

**Course Syllabus**

<b>Course:</b> COUN 6000/PB	<b>Instructor:</b> Lynn Banks, Psy.D
<b>Title:</b> Counseling Learning Practicum	<b>Phone:</b> 724-2918
<b>Revised:</b> November 15, 2005	<b>Email:</b> <a href="mailto:DrLBanks2@AOL.com">DrLBanks2@AOL.com</a>
<b>Term:</b> Fall 1 2008	<b>Office Hours:</b> 30 Minutes before class

**CATALOG COURSE DESCRIPTION:** 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 fifteen 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. Prerequisites: 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.

**SUGGESTED TEXT:** Manual for Counseling Internships, Banks (Purchase in class).

**INCOMING COMPETENCY OF STUDENTS EXPECTED BY INSTRUCTOR:** Prerequisite: completion of all other required courses in this area of concentration. Course may be repeated for credit.

***\*\*Students must give Webster University verification of their Malpractice Insurance before commencing practicum hours at a site\*\****

**LEARNING OBJECTIVES:** Practicum is the culminating activity in the training of students with a counseling major. It consists of actual counseling experiences with clients in a community agency setting. It provides counselors in training with the opportunity to utilize counseling skills developed in earlier courses and to cultivate their competencies while under professional supervision. Upon successful completion of this course, the student will be able to:

a.	Develop and sustain a basic helping relationship with clients characterized by respect, trust, warmth, and regard for the client as a person.
b.	Focus on central concerns of the client.
c.	Separate the counselor's personal concerns and agendas from those of the client.
d.	Locate and use appropriate referral sources for the client.

e.	Conceptualize the process and direction for counseling sessions, as well as establishing manageable goals with the client.
f.	Demonstrate a variety of appropriate counseling strategies and interventions with each individual client.
g.	Demonstrate professional and ethical conduct.
h.	Give and receive constructive feedback regarding therapeutic style and interventions.

**SCHEDULE OF CLASS MEETINGS: To be determined during the first class meeting.**

**ASSIGNMENTS:**

1. Students must complete 150 hours of on-site experience at an approved practicum placement. (1) A general agreement between Webster and the practicum site and (2) a more specific agreement detailing duties must be signed by the site supervisor and the assigned Webster teach of record before a student may commence working at the site.
2. Students should receive one hour of supervision from their on-site supervisor for every ten hours of experience in the setting.
3. Class sessions with the Webster Instructor of Record will provide opportunities for feedback and supervision. Times and dates will be decided during the first class meeting.
4. A client case will be presented by each student for class review each class meeting for a total of three case presentations for each 6000 Practicum. These cases will be expanded to include a psychosocial history and mental status exam, a diagnosis (utilizing all five axes of the DSM IV) to be turned in during the semester to receive credit. Progress notes may be hand written and the final report will be typed.
5. A Practicum Log of hours and activities will detail all activities undertaken in the agency and the number of hours spent on each activity.
6. The student will evaluate each practicum site for the purposes of providing information for future students. This report should be typed and will be included in a notebook collection of site evaluations available to future practicum students.
7. The student will also be evaluated by the on-site supervisor. This form will be submitted to the teacher of record at Webster University.
8. The student will complete and write up a special project, which will be of value to both the agency and the student. The selection of this project must be endorsed by the on-site supervisor and the Instructor of Record. A form for approval of the project must be signed by both the Site Supervisor and the Instructor of Record. This project is an assignment to be completed during the second phase of Practicum and will be submitted to the Instructor of Record on the last meeting of the Practicum II class. Consultation concerning the project should be an on-going activity between the student and the On-Site supervisor, as well as the student and the Instructor of Record.

A report describing the project should be written according to APA Style and should discuss the purpose of the project, directions for utilizing the project, and the outcome. This project must be written in such a way that others may easily replicate it in an organized sequential manner.

