developmental concepts to diverse counseling scenarios.
6. (Career Counseling) Applied career counseling models, skills, and assessment with diverse clients.
7. (Counseling Models) Developed a sufficient counseling model for working a broad range of clients.
8. (Counseling Skills) Demonstrated proficient counseling skills in working with a broad range of clients.
9. (Group Work) Demonstrated proficient leadership skills in the facilitation of a group.
10. (Assessment) Designed and conducted several selected assessment processes for counseling scenarios.
11. (Research) Designed counseling-oriented research or program evaluation.

### **MACMHC Program Outcomes**

1. **PROFESSIONAL IDENTITY** – Students will understand and value all aspects of professional functioning, including history, roles, organizational structures, ethics, legalities, standards, and credentialing.
2. **SOCIAL AND CULTURAL DIVERSITY** – Students will apply core theory and research regarding the cultural context of relationships, including current issues and trends in a multicultural and diverse society, to the practice of professional counseling.

3. HUMAN GROWTH AND DEVELOPMENT – Students will apply core theory and research regarding the nature and needs of individuals at all developmental levels to their work as professional counselors.
4. CAREER DEVELOPMENT – Students will apply core theory and research pertaining to career development, the psychology of work, and related life factors to the practice of professional counseling.
5. HELPING RELATIONSHIPS – Students will exhibit the knowledge base and skills needed to ethically and effectively deliver a range of professional counseling and consultation services.
6. GROUP WORK – Students will understand the theoretical and experiential foundations of group purpose, development, and dynamics and will apply group counseling methods and skills to the practice of professional counseling.
7. ASSESSMENT – Students will understand principles of testing and measurement and will apply both individual and group methods of assessment and evaluation to their work as professional counselors.
8. RESEARCH AND PROGRAM EVALUATION – Students will understand how research methods, statistical analysis, needs assessment, and program evaluation are conducted and the role of these practices in the counseling profession.

### **CACREP Core Standards**

CACREP standards are available on the course’s Moodle site.

## **FACULTY INFORMATION**

### **Faculty Biography**

Dr. Davis is a licensed clinical social worker, marriage and family therapist, and mental health counselor in the state of Indiana. He has degrees in Bible and Christian Education (B.S.), Counselor Education (M.Ed.), and Counseling and Development (Ph.D.). Dr. Davis has taught and directed counseling programs at Indiana Wesleyan University and Huntington University. He has done private practice counseling for 37 years and clinical supervision for 25 years.

Dr. Davis has been married to his college sweetheart (Debra) for 43 years, has 3 married children and 15 (soon to be 16 grandchildren). He enjoys all sports, (especially golf), dating his wife, playing with grandkids, 1960’s and 1970’s rock, and classic “twangy” country music.

### **Faculty Availability**

Dr. Davis is generally available in his office (Rm. 21, Grad School Office, UB Headquarters Building) from 9 am – 4 pm, Monday – Friday. He is also available by email and phone (see page 1 of this syllabus). Dr. Davis will also give students his cell phone number in class.

### **PROPOSED COURSE SCHEDULE**

<b>Week</b>	<b>Date</b>	<b>Topic(s)</b>	<b>Reading*</b>	<b>Assignments/Forms Due</b>
<b>1</b>	5/9	Course overview Supervision overview Clinic orientation Transition of clients Preparing for clients Start-up procedures	HU’s Practicum and Internship Handbook;  Course Syllabus	Acknowledgement of receipt and reading of manual  Proof of Insurance  Practicum Contract  Consent to receive supervision  Emergency contact and procedures

2	5/16	Understanding fears Common elements in therapy Asking good questions Keys to early progress Session Notes Overview of case presentations	Handouts on Moodle	Self-evaluation and goals for Practicum
3	5/23	Therapeutic stance Psychodynamic summary Case formulation and treatment planning Child abuse and neglect procedures	Reichenberg, and Seligman (R & S) Ch. 1 <i>Indiana</i>  <i>Screening Guide for Child Abuse.</i>  Handouts on Moodle	Yalom (Y) chapters 1-16  Case presentations
4	5/30	Boundaries Transference/countertransference Working with client defenses Diagnostic competitions	Watson, <i>Addressing Client Resistance.</i>  Handouts on Moodle	Y chapters 17-32  Case presentations
5	6/6	The emotion revolution Levels of empathy Corrective emotional experiences	Neukrug, <i>Creative &amp; Novel Approaches to Empathy</i> Alberti, <i>Psychotherapy by Alliance and Corrective Experiences.</i>  Handouts on Moodle	Y chapters 33-49  Case presentations  May logs
6	6/13	Suicide resources Assessing lethality Grounding skills for clients and counselors	R & S Appendix Suicide Assessment and Prevention  Handouts on Moodle	Y chapters 50-66  Case presentations  Mid-term evaluations in individual meetings  Hand in journals
7	6/20	Personality disorders, part I	McNichols, Zinck, Witt & Neel, <i>Counselors as Agents of Change.</i>	Y chapters 67-85  Case presentations  Verbatim

