CON5372 Syllabus Supervised Practicum in Counseling
Counselor Education Program
School of Education, North Carolina Central University

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Phone: 919-530-7584
Class location: Online
Class time: Tuesdays 5-6:30pm Triadic as scheduled

COUNSELOR EDUCATION MISSION STATEMENT
The Counselor Education Program prepares counselors to work in mental health, school, and career counseling settings who promote social justice and responsibility, serve as leaders in a diverse and global community, and respond to the complexity of human needs across the lifespan. Faculty is expected to teach and mentor students, serve the community and counseling profession, and promote intellectual advancement through conducting and disseminating research.

I. COURSE DESCRIPTION

Prerequisites: Phase 2 completion and a B or better in CON 5371. Advanced candidates in counseling will participate in a clinical instructional environment under the supervision of a faculty member. Candidates will receive supervision from a faculty member as they obtain individual and group counseling experience. The practicum is a 100-hour field experience in a mental health, career, or school counseling setting.

II. METHODS OF INSTRUCTION

This supervision course will be delivered online and makes use of a variety of instructional methods, including but not limited to: class readings, group discussion, case presentations, peer feedback, research presentations.

III. TEXTS AND OTHER RESOURCES

Required readings will be made available on Blackboard throughout the semester. Students should also familiarize themselves with the following websites as resources (descriptions are links):
NCCU Counselor Education Program
American Psychological Association APA Writing Style Page
American Counseling Association

IV. STUDENT LEARNING OUTCOMES

CON 5372 Student Learning Outcomes (SLOs) The corresponding CACREP standards met in this class are listed here. *At the completion of this course:*	***METHOD FOR OBTAINING OUTCOME***	***METHOD FOR EVALUATIONOF OUTCOME***
Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks. At least 40 of the clock hours must be of direct service with actual clients that contributes to the development of counseling skills (Section 3, F & G)	Clinical Placement in approved site	Hour Log, Final Evaluation form
Practicum students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the practicum by (1) a counselor education program faculty member, (2) a student supervisor who is under the supervision of a counselor education program faculty member, or (3) a site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement (Section 3, H)	Weekly triadic supervision meetings, site supervision meetings	Hour log, attendance, session review forms
Practicum students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the practicum. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. (Section 3, I)	Weekly group supervision meetings	Hour log, attendance
Students will apply counseling theory in professional practice with clients who represent ethnic and demographic diversity in their community. (Section 3, General)	Clinical placement in approved site, readings	Audio recordings with session review forms, case presentation, case note assignment
Students will develop their counseling skills under supervision from a Program faculty member (development is relative and specific to each student). (Section 3, General)	Clinical placement in approved site; supervision meetings; readings	Audio recordings with session review forms, case presentation, mid-term evaluation and final evaluation
Students will have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship. (Section 3, D)	Clinical placement in approved site; group supervision discussions; readings	Log, case note assignment, mid-term and final evaluations
Students will examine the effects of power and privilege for counselors and clients, as well as examine strategies for identifying and eliminating barriers, prejudices, and processes of intentional and unintentional oppression and discrimination. (Section 2, F. 2.e. & h.)	Clinical placement in approved site; supervision discussions; readings	Case note assignment, audio recordings with session review forms, case conceptualization
Students will be able to identify and describe interrelationships among and between work, mental well-being, relationships, and other life roles and factors. (Section 2, F. 4.b.)	Clinical placement in approved site; Readings; supervision discussions	Audio recordings with session review forms, case conceptualization

