



Course	COUN 6000 Counseling Learning Practicum	
Term	Fall 2, 2009 – (Tuesday 6:30 -8:00) 10/20, 10/27, 11/3, 11/10, 11/17, 11/24, 12/01, 12/08, 12/15	
Instructor	Name:	Dr. Monica Ford-Davis
	Mobile Phone:	(904) 655-7767
	Email:	prestigetrust@bellsouth.net or fordm@duvalschools.org
Catalog Description/ Content Areas	<p>Students are required to complete a practicum in conjunction with their counseling curriculum. Each student plans his or her practicum with an academic advisor before completion of 15 credit hours in the program. A formal practicum proposal must be submitted to the counseling advisor before a student can register for the practicum, and the practicum should constitute the last course hours of the student's program. This is a non-paid practicum. Prerequisite: completion of all other required courses in this major. Course may be repeated for credit. The practicum is graded on the CR (credit) Option. Certain states may require more than 6 credit hours of practicum. Requires permission of instructor/academic advisor.</p> <p>Content Areas: Professional Orientation and Ethical Practice, Social and cultural Diversity, Human Growth and Development, Helping Rxs, Group Work, Assessment.</p>	
Learning and Skills Outcome Objectives	<p><i>Upon successful completion of this class students will be able to:</i></p> <ol style="list-style-type: none">1. Demonstrate competent skills in establishing a counseling relationship, accurately identifying client concerns, cooperatively developing counseling goals with the client.2. Demonstrate the development of a critical awareness of one's own counseling performance and of the counseling performance of others.3. Demonstrate skill in maintaining appropriate counseling records and writing professional reports.4. Demonstrate the knowledge of and adherence to the ethical principles of the professional counselor as delineated in the American Counseling Association (ACA) Code of Ethics.	

