

# APCE 692-901 Practicum II Spring 2024

Class Time:	Thursday 4:30pm – 7:30pm (See scheduled dates below)	
Location:	Online Course / Zoom	
Credits:	3 Credit Hours	
Professor:	Bonnie Nicholson, PhD	
E-Mail:	Bonnie.nicholson@unco.edu	
Phone:	970-351-4695	
Office Location:	McKee 294	
Office Hours:	Tuesday 9:00am – 11:00am	
	Wednesday 11:00am – 1:00pm	

### **PREREQUISITES:**

APCE 612 & Consent of Coordinator

### **COURSE DESCRIPTION:**

Practicum II is a field-based experienced 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.

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.

**Course Schedule:** We will meet from 4:30pm-7:30pm on the following dates: 01/18, 02/01, 02/15, 02/29, 3/21, 4/4, 4/18 and 5/2

### **REQUIRED TEXT(S):**

Practicum II Policy and Procedure Manual and the Student Learning Outcomes Manual (both are located on the Professional Counseling Website)

# **ADDITIONAL READINGS:**

Readings will be assigned over the course of the semester based on supervision needs and by peers prior to group leadership session.

### 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:

- 1. Complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10week 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). 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).
- 3. 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).
- 4. 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).
- 5. 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).
- 6. 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).
- 7. Implement self-care strategies appropriate to the counselor role (CACREP II.G.1.d).
- 8. Demonstrate an understanding of counseling supervision models, practices, and processes (CACREP II.G.1.e).
- 9. Demonstrate an understanding of the counseling process in a multicultural society (CACREP II.G.5).
- 10. Demonstrate an orientation to wellness and prevention as desired counseling goals (CACREP II.G.5.a).
- 11. Demonstrate counselor characteristics and behaviors that influence the helping process (CACREP II.G.5.b).
- 12. Demonstrate essential interviewing and helping skills (CACREP II.G.5.c).
- 13. Develop a personal model of counseling (CACREP II.G.5.d).
- 14. Demonstrate an understanding of crisis intervention and suicide prevention models (CACREP II.G.5.g).
- 15. Demonstrate the ability to apply and adhere to ethical and legal standards in clinical counseling (CACREP CMHC.B.1).
- **16**. 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).
- 17. 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).
- **18**. Promote optimal human development, wellness, and mental health through prevention, education, and advocacy activities (CACREP CMHC.D.3).
- **19**. Apply effective strategies to promote client understanding of an access to a variety of community resources (CACREP CMHC.D.4).
- 20. Demonstrate an ability to use procedures for assessing and managing suicide risk (CACREP CMHC.D.6).
- 21. Apply current record-keeping standards related to clinical mental health counseling (CACREP CMHC.D.7).
- 22. 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).

- **23**. Demonstrate an ability to maintain information regarding community resources to make appropriate referrals (CACREP CMHC.F.1).
- 24. Advocate for policies, programs, and services that are equitable and response to the unique needs of clients (CACREP CMHC.F.2).
- 25. Demonstrate the ability to modify counseling systems, theories, techniques, and interventions to make them culturally appropriate for diverse populations (CACREP CMHC.F.3).
- 26. 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).
- 27. 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).
- **28**. 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).
- **29**. 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 these standards is 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 2016 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. This includes, but is not limited to, discussion, experiential activities, direct observation of counseling skills, case presentations, and processing of experiences. Instructor may request individual meetings when pertinent.

### **COURSE REQUIREMENTS:**

<u>Working with the Site</u>: An appropriate site location is one where the student can become familiar with a variety of professional activities in addition to engaging in direct service work. The site provides the opportunity for the student to gain supervised experience using a variety of professional resources such as assessment instruments, computers, print and non-print media, and professional literature and research. Internship students should arrange their on-site schedules to coincide with the work schedule at their sites (you must not be on-site alone).

