

University of Northern Colorado
School of Applied Psychology and Counselor Education
APCE 612: Practicum in Individual Counseling

Fall 2022

Course Syllabus

Instructor:	Hannah Davis, PhD, LPC	Class Times:	F 4-10; S 8-5; Su 8-4
Office:	13659 E. 104 th Ave Suite 800 Commerce City CO 80022	Email:	Hannah.davis@unco.edu
Phone:	(720) 432-7690	Office Hours:	By Appointment

Prerequisite: APCE 607 & consent of coordinator

Course Description:

Students will receive supervised experience in counseling and interview analysis, including use of audio and video tapes, client and supervisor feedback, and weekly seminar. This course requires 15 hours per week, minimum and must be taken on at the site of admission. Repeatable, maximum of 10 credits.

Required Text(s):

Young, M.E. (2021) Learning the art of helping: Building blocks and techniques (7th ed.). Pearson Education: Hoboken. ISBN 9780135680124 (paperback) ISBN 9780135680346 (epub) ISBN 9780135680001 (e-book)

Psychological Services Clinic Manual (distributed by email)

Recommended Readings:

Pipher, M. (2003) Letters to a young therapist. Basic Books. ISBN-13: 9780465039685

Rogers, C.R. (1995). On becoming a person: A therapist's view of psychotherapy. Boston: Houghton Mifflin. ISBN-13: 9780395755310

Reading Schedule:

Young Ch. 1 – 6: Complete prior to Weekend 1

Young Ch. 7 - 12: Complete prior to Weekend 2

Psychological Services Manual: Complete prior to Weekend 2

Knowledge & Skill Outcomes (Objectives):

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).
14. Develop a personal model of counseling (CACREP II.G.5.d).
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).

Course Content:

This course is designed for students to meet the CACREP 2009 Standards requirements for the completion of a supervised practicum experience. Students must complete a supervised practicum experience of at least 100 hours over at least a 10 week semester. 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 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.

Methods of Instruction:

The methods of instruction for this course include direct practice of counseling skills with clients and in role plays, participation in individual and group supervision, direct observation of peers in their work with clients, reflection on your own and others' skills through direct observation and reviewing of videotapes. Occasionally there will be information presented through brief lectures, through handouts, and through additional assigned readings that pertain to clients being seen by you and/or your peers. Presence, self-reflection, and active engagement with supervisors, peers, and clients are required to get the most out of the course.

Course Requirements/Assignments:

Self-Supervision Forms (x3)

At least three times during the semester, you will be required to complete a self-supervision form in which you will reflect on your work with a particular client. This form can be found in your Student Learning Outcome manual. These will be due on September 11th, September 15th, and September 17th. Turn these in as a paper copy to the instructor.

Treatment Plan and Case Conceptualization – Paper

You will complete a treatment plan and case conceptualization on a client with whom you are working. This assignment follows the structure outlined in the Student Learning Outcomes manual, and is scored based on the rubric that can be found there. Some additional requirements specific to this course are as follows:

- Confidentiality
 - o Only use the terms “client” to refer to the client throughout the document. Do not use pseudonyms.
 - o Make sure the person’s name is not accidentally included.
 - o Do not reference the clinic by name in the document. Refer to “a counseling clinic within an educational setting.”
 - o Do not reference a specific town or city (e.g., Denver, Thornton, etc.). Instead, you can refer to a “city in the Western United States”.

- Professionalism
 - o This document will go in your student file. Ensure that it is a professional quality document with regards to spelling, grammar, and overall writing.
 - o The paper should be 3-5 single-spaced pages.
 - o Please use Times New Roman size 12 font.
 - o Anything included in this paper you should be comfortable sharing directly with the client/student/their family.

This assignment is due in printed paper format to the instructor on September 17th at 8 am. **No extensions will be granted on this assignment.**

Participation

Attendance

You are expected to be at *all* scheduled class sessions. If you need to miss class for any reason, you need to contact the instructor directly ASAP so that your clients can be rescheduled. Excessive absences (more than 1 hour) will result in a lowered grade and may prevent you from successfully passing the course.

Presence

You will get out of this course what you put into it. Maintaining mental and emotional presence during the experience is central to your success in this course. I highly recommend that you consider what will help you remain engaged throughout our class. Taking notes during peers' sessions, asking thoughtful questions, stretching and non-distracting movement, and providing thoughtful feedback are encouraged, and are part of what you will be evaluated on throughout the course.

