



Master of Arts in Counseling

Course Syllabus

Course Information

COUN689 - INTERNSHIP I
Fall 2019
3 Semester Hours

Location/Date/Time

SB003, SB010, SB025
Tuesdays 3:30 – 5:30pm

INSTRUCTOR'S INFORMATION:

SECTION A

Gregory Czyszczon, PhD, LPC
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INSTRUCTOR'S INFORMATION:

SECTION B

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INSTRUCTOR'S INFORMATION:

SECTION C

Somer George, PhD, Resident in Counseling
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COURSE DESCRIPTION:

The internship experience is designed to give advanced students in counseling the opportunity to put into practice the skills and knowledge they have developed throughout their counseling program. Students will meet weekly to review cases, discussing areas of growth and present specific theory, intervention and technique questions. The student may select an internship site from a variety of supervised field experiences in mental health related settings.

COURSE GOALS AND OBJECTIVES:

Addressing the following CACREP 2016 Professional Counseling Identity & Clinical Mental Health Standards

1. Students will further develop their ability to apply various counseling theories in clinical practice
2. Students will strengthen their interviewing, intervention, diagnostic and counseling skills (CACREP 2016 F.5.a; C.2.d, C.3. a, b.)
3. Students will demonstrate competence in case conceptualization and treatment planning (CACREP 2016 F.5.b., h., i.)
4. Students will demonstrate an understanding of critical legal and ethical issues relevant to clinical practice (CACREP 2016 F.1.i.)
5. Students will show an understanding of issues of diversity and how these issues impact service provision and clinical intervention (CACREP 2016 F.2.d., f., g; C.2.j.)

Syllabus Disclaimer:

This syllabus is not a contract. The instructor reserves the right to alter the course requirements, schedule, and/or assignments based on new materials, class discussions, or other legitimate objectives. Students will be given notice of relevant changes in class or via e-mail.

Technology (see technology agreement)

Cell phones are to be turned off during class time.

Class Etiquette

MAC Attendance Policy for Practicum/Internship Courses

Please note the following department policy for all counseling courses with respect to attendance:

1. Every student is provided **one** free absence. That means you can miss a class during the semester without penalty to your grade. PLEASE USE IT WITH DISCRETION. You are responsible for contacting a peer in the class to receive handouts and/or other information provided in your absence.
2. **If a second class is missed the student must:** submit 1 CE for every hour missed. One class = 3 CE's. CE's include clinical professional development trainings
3. A third missed class results in failing the class.
4. It is the student's responsibility to come to class on time and to leave class at the designated time; being late and/or leaving early is disruptive to the class.
5. Excessive lateness will significantly impact your participation and attendance grade. It can be disruptive to the culture of learning. It is also a behavior we monitor in the program as it will not be tolerated in most working environments. If a student is repeatedly late, walking into class after the start time (more than once), this will be the equivalent of one absence. If you have a concern about being late for class, please contact the instructor.
6. Leaving early is equivalent to an absence. Please don't ask faculty members to make judgment calls for leaving early.

If a student is experiencing what he or she believes to be an extenuating circumstance that would justify receiving an exception to the above policies, that student should compose a one-page document explaining those circumstances. The situation will be reviewed by the entire faculty and a decision rendered as to whether there will be a grade policy exception.

Course Requirements

Addressing the following CACREP 2016 Professional Practice standards

Internship is an opportunity for students to further develop their counselor identity and enhance their clinical skills. In order to receive a passing grade:

- A. Each student is required to maintain the appropriate forms in their **Professional Practice Folders**. The student will submit weekly supervision logs that are signed by the site supervisor. Folders will be brought to each supervision session in order for students to file the necessary forms.
- B. Each student is expected to **present cases and engage fully** in the group supervision process.
- C. Each student will **review, cue, and present two client recordings** during the semester – at least one before the **mid-semester recess and one after mid-semester**. (CACREP 3. B.) For each clip presented, you are required to complete the background form.