Students will be able to articulate a general framework for understanding and practicing consultation. (Section 2, F. 5.c.)	Clinical placement in approved site; supervision discussions	Audio recordings with session review forms, case conceptualization
Students will practice essential interviewing, counseling, and case conceptualization skills, including suicide prevention models and strategies. (Section 2, F. 5. g. & l.)	Clinical placement in approved site; supervision discussions; readings	Audio recordings with session review forms, role play
Students will implement and analyze the efficacy of counseling treatment plans with their clients. (Section 2, F. 5. h.)	Readings, direct hours with clients; supervision discussions	Session review forms
Students will create and monitor tangible goals with clients to support positive counseling outcomes. (Section 2, F. 5. i.)	Clinical placement in an approved site; readings; supervision discussions	Goal construction exercise; audio recordings with session review forms; case conceptualization
Students will research and apply evidence based practices with their clients/students. (Section 2, F. 5. j.)	Supervision discussions; lecture	Bridging research and practice assignment; case conceptualization; audio recordings with session review forms
Students will identify and suggest referrals as needed to clients/students. (Section 2, F. 5. k.)	Lecture; supervision discussions	Direct hours on hour log; case conceptualization; audio recordings with session review forms
Students will identify processes for aiding in their development of a personal model of counseling. (Section 2, F. 5. n.)	Readings; supervision discussions	Audio recordings with session review forms; case conceptualization
Students will examine the theoretical foundations of group counseling and group work. (Section 2, F. 6. a.)	Readings; supervision discussions	Audio recordings with session review forms; case conceptualization
Students will examine therapeutic factors and understand how they contribute to group effectiveness. (Section 2, F. 6. c.)	Readings; supervision discussions	Audio recordings with session review forms; case conceptualization
Students will be able to identify the methods of effectively preparing for and conducting initial assessment meetings. (Section 2, F. 7. b.)	Readings, supervision discussions	Audio recordings with session review forms; case conceptualization
Students will examine the importance of research in advancing the counseling profession, including how to critique research to inform counseling practice. (Section 2, F. 8. a. & b.)	Group supervision discussions; readings	Bridging research and practice assignment

V. COURSE FORMAT AND WEBSITE

This course has weekly, synchronous, meetings on WebEx for group and triadic supervision. Blackboard is utilized to submit assignments, and Google Drive is utilized to submit recorded work. The syllabus, assignments, readings, and other materials related to the course can be found on Blackboard. Please ensure that you have complete access to the course on Blackboard by the end of the first week of class. If you have questions about your Blackboard (Bb) account, please contact the campus Helpdesk at http://www.nccu.edu/facultyandstaff/its/helpdesk.cfm or contact the Eagle Technical Assistance Center (ETAC) at 919-530-7676.

All content is posted or linked on Blackboard which is the Learning Management System used by NCCU (http://nccu.blackboard.com). Every student has a username and password issued by the University. You are required to log on to the Blackboard system at least once per week in order to view course content which includes lectures from the instructor, supplemental lectures, web links, as well as other content. You are also required to submit assignments via Blackboard during the semester. Emailed assignments will not be scored. If you have questions about your Blackboard (Bb) account, please call Bb or the IT department at 919-530-7676.

VI. COURSE POLICIES

Counseling Department Attendance Policy for Practicum Class

Class attendance, punctuality, and participation are required and necessary to accomplish the goals of the course. Aside from successfully completing the required field experience hours at the designated site, and obtaining regular supervision from the site supervisors, practicum students are also required by CACREP to have weekly group supervision and weekly triadic supervision from the university internship supervisor. Practicum students are expected to attend all scheduled class meetings and may not miss more than 2 class meetings. If a student misses more than 2 practicum class/group supervision meetings, they can be dropped from the course and/or not receive a passing grade for the course.

Each **unexcused** absence will result in a **50-point deduction** from your participation/attendance grade. **Three absences will result in a failing grade** for the course. In addition, it is expected that all assignments will be handed in on time. Students are encouraged to reach out to the instructor with any questions/concerns and asked to inform the instructor of any potential issues in regard to attendance/participation. Any assignment or homework handed in late will receive reductions in five points for each day late. Other areas of participation including engagement in group and triadic supervision by coming prepared with having read assigned readings; participating in discussion; timeliness of attendance etc. are expected. If expectations are not met in these areas it will be addressed with the student and up to the discretion of the instructor if points will be taken off the total participation grade.

Student Liability Insurance through NCCU

Beginning in the fall of 2019, *the $15.00 liability insurance fee will now be on student's Tuition and Fee statement* each semester they register for clinical field placement. If a student drops Practicum or Internship AFTER the Drop/Add period, their $15.00 liability insurance fee will NOT be refunded. If same student registers for Practicum or Internship the following semester, they will be charged AGAIN for the $15.00 liability insurance fee.

Technical Specifications related to our Course Supervision

- Individual and group meetings will be held using WebEX videoconferencing software. It is available (for free) in desktop, laptop, tablet, and smartphone formats.
- If you will use a desktop or laptop computer, you can enter a test meeting at any time (to test your equipment): https://www.webex.com/test-meeting.html

- If using a smartphone or tablet, download the WebEX app. Search your app store for "WebEX" or Cisco WebEX meetings.
- Connection will require a private, stable, high-speed internet connection. If you will use a smartphone, you will need a strong cell signal.
- Please make sure that you have a microphone and video camera enabled on whatever computer or device that you will use to connect. Video and audio are required. Once you enter the meeting space, you will need to activate or enable both your audio and video.

