



DOANE UNIVERSITY

SYLLABUS

COU 691: Counseling Internship

Course Content

<i>Course Number:</i>	COU 691
<i>Course Title:</i>	Counseling Internship
<i>Course Dates:</i>	2017-2018 Academic Year
<i>Credit Hours:</i>	0 - 6 Credits
<i>Instructors:</i>	Courtney East, PhD, NCC Kyle Wockenfuss, PhD, NCC, LMHP
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<i>Office Hours:</i>	By Appointment
<i>Meeting Times:</i>	Tuesdays 4:00 pm-5:30 pm or 5:30 pm-7:00 pm Wednesdays 3:00 pm-4:30 pm or 4:30 pm-6:00 pm (Distance Only)

Course Description

A supervised internship experience which consists of a minimum of 800 clock hours that includes: (a) a minimum of 320 hours of direct service work with clients; (b) a minimum of one hour per week of individual supervision with the on-site supervisor; and (c) a minimum of 1 1/2 hours per week of group supervision via weekly internship class meetings. The internship experience enables students to refine and further enhance the knowledge and skills applied during their practicum. In addition, the internship provides an opportunity for students to engage in all of the professional activities performed by a regularly employed staff member at the internship site.

Prerequisite: Admission to Level 3. Repeatable for a maximum of 12 credits

Required Core Course; PASS/FAIL

Course Objectives:

1. Students will understand how to apply interventions and techniques from a theoretical perspective to a counseling case.
2. Students will develop and demonstrate skills for case conceptualization. This includes at minimum: multicultural aspects, ethical implications, a theory driven perspective, referrals, safety planning and crisis situations, identifying presenting concerns, mental status exams, client medication history, etc.

3. Students will learn to identify client symptoms to develop an accurate and complete diagnosis including accurate notations.
4. Student will learn to develop a full and clinically appropriate treatment plan based on identified symptoms and diagnosis including writing measurable outcome goals.
5. Students will identify areas for needed growth and development through discussion and acceptance of feedback from faculty supervisors, on-site supervisors, and other student colleagues.

REQUIRED TEXT:

American Psychiatric Association. (2013). Diagnostic and statistical manual of mental disorders: DSM-5. Washington, D.C: American Psychiatric Association.

2016 CACREP Standards

Standard Identifier	Standard	Assessment
2.F.1.b	the multiple professional roles and functions of counselors across specialty areas, and their relationships with human service and integrated behavioral health care systems, including interagency and inter-organizational collaboration and consultation	Case Conceptualization Treatment Plan
2.F.1.i	ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling	Case Conceptualization Treatment Plan
2.F.1.k	strategies for personal and professional self-evaluation and implications for practice	PPE
2.F.1.m	the role of counseling supervision in the profession	PPE
2.F.2.c	multicultural counseling competencies	Case Conceptualization Treatment Plan
2.F.2.d	the impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individual's views of others	Case Conceptualization Treatment Plan
2.F.2.f	help-seeking behaviors of diverse clients	Case Conceptualization Treatment Plan
2.F.2.g	the impact of spiritual beliefs on clients' and counselors' worldviews	Case Conceptualization Treatment Plan
2.F.3.h	a general framework for understanding differing abilities and strategies for differentiated interventions	Case Conceptualization Treatment Plan
2.F.5.a	theories and models of counseling	Case Conceptualization Treatment Plan
2.F.5.b	a systems approach to conceptualizing clients	Case Conceptualization
2.F.5.f	counselor characteristics and behaviors that influence the counseling process	PPE
2.F.5.g	essential interviewing, counseling, and case conceptualization	Case Conceptualization