Recordings presented will show:

- A segment that demonstrates a technique, intervention, or interaction that you feel you did well.
 - A tape segment that you would like to improve.
- D. Each student is **required** to lead or co-lead a **counseling or psycho-educational group** unless this requirement has been fulfilled in Practicum. (CACREP 3. E.)

- F. ECURA Interprofessional Trainings & Professional Development
Each internship student will be required to attend two trainings this semester to fulfill HRSA grant requirements. The first is a two-day STAR training and the second is the Interprofessional Training, Part II.

Students are also encouraged to attend VCA and will receive \$150- in travel/registration support. Students presenting at VCA or VACES, can apply for departmental financial support. (CACREP 3. D.)

Internship Responsibilities (refer to *Student Handbook* online for forms)

- 1) The internship experience is considered to be the seminal experience of counselor training. Our program requires that students in internship complete at the minimum 600 hours of supervised clinical work, this includes 240 hours of direct service, weekly meetings with an onsite supervisor, and two hours of weekly group supervision with a faculty supervisor. (CACREP 3. J., K., L., M.)
- 2) The student is responsible for completing the Internship Student Records Checklist that outlines all pre-requisites and documentation requirements. No internship may begin without the prerequisites being completed. All **documentation** (Field Education Placement Form, Contract Letter, etc.) is to be submitted to the Clinical Training Coordinator prior to the start of internship. Keep copies for your personal records.
- 3) Each student must carry insurance and give a current copy of the Professional Liability Declarations (page 1) to the Clinical Training Coordinator. No counseling is permitted without an up to date record of this insurance. Clinical training will be stopped without the form on file. Mark the renewal date in your calendar so you will send it in within sufficient time (CACREP 3. A.)
- 4) A working knowledge of the Student Handbook is required. Pay close attention to the Counselor Assessment Scale in your self-evaluative moments. This form should be utilized as a significant tool with your Individual Site Supervisor. (CACREP 3. C.)
- 5) At the end of the semester, a self-evaluation and evaluation of your Individual Site Supervisor will be submitted to your Faculty Group Supervisor. We strongly encourage all students to share both self-evaluations and evaluation of supervision with their supervisors when appropriate. Evaluations will assist the faculty in improving supervision and selecting appropriate sites for future clinical placements. (CACREP 3. C.)
- 6) An evaluation of each of your supervisors will be completed using the forms provided. These should be submitted to the Clinical Training Coordinator. (CACREP 3. C.)
- 7) A copy of your *Hours Tracking Form* should be submitted to your Faculty Group Supervisor at the end of each semester. A final copy of that form and Hours Summary Form approved by your Individual Site Supervisor must be submitted to the Faculty Group Supervisor before a grade is given for the course. The final record needs to be: the original, in **black** ink, legible and showing all your work for the entire 600 (minimum) hours.

Course Schedule

Session	Class Focus	Case Presentation/Assignments Due
1	Supervision – Class together	
2	Supervision	
3	Supervision	
4	Supervision	
5	Supervision	Clip Review
6	Supervision	
7	Supervision	
8	Supervision	
9	Supervision	
10	Supervision	Full Session Review
12	Supervision	
13	Supervision	
14	Thanksgiving – no class	
15	Supervision	
16	Supervision	Hours Tracking, Hours Summary, Faculty Group Evaluation, Site Supervisor Evaluation

Please Note: The above schedule and procedures for this course are subject to change in the event of extenuating circumstances.

OTHER POLICIES:

Academic Integrity Policy (AIP)

Good academic work must be based on honesty. The attempt of any student to present as his/her own work, that which he or she has not produced, is regarded by the faculty and administration as a serious offense. Students are considered to have cheated, for example, if they copy the work of another, or use unauthorized notes or aides during an examination or turn in their own paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentionally or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in cheating or plagiarism on any assignment, quiz, or examination may receive a grade of F for the

course involved and a report of this incident will be filed in the dean's office. Repeated violations will invoke a disciplinary process.

