

**University of Northern Colorado**  
**School of Applied Psychology and Counselor Education**  
**Course Syllabus**  
**APCE 619: Practicum II in Individual Counseling**  
**Spring 2022**

Instructor: Dr. Jennifer Murdock Bishop  
Doctoral Supervisors: Amanda Fenn, Hailey Sands, Stevie White  
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Campus Office: 295 McKee Hall  
Dept. Phone: 970-351-2544  
Office Hours: By individual appointment. I will be available briefly after class and through e-mail and telephone. Other meeting times can be arranged if necessary. I also will post office hours weekly once the semester begins.  
Class Meeting Times: TBA (see specific dates below)  
Class Meeting Location: Online via Canvas

**You will meet each week for class for Individual Supervision with one of the doctoral supervisors listed above at an individual time via Teams or Zoom and the following dates for Group Supervision via Zoom-link in our Canvas shell at 4:30 pm to 7:30 pm on the following Tuesdays:**

**January 11**

**February 8**

**February 22**

**March 8-end of 10 Weeks for Loveland Students only**

**March 22**

**April 5**

**April 19**

**May 3-Finals Week**

**Course Description:**

Practicum II is a field-based experience and viewed as a transitional experience to be completed after successful completion of Practicum I and prior to registering for, and completing of Internship hours.

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

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):**

**All Students:** Practicum II Policy and Procedure Manual; Student Learning Outcomes Manual (both are located on the Professional Counseling Website-under Current Students-please use most current version from this webpage).

**All Students:** A general theories text. Whatever text you used in 607 is fine.

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**KNOWLEDGE AND 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:

**KNOWLEDGE AND SKILL OUTCOMES:** Upon successful completion of this course students will:

1. Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship (CACREP Standard: 3.A). You must submit your insurance proof in Canvas under the assignments tab.
2. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients (CACREP Standard: 3.B). This is a portion of your contract with your site. Please coordinate this with your site supervisor.
3. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum and internship (CACREP Standard: 3.C). You will complete a mid-term and final evaluation with your site supervisor and we will discuss these evaluations during your site visit(s).
4. Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship (CACREP Standard: 3.D). Please see your contract as this is required of your site. It is likely you will use various record keeping systems, virtual environments etc at your site. Additionally, you should be invited to or have access to additional professional development trainings.
5. 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 (CACREP Standard: 3.F). You will use the blank log available in Canvas to record your hours every week. This log will be verified by your site supervisor and by me at your site visit(s).
6. Practicum students complete at least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills (CACREP Standard: 3.G). You will use the blank

log available in Canvas to record your hours every week. This log will be verified by your site supervisor and by me at your site visit(s).

7. 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 (CACREP Standard: 3.H). You will use the blank log available in Canvas to record your hours every week. This log will be verified by your site supervisor and by me at your site visit(s). Additionally, this has been verified by the External Placement Coordinator during your contracting process.

8. 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 (CACREP Standard: 3.I). You will use the blank log available in Canvas to record your hours every week. This portion of the log is verified by me as your instructor.

9. Counselor education program faculty members serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs have (1) relevant experience, (2) professional credentials, and (3) counseling supervision training and experience (CACREP Standard: 3.N). This has been verified by the External Placement Coordinator during your contracting process.

10. Students serving as individual/triadic or group practicum/internship supervisors for students in entry-level programs must (1) have completed CACREP entry-level counseling degree requirements, (2) have completed or are receiving preparation in counseling supervision, and (3) be under supervision from counselor education program faculty (CACREP Standard: 3.O). This has been verified by your instructor, Program Coordinator, and Chair.

11. Site supervisors have (1) a minimum of a master's degree, preferably in counseling, or a related profession; (2) relevant certifications and/or licenses; (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled; (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and (5) relevant training in counseling supervision (CACREP Standard: 3.P). This has been verified by the External Placement Coordinator during your contracting process.

12. Orientation, consultation, and professional development opportunities are provided by counselor education program faculty to site supervisors (CACREP Standard: 3.Q). This has been verified by the External Placement Coordinator during your contracting process and through APCE 513 and the initial meeting at the beginning of the semester.

13. Written supervision agreements define the roles and responsibilities of the faculty supervisor, site supervisor, and student during practicum and internship. When individual/triadic practicum supervision is conducted by a site supervisor in consultation with counselor education program faculty, the supervision agreement must detail the format and frequency of consultation to monitor student learning (CACREP Standard: 3.R). This has been verified by the External Placement Coordinator during your contracting process.

14. When individual/triadic supervision is provided by the counselor education program faculty or a student under supervision, practicum and internship courses should not exceed a 1:6 faculty:student ratio. This is equivalent to the teaching of one 3-semester credit hour or equivalent quarter hour course of a faculty member's teaching load assignment (CACREP Standard: 3.S). This has been verified by your instructor, Program Coordinator, and Chair.