**COURSE GRADE SYSTEM:** The final grade for Practicum will be based solely on the judgment of the Webster University Instructor of Record. However, the input and evaluation provided by the on-site supervisor will be a contributing factor in determining that grade. Factors to be considered in the final grade including the following:

<b>PRACTICUM I</b>	<b>% OF GRADE</b>
a. Class participation and Case Presentations	30%
b. Final case write-ups (Psychosocial, MSE, V treatment, diagnosis)	60%
c. Site Evaluation	10%

<b>PRACTICUM II</b>	<b>% OF GRADE</b>
a. Class participation and Case Presentations and final case write-ups	60%
b. Practicum Log/Learning Summary/site evaluation	10%
c. Special Project	30%

*All Counseling 6000 requirements must be completed before a student may enroll in Counseling 6000*

*Student assignments that are not brought to class should be mailed to:*

*Lynn Banks  
PO box 33458  
Indialantic Florida 32903*

In order to meet the course objectives this syllabus may be modified at the discretion of the instructor.

Original approved by:

Dr. Calvin D. Fowler, SPCT Campus Academic Dean May 5, 2008.

## OTHER USEFUL INFORMATION

**PURCHASING TEXTBOOKS**--Most textbooks can be purchased through **MBS Direct**. Check the syllabus for textbook information. Give MBS Direct the campus location (for the purpose of ordering books the campus is **Space Coast Campus**, course name, number and section number (i.e. Space Coast Campus, COMP5000/64) and most important, the **title, author, edition, and ISBN** of the book you are ordering. MBS Direct will buy back your book at the end of the term should you elect not to retain it as a reference book. Order by phone or online. Orders should be placed no earlier than 4 weeks prior to the start of the term.

**MBS Direct:** 1-800-325-3252

MBS Direct Website: [www.mbsdirect.net/webster](http://www.mbsdirect.net/webster)

Monday-Thursday, 7am-10pm (Central Time)

Friday, 7am-6pm (Central Time)

Saturday, 8am-5pm (Central Time)

Sunday, noon-4pm (Central Time)

**ATTENDANCE**--The faculty manual states university policy as: *"Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor to arrange for makeup work. If acceptable makeup work is not completed, or if unexcused absences occur, the student is subject to appropriate academic penalty. A student should not miss more than one class or four contact hours, and the instructor should make additional assignments when a student is absent. If the student has two absences, the instructor has the option to lower the student's grade by one letter grade and to inform the student of the action. If a student has three absences, the instructor has the option to assign a grade of **F** and to inform the student of the action. It is the student's responsibility to withdraw from the course."*

**STUDY ASSIGNMENTS**--Students can expect 2 to 4 hours of class preparation time for each hour of classroom attendance.

**CONDUCT**--Students enrolling in a graduate program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline may be divided into the following categories:

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 cases 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.
5. 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.

"Webster University strives to be a center of academic excellence. As part of our Statement of Ethics, the University strives to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic Dishonesty is unacceptable and is subject to a disciplinary response. The University reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work."

## GRADING POLICY

Letter Grade	Numerical Score
A	96-100% (4.0)
A-	91-95% (3.67)
B+	87-90% (3.33)
B	82-86% (3.0)
B-	78-81% (2.67)

C	70-77% (2.0)
F	69 & below (0)
I	Incomplete (0)
W	Withdrew

Grades leading to academic warning, probation, or dismissal apply to one 3-credit-hour course or three 1-credit-hour professional seminars. A grade of C or F in a 6-credit-hour internship, project, or thesis is equal to two grades of C or F for academic warning, probation, and dismissal purposes.

A grade of I in a course needed for graduation must be officially changed to an appropriate grade prior to the due date for grades for the term the student has petitioned to graduate. Students are responsible for insuring that all grades of I have been changed prior to graduation. Students with two or more grades of I will generally not be allowed to enroll in additional coursework until the grades of I are resolved. After one calendar year has passed, the grade of I automatically becomes a final ZF.

**YOUR GRADES**--You can access your grades online at [Webster University Web Information System](https://webinfo.webster.edu). (https://webinfo.webster.edu) Select "For Students."

You will need to enter your student ID number (as your user name) and your password to access your information. **PASSWORDS ARE SENT TO STUDENTS IN A LETTER FOLLOWING THE DROP/ADD PERIOD OF THEIR INITIAL TERM.** If you have lost, forgotten or possibly not received your password, go to the Webster University website ([www.webster.edu](http://www.webster.edu)). Click on Registration and Services Online, then click on Reset Password and follow the instructions.

If you have any questions, please call (321) 449-4500 for more information; from Vero Beach call (toll free) (561) 234-3558; from the Ft. Pierce/Port St. Lucie area call (561) 879-4007.