Turnitin

Students are accountable for the integrity of the work they submit. Thus, you should be familiar with EMU's Academic Integrity Policy (see above) in order to meet the academic expectations concerning appropriate documentation of sources. In addition, EMU is using Turnitin, a learning tool and plagiarism prevention system. For more information about or to watch a demo of Turnitin, please see: http://turnitin.com/en_us/features/demos.

Moodle

Moodle is the online learning platform that EMU has chosen to provide to faculty, administrators and students. Students will have access to course information within Moodle for any class they are registered for in a given term. The amount of time a student has access to information before and after the class is somewhat dependent on the access given to students by the individual faculty member. However, please note that courses are not in Moodle permanently – after two years the class is no longer accessible. Please be sure to download resources from Moodle that you wish to have ongoing access to.

Academic Support Center

If you have a physical, psychological, medical or learning disability that may impact your work in this course, it is your responsibility to contact Office of Academic Access on the third floor of the Hartzler library, 540-432-4233. They will work with you to establish eligibility and to coordinate reasonable accommodations. All information and documentation is treated confidentially. <http://emu.edu/academics/access/>

Please refer to the Student Handbook, which can be found at <http://www.emu.edu/studentlife/student-handbook/> for additional policies, information, and resources available to you.

Institutional Review Board

All research conducted by or on EMU faculty, staff or students must be reviewed by the Institutional Review Board to assure participant safety: <http://www.emu.edu/irb/>.

Graduate Writing Center

Please take advantage of the free individual tutoring from graduate student tutors (see <http://www.emu.edu/writing-program/> for more information). To make an appointment, please access ASC Tutoring through the myEMU portal: <https://emu.mywconline.com/index.php>. See Academic Program Coordinator for more information about available services and tutoring times.

Course Extensions and Outstanding Grades

For fall and spring semesters, all coursework is due by the end of the semester. If a student will not be able to complete a course on time, the student must submit a request one week before the end of the semester for an extension (up to 6 months), by emailing the instructor, academic advisor and the Academic Program Coordinator. If the request is granted the student will receive an "I" (incomplete) for the course which will later be replaced by a final grade when the work has been turned in on the agreed upon date. If the request for an extension is denied, the student will receive a grade for the work that has been completed up until the time the course was expected to have been completed. If no work has been submitted, the final grade will be an F (or W under unusual circumstances and with permission of the Program Director). Extensions will be given only for legitimate and unusual situations. Extensions are contracted by the student with the program for up to a maximum of 6 months after the deadline for the course work.

PLEASE NOTE: If the outstanding course work is received within the first 6 weeks of the extension, no grade reduction will be imposed; after 6 weeks any outstanding coursework will be reduced by ½ letter

grade. If the extension deadline is not met, the student will receive a final grade based on the work completed.

Academic Program Policies:

<http://www.emu.edu/catalog/graduate/graduate-professional-policies.pdf>

Title IX:

The following policy applies to any incidents that occur (on or off campus) while you are a student registered at EMU. It does not apply if you are talking about incidents that happened prior your enrollment at EMU. It is important for you to know that all faculty members are required to report known or alleged incidents of sexual violence (including sexual assault, domestic/relationship violence, stalking). That means that faculty cannot keep information about sexual violence confidential if you share that information with them. For example, if you inform a faculty member of an issue of sexual harassment, sexual assault, or discrimination he/she will keep the information as private as he/she can, but is required to bring it to the attention of the institution's Title IX Coordinator. If you would like to talk to this office directly, Rachel Roth Sawatzky, Title IX Coordinator, can be reached at 540-432-4849 or rachel.roth.sawatzky@emu.edu. Additionally, you can also report incidents or complaints through our online portal at <http://emu.edu/safecampus/>. You may report, confidentially, incidents of sexual violence if you speak to Counseling Services counselors, Campus Ministries' pastors, and Health Services personnel providing clinical care. These individuals, as well as the Title IX Coordinator can provide you with information on both internal and external support resources.