15. When individual/triadic supervision is provided solely by a site supervisor, and the counselor education program faculty or student under supervision only provides group supervision, practicum and internship courses should not exceed a 1:12 faculty:student ratio. This is equivalent to the teaching of one 3-semester credit hour or equivalent quarter credit hour course of a faculty member's teaching load assignment (CACREP Standard: 3.T). This has been verified by your instructor, Program Coordinator, and Chair.

16. Group supervision of practicum and internship students should not exceed a 1:12 faculty:student ratio (CACREP Standard: 3.U). This has been verified by your instructor, Program Coordinator, and Chair.

17. When counselor education program faculty provide supervision of students providing supervision, a 1:6 faculty: student ratio should not be exceeded. This is equivalent to the teaching of one 3-semester or equivalent quarter credit hours of a faculty member's teaching load assignment (CACREP Standard: 3.V). This has been verified by your instructor, Program Coordinator, and Chair.

18. Self-care strategies appropriate to the counselor role (CACREP Standard: 2.F.1.l). See course calendar below.

19. The role of counseling supervision in the profession (CACREP Standard: 2.F.1.m). See course calendar below.

20. Ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships (CACREP Standard: 2.F.5.d). See course calendar below.

21. Counselor characteristics and behaviors that influence the counseling process (CACREP Standard: 2.F.5.f). See course calendar below.

22. Essential interviewing, counseling, and case conceptualization skills (CACREP Standard: 2.F.5.g). See course calendar below.

23. the impact of technology on the counseling process (CACREP Standard F.5.e.). See course calendar below.

24. development of measurable outcomes for clients (CACREP Standard 2.F.5.i.). See course calendar below.

25. Suicide prevention models and strategies (CACREP Standard: 2.F.5.l). See course calendar below.

26. Processes for aiding students in developing a personal model of counseling (CACREP Standard: 2.F.5.n). See course calendar below.

27. Etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders (CACREP CMHC Standard: 5.C.2.b). See course calendar below.

28. Principles, models, and documentation formats of biopsychosocial case conceptualization and planning (CACREP CMHC Standard: 5.C.1.c). See course calendar below.

29. Impact of crisis and trauma on individuals with mental health diagnoses (CACREP CMHC Standard: 5.C.2.f). See course calendar below.

30. Cultural factors relevant to clinical mental health counseling (CACREP CMHC Standard: 5.C.2.j). See course calendar below.

31. Intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management (CACREP CMHC Standard: 5.C.3.a). See course calendar below.

32. Techniques and interventions for prevention and treatment of a broad range of mental health disorders (CACREP CMHC Standard: 5.C.3.b). See course calendar below.

33. Strategies to advocate for persons with mental health issues (CACREP CMHC Standard: 5.C.3.e). See course calendar below.

### **COURSE CONTENT:**

This course is designed for students to meet the CACREP 2016 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:** 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.

SEE COURSE CALENDAR BELOW:

Week	Topic	CACREP Standard
Week 1	Self Care Strategies  Intro to your role as a CIT	2.f.1.1.
Week 2	Role of Counseling Supervision  Supervision Disclosure Statements	2.F.1.m.
Week 3	Ethical and culturally relevant strategies for maintaining in person and technology assisted relationships and the impact of technology  See supplemental readings in Canvas	2.F.5.d.  2.F.5.e
Week 4	Characteristics and behaviors that influence the counseling process and techniques and interventions for prevention and treatment of broad mental health disorders.  Self Supervision Forms	2.F.5.f.  5.C.3.b.
Week 5	Essential Interviewing, counseling and case conceptualization skills, Intake interview, MS Eval, Biopsychosocial and MH history, & psychological assessment for treatment and caseload planning	2.F.5.g.  5.C.3.a.

	Clinic manual CC/TP assignment handout and rubric	
Week 6	Measurable outcomes for Clients  CC/TP assignment handout and rubric	2.F.5.i.
Week 7	Suicide Prevention and Strategies	2.F.5.i.
Week 8-Mid-terms	What is your personal model of Counseling-how can we refine and develop this.	2.F.5.n.
Week 9	Eitology, Nomenclature, treatment, referral and prevention of mental and emotional disorders	5C.1.c.
Week 10	Principles, models, and documentation formats of biopsychosocial CC/TP	5.C.1.c
Week 11	Impacts of Crisis and Trauma on Individuals with MH Diagnosis	5.C.2.f.
Week 12	Cultural Factors relevant to CMHC and Strategies to	5.C.2.j. 5.C.3.e.

	advocate for persons with mental health issues	
Week 13	CC/TP Presentations	
Week 14	CC/TP Presentations	
Week 15	CC/TP Presentations	
Week 16	Finals Week Presentations likely	

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**Course Requirements/Assignments:**

