

<b>Course</b>	<b>COUN 6000 Counseling Learning Practicum</b>
<b>Term, Day, Time</b>	Fall 1, 2009: Mondays, 5:30-9:30 p.m.; Begins August 17, 2009 OMC- Rm 109
<b>Instructor</b>	Name: Dr. Dianne Albright, LMHC, ACS Phone: 352-861-9330-Office; 352-220-8824-Cell Email: <a href="mailto:Diannealbright91@webster.edu">Diannealbright91@webster.edu</a>
<b>Catalog Description/ Content Area</b>	<b>COUN 6000: Counseling Learning Practicum.</b> 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.  Content Areas: Professional Orientation and Ethical Practice, Social and cultural Diversity, Human Growth and Development, Helping Rxs, Group Work, Assessment.
<b>Learning and Skills Outcome Objectives</b>	<b>Upon successful completion of this class students will be able to:</b> 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.
<b>Materials</b>	<b>Text:</b> Baird, Brian N. <i>The Internship, Practicum and Field Placement Handbook, 5<sup>th</sup> Ed.</i> , Prentice Hall. ISBN: 0132238802 <b>Supplemental Recommendation:</b> Sweitzer, FH, King, M.A. (2009). <i>The Successful Internship: Personal, Professional and Civic Development (3<sup>rd</sup>. ed)</i> . Wadsworth, Cengage Learning. ISBN: 10:0495385000-X and 13: 978049538500-4
<b>Method of Learning</b>	Class will be primarily in discussion format and will count toward your Group Supervision hours. You will be sharing issues, cases, problem areas, new learning, and will be receiving constructive

	feedback on a continuing basis.
<b>Grading</b>	<p>In order to receive the <b>grade of CR (credit)</b> for this course, all hours must be completed satisfactorily. Supervisor evaluations and class requirements must be satisfactory and complete. Class attendance and participation is mandatory. All assignments are due at the beginning of each class and must follow the specific requirements given (i.e., typed, double-spaced, etc). Excused absences are rare as a major portion of the class involves your participation and active processing.</p> <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 development and openness to supervision as <b>evaluated by the instructor and or supervisor</b></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 <b>subjective</b></i> assessment.</p>
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Mid term and end term evaluation by supervisor and instructor.</li> <li>• Weekly PROCESSING Notes (brief, typed, double-spaced account of what you are experiencing and feeling during the activities on site).</li> <li>• Weekly Activity Log must be kept on computer (excel file given to each student) and copy of each week turned into class instructor weekly.</li> <li>• Journal articles as assigned (new learning explained in one paged, double-spaced, typed paper and presented to class.</li> <li>• Case presentations as assigned.</li> </ul>
<b>Policy Statements: University Policies</b>	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:

**Academic Honesty**

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.

**Drops and Withdrawals**

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 in the Graduate Studies Catalogue 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.

**Special Services**

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.

**Disturbances**

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.

**Course Policies**

Students are expected to attend meetings and keep accurate logs of hours. A weekly meeting with the on-site supervisor and weekly meetings with the course instructor, in the form of class attendance are required. All paperwork is to be completed accurately and on time, as assigned. Always bring paperwork, including processing notes, and weekly activity log to class each week.

**Use of Cell Phone:** All cellular phones are to be turned off before class begins (or placed on vibrate, if you are ‘on call’) and there is to be no texting during class time. If you are ‘on call,’ please notify your instructor before class begins and be prepared to provide documentation to that effect. Please leave the classroom to receive any calls.

**Professional Liability Insurance.** Obtain professional liability

	<p>insurance and provide a copy of proof of insurance and your policy number to the instructor <b>with your completed Practicum/Internship Packet prior to your first class.</b> 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>
<p><b>Weekly Schedule</b></p>	<p><b>Week 1:</b> Introductions, Overview, Expectations, Syllabus, Forms &amp; <u>08/17/09</u> Procedures, and Concerns.  <b>Week 2:</b> Case debriefings, discussions &amp; presentations as assigned. Reflections and self-evaluations..  <b>Week 3:</b> Case debriefings, discussions &amp; presentations as assigned. Reflections and self-evaluations.  <b>Week 4:</b> Case debriefings, discussions &amp; presentations as assigned.  <b>Week 5:</b> Case debriefings, discussions &amp; presentations as assigned.  <b>Week 6:</b> Case debriefings, discussions &amp; presentations as assigned.  <b>Week 7:</b> Case debriefings, discussions &amp; presentations as assigned.  <b>Week 8:</b> Case debriefings, discussions &amp; presentations as assigned.  <b>Week 9:</b> Case debriefings, discussions &amp; presentations. <u>10/12/09</u> Completed paperwork and supervisor evaluations due.</p>
	<p><b>Course Requirements:</b></p> <p><b><u>Course Attendance:</u></b>  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><b><u>Conduct:</u></b>  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"> <li>1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.</li> <li>2. Obstruction or disruption of teaching, research,</li> </ol>

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.

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.

Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook.

**Course Contact Hours:**

Unless a course has enrolled fewer than four students, faculty has 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 Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, and its licensure by the State. Finally, course meetings which are missed for any reason must be made up.

**Note:**

To achieve the objectives of this course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.

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](http://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: Nicki Nance

Job Title: Faculty Coordinator

Date: 7-12-09