

MHS 6800 - School PRACTICUM IN COUNSELING

This syllabus is a representative sample for this course. Specific information such as texts, assignments, and schedule may vary by semester.

CATALOG DESCRIPTION

Prerequisite: Permission of Instructor

Supervised counseling practices and comprehensive guidance activities in an approved school setting.

TEXT & SUPPLEMENTAL MATERIALS

MHS 6800 School Counseling Practicum Packet

Review of Counselor Education texts and appropriate professional journals.

COURSE OBJECTIVES

Students will demonstrate the following competencies:

1. Become familiar with the practicum setting and guidance and counseling practices of the school as related to the school's mission and National Standards for School Counseling Programs.
2. Apply theoretical knowledge about counseling from an advocacy perspective to the actual practice of school counseling including developmental strategies as well as strategies for prevention and early intervention of issues that may effect the development and functioning of students.
3. Demonstrate individual, group, classroom guidance approaches aimed at improved academic, career, and personal/social outcomes for all students.
4. Apply theoretical knowledge about consultation and coordination to actual practice from an advocacy perspective through case consultation and partnerships/teamwork with teachers and parents while accessing community resources.
5. Learn through supervision from the cooperating counselor the many roles and functions of the school guidance counselor including the relationship to the academic and student services programs.
6. Apply methods of program and action planning, implementation, and evaluation of a school counseling program integrated into the total school curriculum through the use of data and emerging technology.
7. Increase knowledge of resources, including technology, available to students, parents, and teachers that promote informed academic, career, and personal/social development.
8. Demonstrate understanding of the role of diversity and equity issues in the particular school community including opportunities to enhance as well as barriers that may impede academic, career, and personal/social success and overall development.

9. Develop a professional approach and conduct themselves in an ethical and professional manner based on knowledge of professional codes, school based policies, laws, and legislation as well as personal characteristics that affect performance as a school counselor.

Florida DOE Subject Area Competencies: 1.2, 1.3, 1.5, 1.6, 1.8,1.9, 1.10, 2.8, 3.2, 3.4, 3.5, 3.6, 3.8, 3.9, 5.1, 5.2, 5.3, 5.4, 7.1, 7.2, 7.3

CACREP: General: K.1.c, K1.d, K1.h, K.2.b, K.3.c, K.4.e, K.4.h, K 5.b, K.5.e, K.6.d, K. 7.b

School: A.2, A.3, A5-10, B.1-3, B.6, B.7, C.1.a, C.1.d, C.1.e, C.1.g, C.2.a, C.2.b, C.2.d, C.3.a, C.3.c, C.3.d

EVALUATION CRITERIA & PROCEDURES

Practicum requirements as described will be evaluated throughout the semester. Practicum students will receive written and verbal feedback on tapes presented during the University supervision at the time of their presentation.

Comprehensive evaluation by Site Supervisor and University Supervisor regarding progression in counseling skills and other aspects of delivering guidance and counseling services in a school setting will occur at the end of the practicum. The practicum student is encouraged to have a midterm meeting with both supervisors to clarify whether or not adequate progress is being made. The two evaluation forms (internship packet) will be used for the final evaluation and can be used informally for the midterm progress review.

Grading is based on input from the Site Supervisor, growth in counseling skills, participation in the practicum group, presentation of counseling tapes to the University Supervisor and performance on the tasks listed in the syllabus.

Students will also complete an evaluation of the university supervision experience as well as the site placement experience.

ATTENDANCE

Counselor Education practicum students are expected to attend every class meeting. Please notify the University Supervisor if you must miss a session. Additional absences may result in an incomplete or lower grade in the Practicum.

METHODS OF INSTRUCTION

The Practicum experience provides a field based opportunity for application of knowledge and skills learned throughout the program. University Supervisors will utilize group and individual consultative and feedback approaches to support this supervised practical application. On site supervisors will meet weekly with practicum students to discuss implementation of their guidance plans and provide a forum for the exchange of ideas and resources.

HAVING A SUCCESSFUL PRACTICUM

The practicum is an opportunity for you to put into practice what you have been learning in your classes. That often means that you need to review theories and techniques and read about other approaches when working with different kinds of problems. Try various theories and styles until you find approaches that are comfortable for you and your client.

It is **your responsibility to ask for assistance** whenever you are in doubt or have a question about policies or procedures. Your Site Supervisor and University Supervisor are available to help you. If in doubt, **ASK! Revisit the ACA & ASCA Ethical Standards and abide by them. If you perceive a violation of any of the ethical standards you should consult with your Site and University Supervisor immediately. You are required to purchase professional liability insurance.** You will become a professional counselor by conducting yourself in a professional and ethical manner. You are encouraged to affiliate with professional associations such as ACA, ASCA, FSCA, FCA, and other related associations, and to continue to learn by attending and presenting at professional conferences and subscribing to and reading professional journals.**

**The American Counseling Association (ACA) has a professional liability insurance program through Health Care Providers Service Organization (HPSO) which is very affordable (\$20 per year). You are not limited to this insurance carrier. We offer this information as one option you have. Other professional organizations and other insurance providers offer professional liability insurance.