	skills	Treatment Plan
2.F.5.h	developmentally relevant counseling treatment or intervention plans	Case Conceptualization Treatment Plan
2.F.5.i	development of measurable outcomes for clients	Case Conceptualization Treatment Plan
2.F.5.j	evidence-based counseling strategies and techniques for prevention and intervention	Case Conceptualization Treatment Plan
2.F.7.b	methods of effectively preparing for and conducting initial assessment meetings	Case Conceptualization Treatment Plan
2.F.7.e	use of assessments for diagnostic and intervention planning purposes	Case Conceptualization Treatment Plan
3.A	Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship.	Required by students; Held in Student File
5.C.1.c	principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning	Case Conceptualization Treatment Plan
5.C.2.b	etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders	Case Conceptualization Treatment Plan
5.C.2.d	diagnostic process, including differential diagnosis and the use of current diagnostic classification systems, including the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Classification of Diseases (ICD)	Case Conceptualization Treatment Plan
5.C.2.f	impact of crisis and trauma on individuals with mental health diagnoses	Case Conceptualization Treatment Plan
5.C.2.h	classifications, indications, and contraindications of commonly prescribed psychopharmacological medications for appropriate medical referral and consultation	Case Conceptualization Treatment Plan
5.C.2.j	cultural factors relevant to clinical mental health counseling	Case Conceptualization Treatment Plan
5.C.2.m	record keeping, third party reimbursement, and other practice and management issues in clinical mental health counseling	Case Conceptualization Treatment Plan PPE
5.C.3.a	intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management	Case Conceptualization Treatment Plan
5.C.3.b	techniques and interventions for prevention and treatment of a broad range of mental health issues	Case Conceptualization Treatment Plan
5.C.3.d	strategies for interfacing with integrated behavioral health care professionals	Case Conceptualization Treatment Plan

Measurement of Outcomes

Assignments (Direct): Case Conceptualization, Treatment Plan, Theories of Consultation Paper, Participation and Professional Evaluation (PPE)

Key Performance Indicator (KPI): Case Conceptualization, Treatment Plan

Instructional Methods

The learning method of the Practicum involves many strategies, including *observation, listening* and *applying* assessment practices, case formulation, treatment planning and implementation of counseling strategies with clients, families and therapy groups as modeled/demonstrated by on-site supervisors. Initially, in Practicum I, emphasis is focused on learning *indirect practices*, such as case management, record keeping, work within agency or clinic structures, learning procedures to work with managed care companies and developing familiarity with the myriad of support activities necessary to effectively conduct counseling in various professional settings. Supervision models and styles may vary among Faculty Supervisors.

It is intended that the Practicum/Internship student will be given increased responsibility and assigned to participate in activity *directly with clients, families or groups* when deemed appropriate by the Site Supervisor. As the student demonstrates increasing expertise and knowledge, the supervisor will move learning activity from observing to engaging wherein the student will join with the supervisor in the conduct of therapy with clients. Eventually, the supervisor will turn more of the counseling activity over to the student who, as he/she advances in Practicum II and Internship, to a condition where the student will conduct much or most of counseling with clients, under direct observation and supervision of the site-supervisor.

In addition, Practicum I, II, III, and Internship students are required to participate in *Faculty Supervision* and instruction that is conducted through mediums including, but not limited to, weekly seminars. Faculty Supervision is conducted weekly and held on campus. Through Faculty Supervision, practicum students have the opportunity to gain valuable additional experience and skill development through several learning processes, two of which involve *faculty performance critiques* and *collegial consultation*.

The faculty supervisor will observe student performance and participation, including presentation of cases. Each presentation will be critiqued with respect to the quality of its content and the degree to which it adheres to professional standards of practice based on the case conceptualization and treatment plan rubric.

In the manner of a professional consultation, other practicum students and interns (colleagues) attending the session will critique each other's presentation, agreeing with or offering alternative case analysis, treatment recommendations and counseling technique suggestions.

Suggestions for Getting the Most Out of This Course

1. Ask questions. Ask questions about anything that you aren't sure about or are confused by (you won't be the only one wondering).
2. Participate. This class is designed to include discussion. The more that you are involved the more you will get out of the class.
3. Be willing to take a risk. Volunteer to role-play in class, this is a time in a safe place to apply and work with the different theories and techniques.
4. Be prepared to present on the day of your choosing. This includes having your presentation paper(s) ready and uploaded to LiveText.