Openness

You are making the transition from classroom learning to using your clinical skills with actual clients. A vital part of your responsibility as a student in this course and as a counselor-in-training is to be open and curious about your areas for growth. This occurs during individual supervision, during group supervision, and in time with your peers in "the cave". You will get out of this experience only as much as you are willing to contribute.

Confidentiality

Due to the clinical nature of this course, all client and student discussion during class is to be treated as confidential. Discussion of anything shared by other class members outside of class is unacceptable. You may discuss your own personal experiences in the course, as long as you do not share clinical information shared in class.

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. Davis 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 2nd 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 3rd and 4th weekends (in some combination of either, 2 sessions the 3rd weekend and 1 session the 4th weekend, or 1 session the 3rd weekend and 2 sessions the 4th 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 (3rd and 4th 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.

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.

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 Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to students' inclusion or to accurate assessments of students' achievement (e.g. inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s).

Additionally, if you have a temporary health condition or a permanent disability that requires accommodations, contact the Disability Resource Center (DRC) as soon as possible. DRC facilitates the interactive process that establishes reasonable accommodations.

Office: (970) 351-2289, Michener Library L-80.

Students can learn more here: www.unco.edu/disability-resource-center

Title IX

The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Students who have experienced (or who know someone who has experienced) any of these incidents should know that they are not alone. UNC has staff members trained to support students to navigate campus life, to access health and counseling services, to provide academic and housing accommodations, to help with legal protective orders, and more.

Please be aware all UNC instructors and most staff members are required to report their awareness of sexual violence to the Office of Institutional Equity and Compliance (OIEC). This means that if students tell an instructor about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the instructor must share that information with the Title IX Coordinator, Larry Loften. Larry or a trained staff member in OIEC will contact the reporting students to let them know about accommodations and support services at UNC as well as their options to pursue a process to hold accountable the person who caused the harm to them. Students who have experienced these situations are not required to speak with OIEC staff regarding the incident. Students' participation in OIEC processes are entirely voluntary.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to the instructor, students can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore options now, or in the future.

Confidential Campus Resources

Assault Survivors Advocacy Program (ASAP) Office Located: 2nd floor of Cassidy Hall

Office Phone: 970-351-1490

Web: unco.edu/asap

Hours: M-F, 9am-5pm

24 Hour Hot Line: 970-351-4040

Email: advocacy@unco.edu

UNC Counseling Center

Office Located: 2nd floor of Cassidy Hall

Office Phone: 970-351-2496

Hours: M-F, 8am-12PM, 1pm-5pm

Web: unco.edu/counseling-center

Psychological Services

Office Located: McKee Hall Room 247

Office Phone: 970-351-1645

Web: <https://www.unco.edu/cebs/psychological-services-clinic/>

Hours: By Appointment

Email: ppsy.clinic@unco.edu

*Staff members at confidential campus resources are not required to automatically report incidents of sexual or relationship/dating violence or stalking to the University. There are limits to confidentiality, and before speaking with a staff member, those exceptions will be outlined.

Students who are survivors, who are concerned about someone who is a survivor, or who would like to learn more about sexual misconduct or report an incident, can visit www.unco.edu/sexual-misconduct. Students may also contact OIEC at 970-351-4899 or email titleix@unco.edu.

Academic Integrity

Students are expected to practice academic honesty in every aspect of this course. Students who engage in academic misconduct are subject to grading consequences with regard to this course and/or university disciplinary procedures through the Student Conduct and Accountability. More information about the academic misconduct process can be found in UNC's Student Code of Conduct (BEAR Code).

Attendance

Students are expected to attend class regularly. Each instructor determines the relationship between class attendance, the objectives of the class, and students' grades. Instructors are responsible for articulating their attendance policies and their effect on grades to students. Students are responsible for knowing the attendance policy of each course. Only the instructor can approve students' absences. Students are responsible for requesting such approval. In an effort to create inclusive learning environments, instructors should not require doctors' notes to determine whether or not to excuse an absence.

Center for Career Readiness

Come visit us at the Center for Career Readiness to talk about resume, cover letter, interviewing, career/major exploration, job/internship search, graduate school search, and everything else career.

For more information on student *resources*, or to schedule an *appointment*, visit the website: www.unco.edu/career/students or for student *events*, visit: www.unco.edu/career/events.

We are located:

Office: University Center 1st floor

Hours: M-F, 8am-5pm

Appointments: Virtual and In-Person

Drop-Ins: Visit our website for up-to-date information

It's never too early to talk about career!

