

**University of Northern Colorado**  
**School of Applied Psychology and Counselor Education**  
**APCE 612: Practicum in Individual Counseling**  
**Spring 2017**  
**Course Syllabus**

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<b>Instructor:</b>	Heather M. Helm, PhD, LPC, RPT/S	<b>Class Times:</b>	F 4-10; S 8-5; Su 8-4
<b>Office:</b>	McKee 290	<b>Email:</b>	heather.helm@unco.edu
<b>Phone:</b>	970.351.1630	<b>Office Hours:</b>	By Appointment

**Course Dates:** Jan. 6-7; Jan. 13-14; Jan. 27-29; Feb. 3-5

**Doctoral Supervisors:** Savannah Cormier and Dave Matheson

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**Prerequisite:** APCE 558, 607, 602 or 650, PSY530 & Consent of the Instructor **Corequisite:** APCE 657

**Course Description:**

Students will receive supervised experience in counseling and interview analysis, including use of audio and video tapes, client and supervisor feedback, and seminar. This course must be taken on at the site of admission. Repeatable, maximum of 10 credits.

Course content includes direct instruction on core 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, client record keeping, and the formation of treatment plans through a combination of lecture, demonstration, experiential activities, and guided practices. Subsequently counselors-in-training will work with clients while class members and supervisors observe.

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**Required Text(s):**

Young, M. E. (2012). *Learning the art of helping: Building blocks and techniques* (5<sup>th</sup> ed). Upper Saddle River, NJ: Merrill/Prentice Hall.

Pipher, M. (2003). *Letters to a young therapist*. New York, NY: Basic Books.

Course packet (Distributed the First Day of Class)

Psychological Services Clinic Manual (Distributed the First Day of Class)

**Reading Schedule:**

Weekend 1:                    Chapters 1-6 (Young)  
   All (Pipher)

Weekend 2:                    Chapters 7-15 (Young)

**Recommended Readings:** Will be assigned by instructor.

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## 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) – APCE 612 & APCE 619 – Direct and Indirect Supervised and Evaluated Experience
2. Complete at least 40 hours of direct service with actual clients that contributes to the development of counseling skills (CACREP III.F.1) - APCE 612 & APCE 619 – Direct and Indirect Supervised and Evaluated Experience
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) – APCE 612 & APCE 619 – Clinical Supervision
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 – APCE 619 – Group Supervision)
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) – APCE 612 – Live Recorded Supervision/Direct Observation
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) – APCE 612 & APCE 619 – Mid-term and Final Evaluations
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) – APCE 612 – Lecture & APCE 619 – Field Experience
8. Implement self-care strategies appropriate to the counselor role (CACREP II.G.1.d) – APCE – Wellness Plan and Supervision
9. Demonstrate an understanding of counseling supervision models, practices, and processes (CACREP II.G.1.e) – APCE 612 – Lecture and Demonstration
10. Demonstrate an understanding of the counseling process in a multicultural society (CACREP II.G.5) – APCE 612 – Direct Clinical Experience, Supervision, Case Conceptualization
11. Demonstrate an orientation to wellness and prevention as desired counseling goals (CACREP II.G.5.a) - APCE 612 – Direct Clinical Experience, Supervision, Case Conceptualization
12. Demonstrate counselor characteristics and behaviors that influence the helping process (CACREP II.G.5.b) - APCE 612 – Direct Clinical Experience and Supervision
13. Demonstrate essential interviewing and helping skills (CACREP II.G.5.c) - APCE 612 – Direct Clinical Experience, Supervision, Case Conceptualization, Self-Supervision Forms
14. Develop a personal model of counseling (CACREP II.G.5.d) - APCE 612 –Supervision and Case Conceptualization
15. Demonstrate an understanding of crisis intervention and suicide prevention models (CACREP II.G.5.g) - APCE 612 – Role-play and Direct Clinical Experience

16. Demonstrate the ability to apply and adhere to ethical and legal standards in clinical counseling (CACREP CMHC.B.1) - APCE 612 – Direct Clinical Experience, Supervision, Case Conceptualization
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) - APCE 612 – Direct Clinical Experience, Supervision, Case Conceptualization
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) - APCE 612 – Direct Clinical Experience, Supervision, Case Conceptualization
19. Promote optimal human development, wellness, and mental health through prevention, education, and advocacy activities (CACREP CMHC.D.3) - APCE 612 – Direct Clinical Experience, Supervision, Case Conceptualization
20. Apply effective strategies to promote client understanding of an access to a variety of community resources (CACREP CMHC.D.4) - APCE 612 – Lecture & APCE 619 – Field Experience
21. Demonstrate an ability to use procedures for assessing and managing suicide risk (CACREP CMHC.D.6) - APCE 612 – Role-play & APCE 619 – Field Experience
22. Apply current record-keeping standards related to clinical mental health counseling (CACREP CMHC.D.7) - APCE 612 – Clinical Records (Progress Notes, Treatment Plans, ROA's, Informed Consent, and Termination Summaries)
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) APCE 612 – Self Supervision Forms and Supervision.
24. Demonstrate an ability to maintain information regarding community resources to make appropriate referrals (CACREP CMHC.F.1) APCE 612 – Clinical Records (Termination Summary).
25. Advocate for policies, programs, and services that are equitable and response to the unique needs of clients (CACREP CMHC.F.2) APCE 612 – Case Conceptualization
26. Demonstrate the ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations (CACREP CMHC.F.3) APCE 612 – Case Conceptualization and Treatment Plan
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) APCE 612 and APCE 619 – Supervised Provision of Counseling Services
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) APCE 612 – Case Conceptualization
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) – APCE 612 and APCE 619 – Case Conceptualization and Provision of Counseling Service.
30. Demonstrate an ability to differentiate between diagnosis and developmentally appropriate reactions during crises, disasters, and other trauma causing events (CACREP CMHC.L.3) APCE 612 and APCE 619 – Case Conceptualization and Provision of Counseling Service.