Course Assignments

Case Conceptualization and Treatment Plan (Pass/Fail)

Submit to LiveText by Assigned Due Date

Students are required to complete and submit a written Case Conceptualization and Treatment Plan Paper based on a client that has been observed or directly provided services to during the Practicum II experience. Outlines and rubrics can be found on Blackboard as well as requested by the Faculty Supervisor. Practicum II students are to sign up for a presentation date during the first week of each term. Students should upload their full Case Conceptualization, Treatment Plan, and two (2) progress notes to Blackboard before their assigned presentation date. These items should all correspond to the same client. Faculty Supervisors may request a hard copy of assignments.

Required: Audio Recording of Session

Students are required to provide an audio recording of approximately 5 minutes of a session demonstrating counseling services with the same client that the student is presenting on. Students must have a signed waiver, provided by Doane University's MAC program, by the client before audio taping. Students are not permitted to use any recording device other than what is provided by the MAC program. Students are not permitted to keep, copy, or alter audio files in any capacity for any reason. Audio tapes must be permanently destroyed immediately after used for educational purposes. Audio files are only permitted to be played and/or listened to by the student, the client, Faculty Supervisor, and students within the Faculty Supervision seminar on the day of the presentation. The audio recording is to be used for educational and training purposes only.

If the student's site does not permit any audio recording of sessions, this must be provided to the Faculty Supervisor in writing by the Site Supervisor. Students who are not permitted by their site to record or were denied permission to record by the client may produce a transcript to be read during the class presentation. All students must provide a copy of the signed waiver indicating the client's explicit permission or denial of session audio taping to their Faculty Supervisor at the time of the in-class Case Conceptualization presentation.

Students will not be eligible for a passing grade of COU 691, continued registration into COU 691, or permission to collect Internship hours until this paper is submitted and successfully graded.

Participation and Professional Evaluation, PPE (Pass/Fail)

Faculty Supervisors will complete a PPE for each student at the end of every term the student is registered as a Practicum or Internship student. Students must receive a score of 3 or higher on each section. Any students scoring a 2 or below on any section will be required to meet with the Faculty Supervisor to create a success plan. Students may be asked to complete a PPE as a self-evaluation, as well. *Rubric is available on LiveText.*

Additional Course Requirements

Ethical Considerations:

It is always the professional obligation of the individual mental health practitioner in training, or ultimately as a fully licensed professional, to practice ethically. Internship students are required as a minimum to:

1. Follow and comply with all federal laws, rules and regulations and those of State of Nebraska and the Department of Health and Human Services Division of Regulation and Licensure.
2. Follow all of the principles and guidelines provided in the most current Code of Ethics as published by the American Counseling Association.
3. Inform your clients that you are a Doane University Master of Arts in Counseling intern-in-training, practicing under the supervision of (Name of) your on-site supervisor and Dr. Courtney East (Tuesday Supervision) or Dr. Kyle Wockenfuss (Wednesday Supervision) your Doane University Faculty Supervisor.
4. Safeguard confidentiality and right of privacy of your client.
5. Become familiar with and proactively implement policies and practices enunciated in HIPPA, FERPA and other pertinent state and federal regulations.
6. Practice within your scope of practice and level of competence, that is, as an intern-in-training under active supervision
7. Familiarize yourself with and abide by the clinic or agency where you are interning, to include their policies and procedures.
8. In accordance with the principle of informed consent, obtain, in advance of your work with them approval of the client (i.e., an individual, couple, legal guardian) consent to observe their treatment and/or participate in or provide direct services.