Materials	<p>Jongsma, A.E. (2006). The Complete Adult Psychotherapy Treatment Planner. (4th Edition).Wiley. ISBN# 978-0-471-76346-8</p> <p style="text-align: center;">To Order Textbooks go to the local North FL website at www.webster.edu/jack and click on Order Textbooks to select a vendor</p> <p>Note: Textbooks must be ordered 2 weeks prior to class to ensure delivery</p> <p>Supplemental Reading:</p> <ul style="list-style-type: none"> • <u>Research Paper Guidelines and Sample Paper</u> – See website @ www.webster.edu/jack and click on Student Resources category 																			
Methods of Learning	<p>Students will learn through a variety of methods which include, but are not limited to lecture, text readings, discussion, group supervision, role plays, out of class assignments, and at their practicum site.</p>																			
Grading	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Assignments</th> <th style="text-align: right;">Maximum Points</th> </tr> </thead> <tbody> <tr> <td>• Presentation Guidance Lesson</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td>• Weekly debriefings</td> <td style="text-align: right;">20 Points</td> </tr> <tr> <td>• Oral presentation of case study</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td>• Electronic time logs signed by supervisor</td> <td style="text-align: right;">20 Points</td> </tr> <tr> <td>• Evaluations (Mid-term ,Final, Student Site, Thank you note)</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td>• Guidance Resources</td> <td style="text-align: right;">10 Points</td> </tr> <tr> <td>• Practicum notebook</td> <td style="text-align: right;">20 Points</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">100 Points</td> </tr> </tbody> </table>	Assignments	Maximum Points	• Presentation Guidance Lesson	10 Points	• Weekly debriefings	20 Points	• Oral presentation of case study	10 Points	• Electronic time logs signed by supervisor	20 Points	• Evaluations (Mid-term ,Final, Student Site, Thank you note)	10 Points	• Guidance Resources	10 Points	• Practicum notebook	20 Points	TOTAL	100 Points	<p>The Graduate catalogue delineates the grading process for this course. The course is graded on a credit/no credit format. In other words, no letter grade is provided and the student will receive credit for passing the course and no credit for not passing the course. It is imperative to note that the grading of this course has a subjective component that is based upon the experience of the instructor. The Counseling faculty recognizes that counseling skills and counselor effectiveness cannot be assessed in the same manner as academic performance in other disciplines. Students completing this course should <i>demonstrate marked progress toward the course objectives</i> as noted above as well as be able to write coherently and interact professionally with peers. Your final grade (credit or not) in this course will reflect <i>not only your academic performance but also your interpersonal skill</i></p>
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	<p><i>development and openness to supervision as evaluated by the instructor and or supervisor.</i> For example, it is possible to excel academically and not pass the course due to poor counseling skills development, poor interpersonal skills, and or inability to receive supervision in a professional manner. Thus, all grades will reflect a combination of <i>objective and subjective</i> assessment.</p>
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<p>Activities</p>	<p>Guidance Lesson: Present to the class a lesson that has been presented in the school setting. The lesson should include a lesson plan in the Standards-based Workshop Model. This model includes the following sections: Opening, Mini Lesson, Work period and Closing</p> <p>Weekly Debriefing of Cases: Debriefing is an opportunity for the student to demonstrate their knowledge of the field of counseling. It is also an opportunity to demonstrate skills gained in the pursuit of this expertise. The instructor's preference is to receive a one page summary of the preceding week's activities via the email account above.</p> <p>Oral Presentation of Case Studies: You should select a client with whom you are having some difficulty. Use the guidelines presented in class, and present your case to the class for critique.</p> <p>Resume: Develop a personal resume that you will use during interviews.</p> <p>Time Logs: A time log is to be completed on a weekly basis that reflects the time the intern spends completing direct, non-direct, and supervision hours. Use the electronic timesheet that located on Blackboard and www.webster.edu/jacksonville under student resources, counseling forms and documents, excel timelog.</p> <p>Evaluations: All students must complete the following.</p> <ul style="list-style-type: none"> ○ Student's Site evaluation (Typed) ○ Thank you note to Site/Qualified Supervisor ○ Evaluation by Site/Qualified Supervisor is to be turned in, in a sealed envelope with the supervisor's signature across the seal. <p>Practicum Log Notebook: The Practicum Notebook should include the following with <u>section dividers</u>:</p> <ol style="list-style-type: none"> 1. Syllabus 2. Completed Practicum Packet including copy of insurance documentation 3. Completed Time Logs for required hours 4. One page debriefing on all counseling done <u>each week</u> 5. Complete one treatment plan or guidance lesson that you have implemented in the school setting. 6. Complete and Individual Counseling Session Critique (1) each term. 7. Final Project: Write a two page analysis of your Practicum setting (Refer to Final Project information) 8. Resume 9. Complete State forms for Examination, Internship or Certification.(Refer to
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the document "Steps to Obtaining Teacher Certification in Florida and Important Phone Numbers and Addresses)

Class Participation and Attendance:

- Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. **PLEASE BE ADVISED:** Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses.
- Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor's Letter, etc.) as to absence relating to non-completion of class work. These must be faxed 904-262-1459 or dropped off to Webster University by the Monday after the term ends.
- Participants are expected to arrive on time and be actively involved in the learning experience. Each student should desire to learn, participate, and proactively contribute to the learning of others during each discussion and exercise.
- Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes.
- Assignments are given to prepare the student to participate in class discussions; therefore, it is imperative that reading assignments and associated questions for discussion be completed prior to class.
- A maximum of 10 points will be awarded based on the level and quality of participation and preparation.
- Failure to turn in an assignment within one week will result in a grade of "0" for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points.
- All assignments are due as detailed in the Course Schedule.
- Late assignments will be accepted, if they are turned in **no later** than one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student's final grade by an additional one point.
- Late assignments will not be accepted for the final assignments the last session of the course to allow timely completion and grades to be submitted.
- An in-class discussion forum will be established in which students are required to make comments and contributions of relevant current events. Contributions will be verbal and are usually presented at the beginning of each class session.
- As prescribed by Webster University, the instructor will assign students a one-