Responsibilities and Requirements for Video-based Triadic and Group Supervision

- Each student is responsible for ensuring that they have the software and devices necessary to participate in every supervision meeting.
- Each person (student and instructor) is required to use headphones or earbuds for every supervision meeting. This is important for technical reasons (to reduce audio feedback), but it is also important to maintain confidentiality.
- When participating in supervision, students should be at a location that provides a stable high-speed internet connection.
- When participating in a supervision meeting, the student should be located in a private and closed room (i.e., behind a closed door, just like you were meeting with the instructor in her campus office). You should NOT be located in a public setting, where others may hear the conversation. If at home, you will need to ensure that you have a private and undisturbed environment in which to meet. If your computer is located in a common room, you will need to ensure that you are meeting during a time in which no one else is home. You will be playing recordings of your counseling sessions during individual supervision meetings, and you MUST ensure the confidentiality of your client recordings.
- Turn off (or mute) all telephones, televisions, music players. If you are using a smartphone, pleas silence calls or activate "do not disturb" in order to prevent interruption with phone calls.
- Please treat each supervision meeting as you would if you had an appointment scheduled with your site supervisor at a campus location. The technology that is used to hold our meetings can be a bit deceptive regarding boundaries, because:
    - you may be located in a familiar and relaxing environment (e.g., your home),
    - you do not have to travel to a campus or professional location for supervision.
- People have been known to dress very casually (e.g., pajamas), conduct other household chores while meeting for supervision (e.g., washing dishes), or show up late for a scheduled meeting. A good rule to live by: Do not dress in any way – or engage in any activities – that you wouldn't do if you were physically sitting beside the instructor on campus.

Confidentiality

Much of our class discussion and most of the written work you do for this class will contain information about clients, and sometimes sensitive information about your supervisor and internship site. All of this information is privileged. We share responsibility for maintaining its confidentiality and protecting the privacy of our clients, classmates, host sites, and sometimes supervisors and other professionals.

Guidelines for fulfilling our responsibility to confidentiality include the following matters:

- Written materials (e.g. journal entries, special projects, tape critiques, etc.) referring to clients should either refer to them by initials only or by a pseudonym. If the materials are copied and contain the client's name, the name should be blocked out with a black felt tip pen if possible so that you cannot see the name.
- Video and audio recordings of client counseling sessions should be kept secure and should be erased after instructional and supervisory reviews are completed.

- Video and audio recordings should not be sent via email. You will submit them via Google Apps for Education as directed by your university/faculty supervisor.
- Classroom/office doors will be closed when we are discussing cases or viewing videos of actual clients. This includes scheduled and impromptu supervision or consultation meetings.
- Guests such as students from other environments or classes, prospective students, family members, or children may not be brought to class. This means, they may not be in the same room/meeting space with you while you are meeting with your university supervisor.
- Your Case Presentation should be uploaded into Blackboard. Any time you mention a client in your project, you should utilize either their initials or a pseudonym.
- All client records are the property of your internship site. No client records or files of information from your internship site are to be kept in your personal possession (e.g. your car or home or stored on your personal electronic devices) except for the temporary necessity of carrying selected copies of information on which identifying information has been removed or thoroughly covered.
- Any departure from strict adherence to this must be fully disclosed and agreed to by your site supervisor and your campus supervisor. This includes retaining copies of records belonging to the site. Violations of this policy may have significant legal and ethical consequences and may put the completion of your practicum at risk.
- All written materials from your internship setting (typically copies of case notes and treatment plans) should be returned to the files of your internship site after being reviewed by the faculty supervisor/instructor and returned to you. If they are not returned to the files of your internship site, they are to be destroyed. Under no circumstances are any of these site-based materials to remain in your personal possession.

Additionally, we will respect the confidentiality of classmates by maintaining privacy of any disclosures shared within our class (supervision) time. This information should not be shared outside of the classroom environment without permission.

Emergency Procedures

Any emergencies at your practicum site should be handled according to their policies and with the guidance of your site supervisor. You must report any emergencies and departures from standard procedures to me ASAP (within 24 hours that the incident occurred) via email that does not contain identifying client information or by calling my office at 919-530-5049.

Emails

By and large, I will respond to emails within 24 hours during the school week and within 48 hours on the weekends. Emails with questions about assignments due that week should be sent to me at least 48 hours prior to class.