Doane University requires that all students adhere to the ethical principles of the counseling profession as set forth in: the American Counseling Association Code of Ethics; the regulations of the Nebraska Department of Health, Bureau of Examining Boards in accordance the Nebraska Mental Health Practice Certification Act; and the laws of the State of Nebraska and the United States of America.

Nebraska statutes prohibit independent practice in mental health by non-licensed individuals. Counselors-in-training (Practicum students and interns) must assure that they are practicing under adequate clinical and academic supervision.

Regardless of previous credentials, education or past experience when entering the MAC program, participation in a *counselor training program* indicates that the student is committed to developing a professional identity as a mental health counselor and is intent on developing professional knowledge and skills necessary to achieve expertise in this career field.

The development of this identity and specific professional competency occurs throughout graduate-level training. It is appropriate for students, whatever their previous experience, to view themselves as counselors-in-training. Engagement in any relevant professional activities should be done in such a way that reflects and respects these commitments and maintains professional integrity.

In addition:

1. The program requires the highest standards of professional and personal conduct from all students.
2. Doane University requires each student to abide by the policies and procedures of the program and to comply with the program's standards.
3. A Practicum/Intern student, or their immediate family, may not establish or continue a therapeutic relationship with any faculty member, on-site supervisor, site training agency, program or colleague while registered in this course.
4. A student may not represent themselves as Practicum student, Intern or as a counselor-in-training unless they are *registered* in the appropriate course, and have arranged for and are actively working under the operational faculty supervision of the Director of Clinical Placement and/or Dean of the MAC Program.
5. Failure to comply with these standards of conduct will result in disciplinary action and may lead to suspension or dismissal from the program.

Professional & Collegial Consultation

Internship students are expected be able to discuss with site-supervisors and at supervision seminars clear, concise and relevant professional descriptions of what they are learning relevant to administrative and clinical work.

During supervision, internship students are expected to regard presentations by other students and interns as a situation in which there is an explicit request for their consultation. This means that when not presenting their own case or experience, the student is to assume the role of consultant colleagues. In this role one is expected to provide critical review, commentary and evaluation of the case work, critique comments, strategies and insights presented by others during the session. Consultation includes *active* (verbal) demonstration of:

1. An understanding of the presenter's case conceptualization and hypothesis: Ask until you understand; confirm your understanding with the presenter to make certain you fully grasp their diagnostic hypothesis.
2. A professional critique of the assumptions, hypothesis and intervention strategy.
 - a. Is this the most parsimonious and effective way to organize and understand the data?

- b. Does the assessment correctly identify problem conditions and influences? Do judgments make diagnostic sense?
- c. Are there *better* alternative conceptualizations or a better functional behavior analysis or differential diagnosis?
- d. Do the presenting intern's therapeutic interventions and strategies make sense; are they clearly identified, justified.
- e. Are counseling intervention therapy strategies and technique aligned with the case formulation and case dynamics?
- f. How does this strategy fit with the hypothesis? With best practices? With outcome based interventions? Can you offer a better fit?
- g. Outcomes: Are these the most likely or relevant signs of progress?

Suspension or Restriction

Conditions under which a student may be suspended or restricted include, but are not limited to instances, where: a student fails to perform the responsibilities of their practicum/internship in a professional manner, performs inadequately or conducts themselves in a manner that by any common sense standard is inimical.

Suspension and restriction will also result when a Practicum/Internship student fails to adhere to the policies and standards outlined in this course syllabus such as those stipulated in the Standards for Practicum Student Conduct, and includes instances when they do not follow oral and written directives which they are given by faculty and/or on-site supervisors.

Violation of Doane University standards and policies, as they are stated in the College Catalogue or Graduate Program publications such as the MAC Student Handbook, may also result in suspension or restriction.

Students that fail to adhere to professional standards of ethics and conduct, such as those stipulated in this Syllabus and those outlined by the American Counseling Association, or if an intern violates state or federal laws and regulations.