	<p>page written assignment for each hour of class missed. Inadequate completion of these projects will result in zero points for the entire “Class Participation and Homework” component of the final grade.</p>
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services</p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances</p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained</p> <p>From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course</p> <p>It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is</p>

	cancelled for any reason, it must be rescheduled.	
Course Policies	<p>Professional Liability Insurance. Obtain professional liability insurance and provide copy of proof of insurance and or your policy number to the instructor prior to beginning counseling with any clients. Insurance can be obtained through the HPSO, found on the American Counseling Association website. Student policies can be purchased for a nominal fee. You do not have to be a member of ACA to purchase the reduced insurance fee.</p>	
Weekly Schedule		<p>Pre-Assignments for Session 1:</p> <ul style="list-style-type: none"> • None
	Session 1/2	<p>THEME: High School Credits and College Requirements</p> <p>Topics:</p> <ul style="list-style-type: none"> • Review syllabus and assignments • High school credits and College Requirements • ASCA Standards • Blackboard procedures
	Session 3/4	<p>THEME: Social skills</p> <ul style="list-style-type: none"> • Oral Presentation of Case Studies • Guidance Lessons • Guidance materials (books & videos) • Debriefings
	Session 5/6	<p>THEME: The Economy and Education</p> <p>Topics:</p> <ul style="list-style-type: none"> • Oral Presentation of Case Studies • Guidance Resources • Guidance Lessons • Debriefings
	Session 7/8	<p>THEME: Crime in Schools</p> <ul style="list-style-type: none"> • Oral Presentation of Case Studies • Guidance Curriculum • Guidance Lessons • Debriefings Oral Presentation of Case Studies
	Session 9	<p>THEME: School Teacher Fair and Certifications</p> <p>Topics:</p> <ul style="list-style-type: none"> • Oral Presentation of Case Studies • Guidance Lessons • Debriefings Oral Presentation of Case Studies • Resumes due • All Evaluations due • All Time logs Due • Practicum Notebook Check
Additional	Course Attendance:	

Information	<p>The University reserves the right to drop students who do not attend class the first two weeks of the term/semester. Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences.</p> <p>Conduct: Students enrolling in a degree program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an education institution. Misconduct for which students are subject to discipline may be divided into the following categories:</p> <ol style="list-style-type: none">1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises.3. Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In case of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g. removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation, as they deem appropriate. When necessary and appropriate, Public Safety and/or the local [or military] police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or her designee) for review and, if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University.4. Theft of or damage to property of the University. Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place.5. Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the executive vice president of the University or his designee. To the extent that penalties for any of these misconducts (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.6. Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook. <p>Course Contact Hours: Unless a course has enrolled fewer than four students, faculty have a contractual obligation to meet the full complement of contact/meeting hours (36 for graduate courses). Not to meet this full complement of hours may be construed as a breach of contract and may also endanger Webster University's accreditation by The</p>
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Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, and its licensure by the State of Florida. Finally, course meetings which are missed for any reason must be made up.

Disclaimer:

- This syllabus is intended to provide a basic structure to this course. Adherence to this syllabus is subject to change at the discretion of the instructor without the prior notification or consent of the student.

Assignment Papers Retention:

- All papers will be held for one term and then discarded. Students are asked to pick these up after their class ends.

For Webster University policies and procedures, please refer to the Catalog and Student Handbook.

For Webster University policies and procedures, please refer to the Catalog and Student Handbook. If you have a documented disability as described in Section 504 of the 1973 Rehabilitation Act of the Americans with Disability Act (ADA), you can contact our Academic Resource Center (ARC) at www.webster.edu/acadaffairs/asp/arc.htm, or call 800-981-9801 ext 7620, to make arrangements for services. Also, please notify your site administrator if you are attending an extended campus.

Reviewed by: *Dr. Stephanie Vavilala*

Job Title: Counseling Coordinator

Date: 9/22/09

Revised