			R & S Ch. 19: Personality Disorders  Handouts on Moodle	
<b>8</b>	6/27	Personality disorders, part II		Y new thoughts and developments 3-23  Case presentations
<b>9</b>	7/11	Ethical dilemmas, part I	Handouts on Moodle	Case presentations  June logs
<b>10</b>	7/18	Ethical dilemmas, part II	Handouts on Moodle	Case presentations
<b>11</b>	7/25	Ending procedures Termination procedures	Handouts on Moodle	Case presentations
<b>12</b>	8/1	Ending procedures, cont'd Termination procedures, cont'd	Handouts on Moodle	Case presentations  July logs  Final journals

**\*Students will also find handouts on the course topics on the Moodle site for the course and should read through all of the handouts assigned for each week before coming to class.**

## CN650 Requirements Checklist

Student \_\_\_\_\_ Term/Year \_\_\_\_\_ Faculty \_\_\_\_\_

- \_\_\_\_\_ Confidentiality: Students are expected to act in a professional manner regarding all client information, whether written or verbal. Failure to treat all information confidentially will result in failure of the course.
- \_\_\_\_\_ Acknowledgement of Receipt and Reading of Manual.
- \_\_\_\_\_ Practicum Contract.
- \_\_\_\_\_ Obtain liability insurance before you begin the clinical experience.
- \_\_\_\_\_ 1 hour per week of individual supervision. (Set up supervision schedule with supervisor at the beginning of the semester and then work with the supervisor to obtain weekly supervision.)
- \_\_\_\_\_ 1 ½ - 2 hours per week of group supervision.
- \_\_\_\_\_ Completed midterm evaluation (both Counseling Skills & Group Skills) by faculty supervisor.
- \_\_\_\_\_ Completed evaluation of faculty supervisor. (Go over with faculty supervisor during supervision.)
- \_\_\_\_\_ Completed final evaluation by faculty supervisor. (Go over with supervisor during final supervision.)
- \_\_\_\_\_ Counselor evaluations by clients. (Obtain evaluation of your work as a counselor from 5-10 clients.)
- \_\_\_\_\_ Minimum of 4 case presentations with report forms, including 4 video/audio recordings.
- \_\_\_\_\_ 4 Peer Observation reports.
- \_\_\_\_\_ Reading assignments.
- \_\_\_\_\_ Verbatim assignment.
- \_\_\_\_\_ Journals (both midterm and final), including final reflection.
- \_\_\_\_\_ Completed logs of hours (100 total, 50 direct, including 10 group hours, with each month signed digitally by supervisors).
- \_\_\_\_\_ Cumulative log completed for CN650.
- \_\_\_\_\_ All documentation posted as directed by faculty supervisor.

## Rubric for Evaluating Journals

Criteria	Definition	Unsatisfactory (0-10)	Emerging (11-20)	Proficient (21-30)	Exemplary (31-40)	Score
Level of Completion (40%)	The degree to which the student addresses all assignment objectives and required length.	The objective(s) is not achieved and the length requirement is not met.	The objective(s) is minimally addressed and the length requirement is not met.	The objective(s) is largely addressed and the length requirement is not met.	The objective(s) is significantly addressed and the length requirement is sufficiently met.	
Level of Awareness (40%)	The degree to which the student is aware of his/her internal responses to the exercise	Reflection demonstrates no awareness of his/her internal response.	Reflection demonstrates little awareness of affect or cognition in his/her response.	Reflection demonstrates either affect or cognition in his/her response.	Reflection demonstrates both affect and cognition in his/her response.	
Criteria	Definition	Unsatisfactory (0-5)	Emerging (6-10)	Proficient (11-15)	Exemplary (16-20)	
Construction (20%)	The degree to which the paper reflects correct spelling and error.	Significant errors in spelling and grammar.	Moderate errors in spelling and grammar.	Most of reflection utilizes correct spelling and grammar.	Minimal or no errors in spelling or grammar.	
Subtotals						
<b>Total</b>						