Other instances in which suspension or restriction will occur include those where student: (a) fails to adhere to attendance requirements, such as missing three or more weeks of campus or on-site supervision; (b) fails to work successfully at an approved practicum site, including ineffective or unsatisfactory work with clients, failure to adequately demonstrate professional competency, or poor interpersonal skills and behavior.

A Practicum/Intern student will be suspended if they: (1) have failed to register for the course; (2) do not have adequate liability insurance or if there is a limitation or discontinuation of liability insurance; (3) attempt to train under an unqualified or unapproved site supervisor; (d) undertake practicum at a clinic, site or agency that has not been approved.

Suspensions or restrictions will be determined on a case by case basis by the Doane University Director of Clinical Placement.

While suspended a student may *not* represent themselves as a Doane University Practicum/Internship student or Counselor- In-Training, may not see clients or function as a Doane University student at any mental health treatment or counseling site.

To be reinstated the student must meet with the Director of Clinical Placement and present a written request for reinstatement. The suspended or restricted student will be required to satisfactorily explain the absence, conduct, or condition of concern, and/or take other action as determined by the Director to correct any the problem that led to suspension or limitation which in the view of the Director rendered the student's practice inimical to a client, couple, family, themselves, the College, or to have been in contravention of professional standards, college or course policies.

Administrative:

1. A student must be *registered* in the appropriate practicum/internship course *before* undertaking any work on site; a student may not record or receive credit for practicum/internship hours before the first day of the term in which they are registered.
2. Students must provide a copy of *current* professional liability insurance in order to register for internship.
3. Students are expected to enroll in courses for each term in person during the Formal Registration dates for that term, as posted on the Doane University calendar.
4. A student engaged in a practicum/internship must immediately notify the MAC program of any change in insurance status. Insurance coverage must remain in force during the time the student is engaged in practicum/internship activity. Failure to maintain active coverage or failure to immediately notify the program of change or discontinuation of insurance results in immediate suspension from the practicum/internship.
5. MAC students must have a written, signed agreement with an internship site supervisor, on file, *before* representing themselves an internship student or student in training, and *before* working with clients or recording practicum hours.
6. To engage in an internship experience, a student must have successfully completed academic course work as specified in the Prerequisites section of this syllabus. Course work must be documented and on file in the students MAC graduate program records.
7. Required record keeping by the student:

a. SITE AGREEMENT FORM:

Student must obtain a *Site Agreement*, signed by the Site Supervisor **BEFORE** the start of Internship. **Students are NOT permitted to collect hours until this has been signed and received by the Director of Clinical Placement.**

b. STUDENT EVALUATIONS

Supervisors are to complete an official electronic evaluation via Time2Track by the 7th week of each term. It is the student's responsibility to ensure Site Supervisors have completed and submitted this evaluation. **Students will not receive a passing grade or be permitted to register for the subsequent term until the evaluation has been received by the MAC program.** Students are encouraged to meet with Site Supervisors to verbally address strengths and areas of growth determined by the evaluation. *Faculty Supervisors and/or the Dir. of Clinical Placement may ask for an additional evaluation of a student at any time*

c. TIME LOGS

Accurate time logs documenting both direct and indirect hours with an original site-supervisor signature verifying the accuracy of the log are required. Students should submit logs via Time2Track to their Site Supervisor for approval of all site activities. Students should submit logs via Time2Track to their Faculty Supervisor for approval of all attended Faculty Supervision seminars. Students are required to submit hour logs for approval a minimum of every 200 hours, however, students are strongly encouraged to have them approved more often. *Faculty Supervisors and/or administrators are permitted to request an update of Site hour logs at any time. Students who fail to meet this requirement and/or fail to make regular progress in the collection of hours are subjected to remedial plans at the discretion of the Faculty Committee.*

8. Upon completion of Internship, the student must submit all documentation (see above) to the MAC Counseling Office within *two weeks* of completing their Internship hours for which credit is being requested and documented.

