University of Northern Colorado  
APCE 619: Practicum II in Individual Counseling  
Fall 2014  
Course Syllabus

Instructor: Amy Williams Long, PhD, LPC, RPT-S  
Class Times: Tuesdays 6:00 – 9:00PM (Start Date TBD, then Every Other Week)

Email: awilliamsces@gmail.com  
Office Hours: By Appointment

**Prerequisite:** APCE 607, 612, and 657

**Course Description:**
Practicum II is a field-based experienced and viewed as a transitionary experience to be completed after successful completion of Practicum I and prior to registering for, and completing of Internship hours.

Prerequisites for Practicum II are 607, 612, and 657. Course content includes direct instruction on core and advanced counseling skills, supervision of counseling activity, and individual and group feedback. Students will have the opportunity to learn and develop counseling skills, initial diagnostic competencies, and client/student record keeping in an agency or school setting.

**Required Text(s):**


Practicum II Policy and Procedure Manual

**Knowledge & Skill Outcomes (Objectives):**

1. To learn and develop individual counseling skills
2. To learn and develop intake skills, including data collection and initial assessment
3. To further formulate a personal theory of counseling
4. To receive supervision on issues related to client and interpersonal issues
5. To follow the American Counseling Association (ACA) ethical guidelines
6. To formulate a treatment and evaluation plan

Upon successful completion of this course students will:

1. Complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term (CACREP III.F).
2. Complete at least 40 hours of direct service with actual clients that contributes to the development of counseling skills (CACREP III.F.1).
3. Participate in an average of one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract (CACREP III.F.2).

4. Participate in an average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor (CACREP III.F.3).

5. Participate in program-appropriate audio/video recordings for use in supervision or live supervision of the student’s interactions with clients (CACREP III.F.4).

6. Receive evaluation of his/her counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum (CACREP III.F.5).

7. Demonstrate an understanding of professional roles, functions, and relationships with other human service providers, including strategies for interagency/interorganization collaboration and communications (CACREP II.G.1.b).

8. Implement self-care strategies appropriate to the counselor role (CACREP II.G.1.d).

9. Demonstrate an understanding of counseling supervision models, practices, and processes (CACREP II.G.1.e).

10. Demonstrate an understanding of the counseling process in a multicultural society (CACREP II.G.5).

11. Demonstrate an orientation to wellness and prevention as desired counseling goals (CACREP II.G.5.a).

12. Demonstrate counselor characteristics and behaviors that influence the helping process (CACREP II.G.5.b).

13. Demonstrate essential interviewing and helping skills (CACREP II.G.5.c).


15. Demonstrate an understanding of crisis intervention and suicide prevention models (CACREP II.G.5.g).

16. Demonstrate the ability to apply and adhere to ethical and legal standards in clinical counseling (CACREP CMHC.B.1).

17. Demonstrate an ability to use the principles and practices of diagnosis, treatment, referral and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling (CACREP CMHC.D.1).

18. Demonstrate an ability to apply multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevention of mental health and emotional disorders (CACREP CMHC.D.2).

19. Promote optimal human development, wellness, and mental health through prevention, education, and advocacy activities (CACREP CMHC.D.3).

20. Apply effective strategies to promote client understanding of an access to a variety of community resources (CACREP CMHC.D.4).

21. Demonstrate an ability to use procedures for assessing and managing suicide risk (CACREP CMHC.D.6).

22. Apply current record-keeping standards related to clinical mental health counseling (CACREP CMHC.D.7).

23. Recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate (CACREP CMHC.D.9).
24. Demonstrate an ability to maintain information regarding community resources to make appropriate referrals (CACREP CMHC.F.1).
25. Advocate for policies, programs, and services that are equitable and response to the unique needs of clients (CACREP CMHC.F.2).
26. Demonstrate the ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations (CACREP CMHC.F.3).
27. Demonstrate skill in conducting an intake interview, a mental status evaluation, a biopsychosocial history, a mental health history, and a psychological assessment for treatment planning and caseload management (CACREP CMHC.H.2).
28. Demonstrate appropriate use of diagnostic tools, including the current edition of the DSM, to describe the symptoms and clinical presentation of clients with mental and emotional impairments (CACREP CMHC.L.1).
29. Demonstrate an ability to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals (CACREP CMHC.L.2).
30. Demonstrate an ability to differentiate between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma causing events (CACREP CMHC.L.3).

NOTE: Competency on relevant CACREP standards are assessed through case conceptualization, self-supervision, group supervision, individual supervision, class discussion, and formal evaluation procedures.

Course Content: This course is designed for students to partially meet the CACREP 2009 Standards requirements for the completion of a supervised practicum experience. Throughout this experience, the student will receive individual or triadic supervision and group supervision on a weekly basis. Course content includes direct instruction on core and advanced counseling skills, supervision of counseling activity, and individual and group feedback. Students will have the opportunity to learn and develop counseling skills, diagnostic competencies, client record keeping, and the formation of treatment plans through supervised field-based experiences.