Respect

- Students are expected to assist in creating and maintaining an environment that is conducive to learning. All members of the learning community will demonstrate such respect by refraining from distracting, discourteous, or harmful behavior.
- Cell phones must be turned *off* (unless used for group supervision via WebEx) and stowed prior to the start of class. If you are expecting an emergency call, please advise the instructor prior to class. Otherwise I will begin to deduct participation points to discourage distractions and the use of unpermitted electronics. Please have all cameras/screens on during group and triadic supervision.
- Students are expected to practice classroom confidentiality: in other words, whatever is discussed in the classroom is expected to remain in the classroom. Failure to practice classroom confidentiality may result in failure or dismissal from the course.
- Emotional safety is paramount in a class of this nature. Disrespecting another's racial, religious,

sexual identity; attacking another's point of view; etc. will not be tolerated.

VII. UNIVERSITY POLICIES

Academic Honesty Policy
North Carolina Central University views academic honesty as a critical value protecting the transmission of knowledge. Academic dishonesty is a serious violation and includes providing/receiving unauthorized assistance with papers, projects, and exams; presenting, as one's own, another's words/ideas without acknowledgement; presenting the same papers/projects for credit in two classes without explicit professor permission; and using undocumented internet information. Academic dishonesty will result in a grade of "F" in the course.

Statement of Inclusion/Non-Discrimination
North Carolina Central University is committed to the principles of affirmative action and non-discrimination. The University welcomes diversity in its student body, its staff, its faculty, and its administration. The University admits, hires, evaluates, promotes, and rewards on the basis of the needs and relevant performance criteria without regard to race, color, national origin, ethnicity, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran's status, or religion. It actively promotes diversity and respectfulness of each individual.

Student Accessibility Services
Students with disabilities (physical, learning, psychological, chronic or temporary medical conditions, etc.) who would like to request reasonable accommodations and services under the Americans with Disabilities Act must register with the Office of Student Accessibility Services (SAS) in Suite 120 in the Student Services Building. Students who are new to SAS or who are requesting new accommodations should contact SAS at (919) 530-6325 or SAS@nccu.edu to discuss the programs and services offered by SAS. Students who are already registered with SAS and who would like to maintain their accommodations must renew previously granted accommodations by visiting the SAS website at www.nccu.edu/SAS and logging into ***Eagle Accommodate***. Students are expected to renew previously granted accommodations at the beginning of each semester, preferably during the first two (2) weeks of class. Reasonable accommodations can be requested at any time throughout the semester; however, they will not be effective retroactively. Students are strongly encouraged to contact their professors to discuss the testing and academic accommodations that they anticipate needing for each class.

Students identifying as pregnant or other pregnancy-related conditions who would like to request reasonable accommodations and services under Title IX must register with the Office of Student Accessibility Services.

Confidentiality and Mandatory Reporting
All forms of discrimination based on sex, including sexual misconduct, sexual assault, dating violence, domestic violence, and stalking offenses, are prohibited under NCCU's Sexual Misconduct Policy (POL 01.04.4). NCCU faculty and instructors are considered to be ***responsible employees*** and are required to report information regarding sexual misconduct to the University's Title IX Coordinator. The Sexual Misconduct Policy can be accessed through NCCU's Policies, Rules and Regulations website at www.nccu.edu/policies/retrieve.cfm?id=450. Any individual may report a violation of the Sexual Misconduct Policy (including a third-party or anonymous report) by contacting the Title IX Coordinator at (919) 530-7944 or TitleIX@nccu.edu, or submitting the online form through https://cm.maxient.com/reportingform.php?NCCentralUniv&layout_id=15.

Other Campus Programs, Services, Activities, and Resources

Other campus resources to support NCCU students include:

- *Student Advocacy Coordinator*. The Student Advocacy Coordinator is available to assist students in navigating unexpected life events (e.g. short-term illness/injury, loss of a loved one, personal crises) and guide them to the appropriate University or community resources. Students may also receive assistance with resolving some emergency financial concerns; understanding NCCU policies, rules and regulations; or general problem-solving strategies. Contact Information: Student Services Building, Suite 236, (919) 530-7492, studentadvocacy@nccu.edu.
- *Counseling Center*. The NCCU Counseling Center is staffed by licensed psychologists and mental health professionals who provide individual and group counseling, crisis intervention, substance abuse prevention and intervention, anger management, and other services. The Counseling Center also provides confidential resources for students reporting a violation of NCCU's Sexual Misconduct Policy. Contact Information: Student Health Building, 2nd Floor, (919) 530-7646, counseling@nccu.edu.
- *University Police Department*. The University Police Department ensures that students, faculty and staff have a safe and secure environment in which they can live, learn, and work. The Department provides a full range of police services, including investigating all crimes committed in and around its jurisdiction, making arrests, providing crime prevention/community programs, enforcing parking regulations and traffic laws, and maintaining crowd control for campus special events. Contact Information: 2010 Fayetteville Street, (919) 530-6106, nccupdinfo@nccu.edu.