Practicum and Internship Logs

1. Accurate Record Keeping:

At least 800 hours is required for successful completion of Internship. A minimum of forty percent (40%), or 320 hours of Internship experience, must be DIRECT contact mental health service with a client, couple, or family.

In addition, students must document both direct and indirect hours to include: individual supervision with the on-site supervisor that averages a minimum of one (1) hour per week; and (c) faculty supervision with their assigned section of supervision that equals or may exceed one and one half (1 ½) hours per week.

2. Definitions of Direct and Indirect Internship Training:

Direct Client Contact Hours are defined as those hours spent directly with clients. The purpose or goal of the client meeting is mental health counseling or psychotherapy. Each of the parties, the counselor- in-training (practicum student) and the client must understand the purpose of the meeting and that they intend to enter into a professional therapeutic relationship as defined and governed by the Ethical Code of the American Counseling Association. The student engages in *direct* meeting sessions only with and/or under supervision of a licensed practitioner.

The services provided in the client meeting are services defined and governed by Nebraska statutes which govern and regulate mental health counseling; they are services that require and can only be provided by a licensed mental health professional. Nebraska statutes regulate both the title and the practice of mental health counseling. Services that are called mental health counseling must be offered by a licensed professional, and the practice or function of professional mental health counseling without appropriate licensure or certification, no matter what it is called, is prohibited.

If a type of service is such that it can be provided by individuals who are not licensed as mental health professionals they are *not* Direct Client Contact Hours. If the services can be provided by well trained volunteers or by skilled teachers, community service workers or case managers, by family specialists or by family support workers, by the practicum site agency definition and by state law they are not mental health counseling services and are *not* Direct Client Contact Hours.

Indirect Practicum hours are those hours required by the site or site supervisor in order for the student to be prepared for or after having provided direct client services. Some examples of Indirect Hours are: chart notes and record keeping, case conferences or staffing, chart review, client reception or telephone coverage, agency orientation or training. These are all functions directly related to providing mental health counseling services to the clients of this agency or practice. **Indirect hours *do not* include hours spent at an elective training or workshop.**

3. Additional discussion about direct and indirect activities:

The Master of Arts in Counseling Program is divided into two parts. The first part of the program consists largely of academic, in-class, independent and supervised study, and involves primarily study aimed at acquiring the basic knowledge and skills of the professional mental health counselor, and the development of a personal professional identity as a counselor. The MAC academic curriculum provides the students with a comprehensive and adequate exposure to the knowledge and skills of professional mental health counseling. However, this is only an initial and basic knowledge and skill set.

The second part of the program which occurs during the Practicum and Internship focuses on helping students successfully apply and practice the knowledge and skill gained from course instruction. This second part is intended to afford opportunity to operationalize one's identity and skill by experiencing and demonstrating a high degree of sound professional competency in the delivery of mental health counseling services.

It is expected that the professional mental health counselor will continue to pursue their own professional development throughout their career; in fact that continued pursuit is required by licensing laws in all states. There is always new research and more to learn. The pursuit of knowledge is encouraged and expected of the MAC student or graduate. However, during practicum, workshops and conferences taken independently while the student is in practicum, may occur in a time frame coinciding with the course, but if they are not a direct part of the prescribed on-site training or clinic activity and/or are not a part of the Doane curriculum ---they

are regarded as a quest for knowledge and skill ---but *not* a part of the practicum. Such work is not credited to either indirect or direct practicum course hours.

Supervision Seminar

Study responsibility: There is a huge body of knowledge that you have explored throughout your academic course of study in the MAC program. Now, in the practicum, students have opportunity to effectively select and apply those theoretical concepts or techniques in direct work with clients and supervisors in the field, and through case presentation and consultation on campus during faculty supervised conference seminars. This professional collegial setting provides the opportunity to practice, refine, and *demonstrate professional mastery* of the functions of a mental health counselor.