While we strongly encourage you to belong to your professional organizations, you do not have to be part of a professional organization in order to obtain this insurance. To obtain Professional Liability Insurance through Health Care Providers Service Organization (HPSO) log onto <http://www.hpso.com> The phone number is 1-800-982-9491 To get the student rate, make sure you clarify that you are a student. The cost is \$20 for the year.

COURSE REQUIREMENTS AND EXPECTATIONS

1. The Practicum consists of a **minimum** of 150 hours on site during the semester involving counseling and guidance related activities. You are expected to conduct as many counseling sessions as possible and as appropriate for the site. Individual counseling, small group counseling, classroom guidance, and consultation with parents/teachers must account for at least 60 (40%) of the hours. Non-direct hours in guidance related activities will be determined by the Cooperating Counselor and the University Supervisor.
2. Students will meet with the University Supervisor weekly for group supervision and for individual supervision. You should not miss any of the meetings unless you are sick. However, if you cannot attend please call in advance.
3. Summarize your counseling contacts and other activities weekly. Complete a *Counseling Practicum Summary* log each week (signed by Cooperating Counselor) and submit it to your University Supervisor. A summary log will be turned in at the end of the semester to reflect totals from the weekly logs. Students will also maintain a log of each of the four direct services and related guidance activities. Keep a copy of each for your own records
4. Students will present a minimum of four video tapes of counseling done at the Practicum site during the semester. These tapes should include at least one individual, small group, consultation, and classroom guidance session. You should view your tape and complete a tape evaluation form prior to sharing the tape in class. If the quality of the tape is poor (can't hear/see or skills are not being adequately demonstrated) you will be expected to choose another experience to tape and share with the class.

Be prepared to share your first tape on _____.

5. Students will participate in Internet activities including responding to tasks that evoke thought/evaluation of the counseling experience in schools, exchanging ideas and information about resources, and networking with other interns about case concerns.
6. Students will create a portfolio of the work completed during the internship experience. The following sections should be included in the portfolio:
 - a. Table of contents
 - b. Internship activity plan
 - c. Permission letters from all parents/guardians of students you work with in small groups or individually
 - d. Individual counseling
 - Case study (case study format in packet) for one of our individual clients
 - Summary notes for all sessions for case study client
 - Videotape review from University Supervisor for an individual counseling session
 - e. Group counseling
 - Structured session plans for one academic, one social skills and one career group
 - Group session plan (see group counseling format in packet) for video taped session presented to class
 - Videotape feedback form from University Supervisor
 - All small group counseling student feedback forms
 - f. Classroom guidance
 - Structured lesson plans for one career, one learning, and one social skills unit
 - Lesson summary form (see classroom guidance in packet) for videoed lesson
 - Videotape feedback form from University Supervisor
 - Classroom guidance teacher evaluation
 - g. Consultation
 - Consultation summary for videoed lesson (see consultation format in packet)
 - Videotape feedback form from University Supervisor
 - h. Peer facilitator self reflection (see packet).
 - i. Site Supervisor and University Supervisor evaluation forms from:
 - Site Supervisor – FAU Counselor Education Dept. Internship evaluation form
 - University Supervisor – IPEP evaluation form
 - j. Evaluation of Practicum Site experience
 - k. Contact logs to document 150 total and 60 direct contact hours
 - Client contact logs (each experience is documented)
 - Weekly summaries
 - Semester summary

ADDITIONAL NOTES:

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- ***Graduate practicum/internship students will be expected to follow the policies and procedures of their host institutions and consult with the on-site counselor with regard to abuse/neglect referrals and suicide intervention.***
- Students will bring a copy of the session summary for each class member on the date of each video tape review
- Students are responsible for the quality of their tapes
- Students are responsible for filing client contact logs and weekly summaries with University Supervisor each week
- The student will keep their portfolios at the end of the semester. However, University Supervisors will keep the evaluation of students by the Site and University Supervisors (students should make their own copies), the University Supervisor tape evaluation forms for each of the four direct counseling areas, and the summary logs to document experiences and hours.
- Students will complete a practicum course evaluation as well as an evaluation of the on site experience at the end of the semester.

PRACTICUM CONTENT OUTLINE

8/26 Course overview and discuss strategies for successful completion of all practicum requirements. Review policies and procedures for practicum. Review ethical, legal, and professional issues including confidentiality, child abuse, and assessment of harm to self and others. Discuss Practicum Packet

9/2 Guidelines for the development, implementation, and evaluation of plans for practicum.

9/9 Sharing and discussion of *Proposed Activity Plans*, strategies for implementation of plans, plans for assessing student outcomes, potential and existing concerns/issues, and on site resources.

9/16; 9/23; 9/30; 10/7; 10/14; 10/21; 10/28; 11/4

Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. Review video-tapes with peer and University Supervisor feedback. On-line networking (resource sharing, consultation regarding site needs/cases etc.)