**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 supervision. Course content includes direct instruction on core counseling skills, supervision of counseling activity, and individual and small group feedback. Students will have the opportunity to learn and develop counseling skills, initial diagnostic competencies, client record keeping, and the formation of treatment plans through a combination of lecture, demonstration, experiential activities, and guided practices.

**Methods of Instruction:** Students will engage in didactic and experiential activities geared toward integration and application of essential counseling skills. Instruction will consist of lecture, small group activity, dyadic interaction, and experiential engagement. Students will receive live supervision in a laboratory setting with volunteer clients. Supervision will be provided live, on tape, and face-to-face.

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### **Course Requirements/Assignments:**

1. Attend all class meetings – attendance is essential for successful completion of your practicum experience.
2. Meet with three clients for three 50 minute sessions each, during the last two weekends of class.
3. Provide feedback to fellow class members in group supervision and directly following client session in verbal and written formats.
4. Maintain a complete and up to date clinical record for each client
5. Begin to articulate a personal theoretical orientation and to demonstrate its application in sessions
6. Demonstrate appropriate counseling skills equivalent to a master’s level counselor (attending, empathy, respect, concreteness, genuineness, immediacy, and confrontation)
7. Complete assigned readings prior to class meetings and be prepared to discuss
8. Actively and constructively participate in class discussion and group supervision meetings
9. Follow all ACA ethical guidelines
10. Accept and use supervisory feedback to improve counseling effectiveness
11. Use counseling skills and competencies such as:
  - a. Opening and closing an interview
  - b. Responding effectively to cognitive and affective content of clients’ communication
  - c. Setting outcome goals with clients
  - d. Planning change strategies with clients
  - e. Employing a variety of counseling techniques, procedures, and resources as appropriate.
12. Reflect on and critically evaluate in-session counseling behaviors
13. Complete three (3) self-supervision forms (found in student bi-annual review manual)
14. Complete one (1) case conceptualization and treatment plan on one (1) client
15. Demonstrate awareness, knowledge and skills in counseling clients who are culturally different, including racial, ethnic, gender, sexual orientation or socioeconomic differences.
16. Recruit three clients for sessions the last two weekends of class
17. Complete taped practice sessions prior to seeing clients

**NOTE:** All students are expected to enter practicum with knowledge of the American Counseling 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 instructor or one of the doctoral supervisors immediately. Violations of the ethical standards or clinic policies *may* result in failure of the course or dismissal from the program.

**Client Recruitment:** Each student is *required* to recruit three volunteer clients who will receive three sessions free of charge. This expectation has been discussed since the beginning of your program. If you do not believe you can meet this course requirement, please contact Dr. Helm immediately to discuss whether this is the time for you to take this course. It is expected that you will have volunteer names by Friday of the 2<sup>nd</sup> week of class. Please do not rely on classmates to bring additional volunteers if you do not have all three of yours. Doing so limits that classmate's ability to view sessions and participate in supervision and feedback sessions.

In accordance with the ACA Ethical Standards and established clinic policy the volunteer clients cannot be a spouse/partner, former spouse/partner, nor should they be first order relatives of the student (grandparents, children, in-laws). Each volunteer client will be expected to attend sessions on the 3<sup>rd</sup> and 4<sup>th</sup> weekends (in some combination of either, 2 session the 3<sup>rd</sup> weekend and 1 session the 4<sup>th</sup> weekend, or 1 session the 3<sup>rd</sup> weekend and 2 sessions the 4<sup>th</sup> weekend). Clients will *not* be seen twice on the same day. Sessions will begin at 5 pm (4 pm if absolutely necessary for the schedule of the volunteer) on Friday night (3<sup>rd</sup> and 4<sup>th</sup> weekends) and 9 am on Saturdays and Sundays. Each session is 50 minutes long. When recruiting clients students need to inform them that they will be videotaped and observed. Students need to ensure that volunteer clients are not in crisis and that they are not currently seeing another therapist. Students will provide the instructor the names and available times of volunteer clients during the second weekend of class. A schedule will be developed at that time.

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**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., doctoral interns, individual supervision, and classroom participation/interactions). There will be a mid-term evaluation during the third weekend and a final evaluation during the fourth weekend during which specific feedback will be given to each student. *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:** This course meets for four weekends and due to the intensified schedule and nature of this course 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 discouraged. Additionally, you will be expected to have read all the assigned materials by the dates listed, no exceptions.

**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 and ASCA. Please bring proof of insurance to the first day of class.

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**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. Student Handbook: <http://www.unco.edu/dos/handbook/index.html>

**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.” (See [http://www.unco.edu/hr/AAEO\\_TitleIX.htm](http://www.unco.edu/hr/AAEO_TitleIX.htm) <[http://www.unco.edu/hr/AAEO\\_TitleIX.htm](http://www.unco.edu/hr/AAEO_TitleIX.htm)> ). Please visit the CEBS Diversity and Equity Committee website for more information on our commitment to diversity (<http://www.unco.edu/cebs/diversity>).