The Faculty Supervision seminar is an essential element in this process. The Faculty Supervisors will carefully structure and teach within the context of the seminar, but learning and mastery is *the student's* responsibility. The opportunities afforded by cooperative collaborative consultation, with onsite supervisors, faculty and colleagues and participation in the on campus supervision session is important.

The Faculty Supervision seminar is a venue in which questions can be raised and addressed, theories analyzed, and advanced professional learning facilitated. From the perspective of the student:

You are *encouraged* to raise questions during the seminar so that inquiry will disclose where clarification is needed, and afford opportunity to add depth and resolve questions likely held by more than one person.

Your comments, personal-life experience, observations, and ideas *are* welcome and *beneficial* to everyone's learning. This is particularly true in this type seminar. However, when discussing mental health cases or individuals, whether you are referring to yourself, your family, acquaintances, or speaking about past or present cases do *not* identify who you are talking about.

It is important to recognize that the function of an informal advisor and that of a personal friend is based on personal life experience; but the function of the *professional* mental health therapist is based on —professional experience, training, extensive academic study and involves knowledge based on research, science and professional literature, not just opinion.

It is important a student be given personal attention. In addition to consultation by colleagues *during seminar* sessions, to resolve questions not clarified in seminar, or to address something that is of concern to a student, the faculty supervisor will be available after class. But because time is often congested after each session, therefore, a student may wish to make an appointment to visit with the supervisor at another time. Appointments are encouraged. If a student wishes to contact the Faculty Supervisor, refer to the telephone numbers or email address listed on Page 1 of this Syllabus.

Seminar Scheduling and Cancellations

Because work at practicum sites does not follow the Doane University academic schedule, the on-campus **faculty supervised conference seminar will be held on a continuous weekly basis**. Except for holidays, **sessions will be held weekly during and between semesters**.

Should bad weather or unforeseen event cause an unexpected cancellation of a supervision session, every attempt will be made to contact each student by email.

Official Contacts and Communication

Official correspondence and communication is sent to the student's official Doane University email address. Keep this address up-to-date. Students are expected to check this email daily. Students are advised to ensure that the MAC office has a current phone number on file in case the student needs to be contacted.

Hour Accrual Limitation

You have selectively chosen the MAC program as the foundation for a professional career. The practicum is a rewarding, enjoyable part of your studies. It is a very challenging set of two similar courses intended to facilitate learning, professional growth and mastery. While students can work long hours and carry heavy loads of responsibility you cannot force growth. Growth happens with time, experience, thought and desire. Keep in mind that this is a professional course designed to facilitate your effectiveness as a counselor in the complex process of *identifying* and then successfully addressing the needs of *clients*.

- Practicum I students are permitted to collect **NO MORE THAN 10** direct hours a week, to include 1 hour of Site Supervision and 1.5 hours of Faculty Supervision per week.
- Practicum II and III students are permitted to collect **NO MORE THAN 20** direct hours a week, to include 1 hour of Site Supervision and 1.5 hours of Faculty Supervision per week.
- **Internship students are permitted to collect NO MORE THAN 30 direct hours a week, to include 1 hour of Site Supervision and 1.5 hours of Faculty Supervision per week.**

Evaluation Criteria

FINAL GRADE

Pass/Fail:

- Case Conceptualization
- Treatment Plan
- PPE

Practicums are graded on a pass, fail basis. Successful completion of the practicum is based on *demonstrated mastery of academic knowledge and skills and professional competency*. This mastery

will be judged by the faculty instructor, both subjectively and objectively in a variety of ways, including, but not limited to: observation, written and oral presentations, punctuality, attendance, quality of participation in supervision conferences, and compliance with guidelines and policy contained in this Syllabus and other instructions pertaining the internship.

From time to time, formal as well as informal discussions will be held to appraise a student's performance, including strengths or concerns. These will be scheduled by the faculty supervisor and may occur during or after on-campus supervision sessions or through the medium of planned office visits. Written communication will also be a practical way to provide feedback via memorandum, official letter, or email.