COVID-19

The COVID-19 pandemic is a complex, challenging, and fluid situation, which continues to evolve. UNC will follow applicable legal requirements and public health mandates, and evaluate federal, state, and county public health recommendations in all decisions related to university operations. Students should review the [Coronavirus website](#) for the current academic term for the most up to date guidance. Students who fail to comply with any public health requirements that UNC puts in place, such as the use of masks and social distancing, will be reminded of current policy; students who fail to correct their behavior will be asked to leave the classroom and may be referred to the Student Conduct and Accountability.

The safety and well-being of our Community of Bears requires each of us to be prepared to do our part to protect the health of our entire campus community, as well as our friends, families, and neighbors. It is important that all members of the university community work together to do all we can to keep our community safe.

Equity and Inclusion

The University of Northern Colorado (UNC) embraces the diversity of students, faculty, and staff. UNC honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. People of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, sizes and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness of others' individual and intersecting identities. For information or resources, contact the Division of Diversity, Equity and Inclusion, at 970-351-1944. If students want to report an incident related to identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance.

Additionally, there are several cultural and resource centers across the campus that are equipped and designed to serve as caring and thoughtful centers for students, staff and faculty. You can find their information below:

Asian Pacific American Student Services (Cultural Center)

924 20th St
Greeley, CO 80639
(970) 351-1909

AsianPacificAmerican.StudentServices@unco.edu

Cesar Chavez Cultural Center & DREAMer Engagement Program (Cultural Center)

1410 20th St
Greeley, CO 80639
(970) 351-2424

ChavezCenter@unco.edu

Center for Womens and Gender Equity (Resource Center) & Stryker Institute for Leadership

Development
1915 10th Ave
Greeley, CO 80639
970-351-1492

cwge@unco.edu

Center for Gender and Sexuality (Resource Center)

2215 10th Ave., Campus Box 42

Greeley, CO 80631

970-353-0191

gsrc@unco.edu

Marcus Garvey Cultural Center (Cultural Center)

928 20th St., Campus Box 41

Greeley, CO 80639

(970) 351-2351

MGCC@unco.edu

Native American Services (Cultural Center)

924 20th St

Greeley, CO 80639

(970) 351-1909

AsianPacificAmerican.StudentServices@unco.edu

Veteran's Services (Resource Center)

1815 8th Ave

Greeley, CO 80631

970-351-1403

timothy.nellett@unco.edu

Food Insecurity

Knowing that food insecurity is experienced at higher rates among college students, UNC offers assistance to students facing food insecurity through an on-campus food pantry. The Bear Pantry is located in University Center 2166A and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information.

Land Acknowledgment

The University of Northern Colorado occupies the lands in the territories of the Ute, Cheyenne, Lakota and Arapaho peoples. The University acknowledges the 48 tribes that are historically tied to the state of Colorado. Thus, the land on which UNC is situated is tied to the history and culture of our native and indigenous peoples. UNC appreciates this connection and has great respect for this land. Additionally, the University community pays its respect to Elders past, present, and future, and to those who have stewarded this land throughout the generations.

As part of the learning and reflection process please visit <https://native-land.ca/> or call the Office of Equity & Inclusion at 970-351-1944.

Name in Use/Pronoun in Use/Name Change

Some students may have changed their names to better reflect their gender identity or for other reasons. The process to request that the University change the name that appears on Canvas and on the course roster is available here: <https://www.unco.edu/registrar/name-change.aspx>

Writing Center

The Writing Center offers three kinds of sessions to meet your writing needs: In-Person, Email, and Zoom Sessions. Trained Writing Center Consultants can assist you with writing assignments from any course or subject. Even if you think your writing is pretty good, it's always nice to have another reader look over your work.

To guarantee a session time, make an appointment using our online scheduling system by visiting our website (below). We also have walk-in session times available during our scheduled open hours, Monday – Friday 9:00 am – 4:00 pm in the Writing Center, Ross Hall 1230 as well as walk-in sessions in the library (first floor) Monday – Thursday evenings, 5:00 pm – 8:00 pm.

If your instructor requires you to visit the Writing Center, make sure to alert your Consultant, and/or check the box on the appointment form, and we will send an email confirmation of your session to your instructor.

For more information, email the Writing Center at writingcenter@unco.edu or visit the website: www.unco.edu/writing-center.