Methods of Instruction: Students will engage in group and individual supervision activities geared toward integration and application of essential (basic and advanced) counseling skills. Students will engage in case presentations, review of audio or video taped sessions, self-evaluation of skills, treatment planning, and case conceptualization.

Course Requirements/Assignments:
1. Attend all class meetings.
2. Prepare for, attend, and fully engage in all supervision sessions.
3. Provide feedback to fellow class members in group supervision.
4. Maintain a complete and up to date clinical record for each client in accordance with the regulations of your practicum site.
5. Begin to articulate a personal theoretical orientation and discuss its application to work with clients.
6. Demonstrate appropriate counseling skills equivalent to a master’s level counselor.
7. Provide case presentations to class during group supervision.
8. Complete assigned readings prior to class meetings and be prepared to discuss.
9. Adhere to all ACA or ASCA ethical guidelines.
10. Accept and integrate supervisory feedback to improve counseling effectiveness.
11. Reflect on and critically evaluate in-session counseling skills and behaviors.
12. Demonstrate awareness, knowledge and skills in counseling clients who are culturally different, including racial, ethnic, gender, sexual orientation or socioeconomic differences.
13. **Written Assignments**: Assignments are in accordance with the Practicum II Handbook and include the following (Note: See Rubrics in the Practicum II Handbook):
   - **Self-Supervision Forms**: turned in during each group supervision meeting
   - **Case Conceptualization & Treatment Plan**: written document turned in at least 2 weeks prior to completion of Practicum II (dates to be assigned in group supervision)

**NOTE**: All students are expected to enter practicum with knowledge of the American Counseling Association or American School Counselor Association ethical standards. In particular the ethical standards associated with client confidentiality rights and limitations and protection of client records. Students are expected to act in an ethical manner at all times. If an ethical dilemma arises, students are required to notify the site supervisor, the instructor, or one of the doctoral supervisors immediately. Violations of the ethical standards *may* result in failure of the course or dismissal from the program.

---

**Grading**: This course is graded on an S/U basis. Students will receive feedback on their counseling and professional behaviors. The instructor will decide on the final grade after careful consideration of feedback from all evaluation sources (e.g., site supervisor, doctoral supervisor, group supervision, and classroom participation/interactions). *Final grades will be based on counseling skills, participation in class discussions, completion of case notes, client conceptualization abilities, treatment planning and professional behavior.*

**General Expectations**: You are expected to be at *all* scheduled class sessions. While some events are unavoidable, it is imperative that you attend all class sessions. Therefore, requests to leave early or miss sessions are strongly discouraged.

**Proof of Student Insurance**: All students are required to provide proof of liability insurance prior to seeing clients. Failure to provide this documentation will result in not being able to see clients and therefore not completing the course requirements. Please note, insurance is now free to student members of ACA. Please bring proof of insurance to the first day of class.

---

**Academic Conduct**: Cheating on examination, submitting work of other students as your own, or plagiarism in any form will result in penalties ranging from an “F” on an assignment to expulsion from the University.

**Professional Conduct**: Students are expected to adhere to the appropriate code of ethics for their particular program. Any behavior deemed unethical will be grounds for dismissal from the program.
Disability Statement: Any student requesting disability accommodation for this class must inform the instructor giving appropriate notice. Students are encouraged to contact Disability Support Services at (970) 351-2289 to certify documentation of disability and to ensure appropriate accommodations are implemented in a timely manner.

Diversity Statement: The College of Education and Behavioral Sciences (CEBS) supports an inclusive learning environment where diversity and individual differences are understood, respected, appreciated and recognized as a source of strength. We expect that students, faculty and staff within CEBS will be accepting of differences and demonstrate diligence in understanding how other peoples’ perspectives, behaviors, and world views may be different from their own. Furthermore, as stated by UNC, “The University will not engage in unlawful discrimination in…educational services against any person because of race, religion, gender, age, national origin, disability, or veteran status. It is the University’s policy to prohibit discrimination in…educational services on the basis of sexual orientation or political affiliation.” Please visit the CEBS Diversity and Equity Committee website for more information on our commitment to diversity (http://www.unco.edu/cebs/diversity).

APCE Policy on Plagiarism: Plagiarism is the act of appropriating the written, artistic, or musical composition of another, or portions thereof; or the ideas, language, or symbols of same and passing them off as the product of one's own mind. Plagiarism includes not only the exact duplication of another's work but also the lifting of a substantial or essential portion thereof. Students who have engaged in the act of plagiarism will be given an “F” in that course. The matter will be referred to the Review and Retention Committee. The decision of the Committee with regard to plagiarism includes the possibility that the student be dismissed from his or her respective program and from UNC.