COVID-19 Health and Safety Requirement for Wearing a Face Mask or Other Face Covering in the Classroom or Other Instructional Setting:

To create and preserve a classroom atmosphere, whether in-person or online, that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. At all times, students are expected to continuously conduct themselves in a manner that does not disrupt teaching or learning. Your responsibilities as a member of the North Carolina Central University community are outlined in the NCCU Student Code of Conduct (Code). The Code outlines disciplinary procedures, behaviors that are subject to disciplinary action, hearing procedures and the consequences that result from violating the Code.

In addition to community standards to which all students are accountable, the Code outlines the requirement to abide by all other rules, regulations, policies, procedures and guidelines issued by the institution. In consideration of the University's commitment to maintain healthy and safe learning environments during the COVID-19 pandemic, the University has issued the Operations, Recovery and Continuity plan. The plan highlights and details the University's preparations to safely open for the Fall 2020 semester and includes behavioral standards for in-class instruction, such as physical distancing, use of face coverings, and hand hygiene. However, in light of the ever-changing nature of the COVID-19 pandemic, the plan is subject to change.

Please be advised that face coverings are required while on campus and during in-person instruction as per NCCU's guidelines, and the State of North Carolina's Executive Order 147. The few exceptions to this requirement can be found in the Operations, Recovery and Continuity plan.

Any action by a student that interferes with the education of another student or interferes with the operations of the University in carrying out its responsibility to provide a safe and conducive educational environment will be considered a violation of the NCCU Student Code of Conduct.

VIII. COURSE COMPONENTS AND ASSIGMENTS

**See the course schedule for due dates*

1. **PARTICIPATION** includes attendance and quality of engagement for the below activities.
   a. **COUNSELING EXPERIENCE** In order to successfully complete the course, you must practice counseling for the designated number of hours. A total of one hundred (100) hours of counseling experience (indirect and direct hours) at a site (CACREP 3. F). At least forty (40) clock hours of your time must be spent in direct face-to-face service with your clients (CACREP 3.G). The remaining sixty hours can be obtained through indirect service, including but not limited to preparing for sessions, writing case notes, attending meetings at the site, case consultations, observing sessions, and scheduling appointments.
   b. **SITE SUPERVISION** You are expected to meet with your site supervisor regularly. Your site supervisor will prepare formative and summative evaluations of your work. Please request evaluations early so they may be scheduled/prepared in advance of the due dates. Site supervisors may complete the printed copy of the evaluation or the online version (when it is available) at www.nccucounseling.com/supervisors/. The faculty supervisor will use the site supervisor's final evaluation as an element of the overall final evaluation by the faculty supervisor.
   c. **GROUP UNIVERSITY SUPERVISION MEETINGS** Students must meet weekly for at least one and one half (1.5) hours with your university supervisor for group supervision (CACREP 3.I). This meeting is held online via WebEx from 5:00-6:30pm on Tuesdays (see schedule below). During these meetings you will discuss your practicum site progress, class readings, and present audio recordings for group review. You must complete the assigned readings and be prepared to discuss them at our group meetings. **Missed meetings can result in failure of the course*
   d. **TRIADIC UNIVERSITY SUPERVISION MEETINGS** Students must meet weekly for at least one hour of triadic supervision (CACREP 3.H). This meeting time will be arranged during the first week of classes and will take place using WebEx. During these meetings, you will discuss client cases in more detail (guided by your session review forms), listen to audio recordings, and receive personalized supervision. **Missed meetings can result in failure of the course*

2. **DOCUMENTATION AND RECORDINGS**
   a. **HOUR LOG** You must maintain a record of hours at your field site using the electronic form provided by the instructor. You will bring this form to each triadic supervision session in order to verify your attendance and progress toward required hours at your site. A completed hour log signed by your site supervisor must be uploaded to Blackboard by the last day of the MOA. It is your responsibility to keep your hour log up to date and alert the instructor of any barriers to obtaining the required hours at your site.
      - Students must have completed hour logs available weekly during triadic.
      - Final hours logs must be uploaded to Blackboard by Y352 og