11/11 **Veterans Day/FAU Holiday/No Group or Individual Meetings** (University Supervisor remains available during the week by phone, on-line or by appointment as needed.)

11/18 Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Review video-tapes with peer and University Supervisor feedback.

11/25 **Thanksgiving Holiday/No Group or Individual Meetings** (University Supervisor remains available at other times during the week by phone, on-line or by appointment as needed.)

12/2; 12/9

Sharing of highlights from practicum experiences, planning for Internship, course and site evaluations, portfolio reviews/evaluations.

Practicum
Recommended Weekly Schedule
for the 60 required Direct Contact Hours

Individual counseling: Brief counseling model. Usually 1-3 sessions that are goal focused and involve the problem solving model. Referral, if needed, is then made in conjunction with site supervisor. =15

Small group counseling: 2 groups per week = 15

Classroom guidance: 2 lessons per week =15

Consultation: 1-2 per week x 10 weeks =15

Total Hours = 60

Internship
Recommended Weekly Schedule
for the 240 required Direct Contact Hours

Individual counseling: Brief counseling model. Usually 1-3 sessions that are goal focused and involve the problem solving model. Referral, if needed, is then made in conjunction with site supervisor. = 60 hours

Small group counseling: (approx 5 groups) = 60

Classroom guidance: (approx 5 per week x 12 weeks) = 60

Consultation: (approx 5 per week x 12 weeks & includes parent or teacher education workshop) = 60

Total hours = 240

Proposed Practicum Activity Plan

Type of Activity	Description of Activity	Evaluation of Outcomes
<i>Individual Counseling</i> Topics include academic, career, personal/social concerns. Brief, goal focused - usually 1-3 sessions followed by referral if necessary.		
<i>Small Group Counseling</i> Specify identified topics, grade levels and projected start and end dates.		
<i>Classroom Guidance</i> Specify identified topics, grade levels and projected start and end dates.		
<i>Consultation</i> Describe plans for being available to parents and teachers. Identify particular groups you might target (such as teachers/parents of students you will serve in groups).		
<i>Other Related Guidance Activities</i> these are to be arranged with your site supervisor. Examples include observing classrooms, child study team meetings, peer helper and DOP programs, helping with program planning & evaluation, community relations, learning about test		

interpretation/ESE procedures.		
<i>Site Supervisor Meetings</i> Minimum is once per week for one hour. Specify date and time set aside for meetings.		

I have read the proposed activity plan and agree that the practicum student will be permitted to complete these activities under my supervision.

*Site Supervisor signature*_____ *Date*_____

*Practicum student signature*_____ *Date*_____

COUNSELING PRACTICUM WEEKLY SUMMARY LOG

Week ____

Complete each week and have site supervisor sign to verify accuracy of recorded hours. Bring to group supervision and show log to University supervisor each group meeting.

<i>DIRECT SERVICES</i>	Hours	Dates
Individual counseling		
Small group counseling		
Classroom guidance		
Consultation		
<i>TOTAL DIRECT SERVICE HOURS</i>		
<i>TOTAL INDIRECT GUIDANCE RELATED SERVICES</i>		
<i>TOTAL DIRECT AND INDIRECT HOURS</i>		

The signatures below attest to the accuracy of the hours listed above.

Intern Student _____ **Date** _____

Site supervisor

Date_____

COUNSELING PRACTICUM SEMESTER SUMMARY LOG

Complete at end the of semester using the signed weekly logs to document total hours.

DIRECT SERVICES:	Total Hours
Individual Counseling	
Small Group Counseling	
Classroom Guidance	
Consultation	
TOTAL DIRECT SERVICE HOURS	
TOTAL INDIRECT SERVICE HOURS (Guidance Related)	
TOTAL DIRECT AND INDIRECT PRACTICUM HOURS	

The signatures below attest to the accuracy of the hours listed above.

Practicum Student _____ Date_____

Site supervisor _____ Date_____

University Supervisor _____ Date_____

Counseling Practicum Weekly Summary Log

Week ____

The following logs are for student use to keep up with hours. Use this log to show site supervisor how your time is being spent each week and as evidence that your weekly signed log is accurate.

<i>SMALL GROUP COUNSELING:</i>	Hours	Dates
<i>Name of Group & # students</i>		
TOTAL HOURS FOR SMALL GROUP COUNSELING		
<i>CLASSROOM GUIDANCE:</i>	Hours	Dates
<i>Grade level, teacher and topic</i>		
TOTAL HOURS FOR CLASSROOM GUIDANCE		

INDIVIDUAL COUNSELING: <i>Student # and topic-family, peers, academic, behavior</i>	<i>Hours</i>	<i>Date</i>
TOTAL HOURS FOR INDIVIDUAL COUNSELING		
CONSULTATION: <i>Specify Teacher/parent & Topic</i>		
TOTAL HOURS FOR CONSULTATION		
INDIRECT GUIDANCE RELATED SERVICES: <i>Specify Activities</i>		
TOTAL HOURS FOR INDIRECT SERVICES		