1. Present a case including the case conceptualizations and treatment plans included in the practicum II manual. (schedule will be assigned during our first meeting). By the end of the term students should be developing case conceptualizations at treatment plans consistent with “meeting expectations” on the rubric. Additionally students will complete a minimum of three self supervision forms available in our Canvas Shell.
2. Develop a set of goals for the semester. (due second individual supervision session to your supervisor **and** via Canvas).
3. Come to each (group & individual) supervision session with specific needs for supervision some of which are tied specifically to your goals.
4. Actively and constructively participate in class discussion and group supervision meetings.
5. Maintain a complete and up to date clinical record for each client in accordance with the regulations of your practicum site.
6. Begin to articulate a personal theoretical orientation and discuss its application in session.
7. Demonstrate appropriate counseling skills equivalent to a master’s level counselor.
8. Complete assigned readings prior to class meetings and be prepared to discuss. Note students will be assigned days to select and facilitate reading discussions. These assignments will occur during second week of group supervision.
9. Follow all ACA or ASCA ethical guidelines.
10. Accept and use supervisory feedback to improve counseling effectiveness.
11. Reflect on and critically evaluate in-session counseling behaviors.
12. Demonstrate awareness, knowledge and skills in counseling clients who are culturally different, including racial, ethnic, gender, sexual orientation or socioeconomic differences.



**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.

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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., site supervisor, doctoral supervisor, group supervision, and classroom participation/interactions). *Final grades will be based on counseling skills, participation in class discussions, preparedness for supervision, client conceptualization abilities, treatment planning and professional behavior.*

**Supervision:** You are expected to attend and be prepared for *all* scheduled supervision sessions. Failure to attend more than one supervision sessions (both group and individual sessions apply) will result in a grade of “U.” Appeals to this policy will be reviewed at the program faculty, and the course instructor will not make exceptions to this policy in any case.

**Rescheduling individual supervision is highly discouraged, and it is expected that rescheduling is reserved for significant professional commitments (e.g., conference attendance; participating in an agency training) and that this occurs well in advance. An alternate time needs to be found the same week or request for approval from course instructor is required. Failure to reschedule or receive instructor approval is equivalent to an absence from individual supervision.**

**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 bring proof of insurance to the first day of class.

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### **Additional Information**

**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.

**Honor Code:** All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community's academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

### **Accommodations Statement**

Students who believe that they may need accommodations in this class are encouraged to contact the Disability Support Services, voice/TTY (970) 351-2289, or fax (970) 351-4166, or visit [www.unco.edu/dss](http://www.unco.edu/dss) as soon as possible to ensure that accommodations are implemented in a timely fashion.

### **Inclusivity 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, administrators and staff within CEBS will respect differences and demonstrate diligence in understanding how other peoples' perspectives, behaviors, and worldviews may be different from their own.

**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 in 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.

### **Sexual Misconduct/Title IX Statement**

The University of Northern Colorado prohibits and will not tolerate sexual misconduct or gender-based discrimination of any kind. UNC is legally obligated to investigate sexual misconduct (including, but not limited to sexual assault, sexual harassment, stalking, and intimate partner violence). If you disclose an incident of sexual misconduct to a faculty member, they have an obligation to report it to UNC's Title IX Coordinator. "Disclosure" may include communication in-person, via email/phone/text message, or through in/out of class assignments. If you wish to speak confidentially about an incident of sexual misconduct, please contact the UNC Counseling Center (970-351-2496) or the Assault Survivors Advocacy Program (970-351-4040). If you would like to learn more about sexual misconduct or report an incident, please visit [www.unco.edu/sexualmisconduct](http://www.unco.edu/sexualmisconduct).

## 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' achievements (e.g. time-limited exams, inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s) and contact Disability Resource Center (DRC) to request accommodations.

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

Students can learn more here: [www.unco.edu/disability-resource-center](http://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.

UNC's Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-351-4040 or <http://www.unco.edu/asap>

UNC Counseling Center: 970-351-2496 or <http://www.unco.edu/counseling>

UNC Psychological Services: 970-351-1645 or [http://www.unco.edu/cebs/psych\\_clinic](http://www.unco.edu/cebs/psych_clinic)

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](http://www.unco.edu/sexual-misconduct). Students may also contact OIEC at 970-351-4899 or email [titleix@unco.edu](mailto:titleix@unco.edu).

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 Dean of Students Office. 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.

## COVID-19

The COVID-19 pandemic is a complex, challenging, and fluid situation, which continues to evolve. UNC will follow applicable legal requirements and federal, state, and county public health recommendations and mandates 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 UNC's public health requirements, 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 Dean of Students office.

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](http://www.unco.edu/institutional-equity-compliance).

## Food Insecurity and Basic Needs

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](http://www.unco.edu/bear-pantry) for more information. Students who face challenges (i.e., emotional distress, grief and loss, academic concerns, basic needs insecurity, navigating university processes) and believe this may affect their academic performance may contact Student Outreach and Support (SOS), which is part of the Dean of Students Office. SOS will help connect students with appropriate referrals based upon their needs. The Dean of Students Office can be reached at [dos@unco.edu](mailto:dos@unco.edu) or via phone at 970-351-2001.

## 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](mailto:writingcenter@unco.edu) or visit the website: [www.unco.edu/writing-center](http://www.unco.edu/writing-center).

**The instructor may make changes to the syllabus as needed throughout the semester. You will be notified of these changes in class.**