Attendance Policy

- Practicum students are required to actively participate in a minimum of one (1) hour of supervision per week with their on-site supervisor.
- Students are required to engage in one and one half (1 1/2) hour each week of faculty supervision at Doane University through active participation in Practicum/Internship Faculty Supervision seminar.
- **Students who arrive over 15 minutes late for faculty supervision WILL NOT be counted as being present for that faculty supervision session and are required to make this seminar up the following week.**
- Students are required to attend each week regardless if they are collecting hours. If the student has an emergency and is unable to attend the Faculty Supervision seminar, the student must inform the Faculty Supervisor in writing. All missed seminars are required to be made-up the following week. Students may attend an irregular section by request only. Students must attend weekly regardless if they are collecting hours on site or not.
- **If a student is absent for (3) consecutive Faculty Supervision seminars or more, they are regarded as practicing without the appropriate supervision and are immediately suspended from their practicum or internship.**
- Students must comply with all Site agreements and requirements for attendance. Failure to comply with any of these requirements may result in permanent removal from the site, remedial services, or suspension from the MAC program.

Tentative Schedule

All students enrolled in COU 691: Internship are to sign up for an oral presentation of their Case Conceptualization and Treatment Plan once per term. See presentation board in room 104 for schedule of student presentations.

Course Declarations

LiveText/Blackboard Usage: LiveText and Blackboard will be utilized to collect various artifacts that can represent the student's body of work. For example, signature artifacts are major assessments of knowledge, skill, and practice that are grounded in CACREP and best practice standards and are associated with various assessment rubrics and are integrated in LiveText. The online portfolio is maintained in the student's personal file on the LiveText website. There may be a number of artifacts that are appropriate for inclusion—see the instructor for details.

Questions, Concerns, Grievances: Feel free to schedule an appointment to talk with the instructor, if you have follow-up issues to discuss; if you feel there is a problem or misunderstanding; or if you have a question or complaint. In addition, you may contact the Dean regarding any concerns. Formal grievance procedures are outlined in the Doane MAC Student Handbook.

Non-Discrimination Policy

Applicants for admission and employment or professional agreements with the University are hereby notified that this institution does not discriminate on the basis of race, color, religion, sex, genetic information, national origin, disability, age, marital status, sexual orientation or any other protected class recognized by state or federal law in admission or access to, or treatment, or employment in its programs and activities. Sexual Harassment and sexual violence are prohibited forms of sex discrimination.

Title IX Policy Statement

It is the policy of Doane University not to discriminate on the basis of gender in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Director of Human Resources, Doane University, 1014 Boswell Avenue, Crete, NE 68333 or to the *Director of the Office for Civil Rights*, Department of Health, Education, and Welfare, Washington, D.C., 20202.

Academic Integrity

The faculty expect students to pursue their work with academic integrity. A copy of the policies concerning academic honesty may be obtained from the office of the Vice President for Academic Affairs in Crete or from the Dean of each program. Any breach of academic integrity may result in immediate suspension from the program.

Access/Services for Students with Disabilities

The Rehabilitation Act of 1973 (section 504) and the Americans with Disabilities Act (ADA) provide that "no otherwise qualified disabled individual in the United States shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." This regulation requires that Doane programs be accessible to the disabled, but it does not require that every building or part of a building be accessible. Thus, it may be necessary to reschedule classes to accessible classrooms or to take other steps to open one of the programs to students with mobility impairments.

1. Students interested in services related to a disability should notify the university of any special circumstances that would affect their ability to compete equally in the college environment. To assist the university in providing services, documentation of such disabilities must be provided by qualified professionals upon request.

2. While students are encouraged to self-identify at the earliest possible time, they can access services at any time by initiating the process described in number one above.
3. To initiate this process, students are encouraged to contact the Office of Graduate Studies before beginning classes so their needs can be anticipated, reviewed, and accommodated.

Changes in Syllabus: Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time.