#### Student Responsibilities:

- 1. Read the Practicum II Handbook and adhere to all policy and paperwork requirements outlined in this handbook.
- 2. Maintain liability insurance for the duration of the practicum and related activities. Students must provide a copy of their liability insurance (or a copy must be on file) to their university supervisor prior to their first day on-site.
- 3. Apprise faculty supervisor, in a timely manner, of any crisis situations (e.g. CPS referrals, suicide assessment, and/or conflicts in which you are directly involved).
- 4. Attend and actively participate in all group supervision sessions. Multiple absences will not be allowed and will be considered unsatisfactorily meeting expectations. If a student is unable to attend one class session, it will be the responsibility of the student to schedule a time to make up the class time. The student should contact another Prac II instructor(s) to determine the meeting dates of their Practicum II class. Once the student finds a date/time that they are able attend an alternate Prac II class, they need to send an email to the alternate Prac II instructor asking for permission to attend their course on the specific date/time. This instructor for this course must be included on that email. Once the student receives permission to attend the alternate class, they must attend the class session and then send a final email to both professors confirming their attendance at the alternative class.
- 5. Meet weekly for one-hour with your doctoral supervisor.

- 6. Keep confidential any personal information revealed during class. The confidentiality of clients will be maintained in accordance with the ACA ethical standards.
- 7. Maintain a log of field experiences and on-site supervision. Use the forms provided in the practicum handbook. Keeping a running total of your hours is <u>absolutely necessary</u> for both CACREP and licensure. Bring signed hours logs to each group supervision meeting.
- 8. Prepare a list of goals for the semester. Included will be a rationale for each goal, and a plan for working on each goal. You should include at least two concrete steps for reaching your goals and the resources necessary to do so. *Due: Sunday, Jan.2 1st by 11:59pm via e-mail to faculty supervisor AND doctoral supervisor.*
- 9. Come to each (group & individual) supervision session with <u>specific needs</u> for supervision some of which are tied specifically to your goals.
- 10.Lead or co-lead group supervision session(s). Group leadership includes (a) an activity/intervention, (b) setting the agenda for the session, and (c) facilitating the group including case presentations
- 11. Present a minimum of one case during group supervision as assigned on the first day of group supervision. Use the Case Conceptualization & Self Supervision Forms included in the Comprehensive Student Evaluation Process document. Come prepared to provide an overview (orally) of your work with this client/client system to date as well as <u>what you would like from the supervision group</u>. Your case conceptualization must include information about the framework from which you're working with/conceptualizing this client. Students should adhere to confidentiality and ethical parameters when preparing and presenting their cases. Your case presentation day will not coincide with the day you lead group.
- 12. Complete assigned readings. Readings may be assigned by the university supervisor at any time during the supervision experience. Students are expected to read the assigned readings by the next group supervision session unless a different due date is specified.
- 13. Final Reflection Paper: Each student will complete a professional self-evaluation in narrative form. The selfevaluation must be typed and approximately three pages in length (double spaced, 12 pt. font). The selfevaluation should address success/challenges in achieving goals, evaluation of development and growth across the semester, and opportunities for further professional development as you transition into internship. *Due the last group supervision session on Thursday May 2<sup>nd</sup>*.
- 14. Schedule a mid-semester site visit. Site supervisor mid-term evaluation must be completed and submitted to university supervisor prior to site visit. The student needs to schedule a time for the site visit which will include the student, this professor, and the site supervisor. The site visit needs to be scheduled & confirmed with this professor and the site supervisor AT LEAST 2 WEEKS IN ADVANCE. The site visits should take place during the weeks of Feb. 26<sup>th</sup> or March 4<sup>th</sup>. Typically, this professor is available:

Tuesdays between 8:30am – 6:00pm Wednesdays between 8:30am – 10:00am or 11:00am – 1:00pm Thursdays between 12:30pm – 4:30pm Fridays between 10:00am – 5:00pm

- 15. Complete and submit 3 self-supervision forms on CANVAS. Due dates available on CANVAS.
- 16. Submit a mid-term and final evaluation completed by the site supervisor. The student is responsible for providing the evaluation forms to the site supervisor. The evaluations will be submitted on CANVAS.
- 17.We will occasionally deal with very personal and sensitive matters. It is an expectation that you will keep confidential any personal information revealed during class. If you are concerned about the safety or welfare of a classmate please contact the instructor immediately. Similarly, it is expected that the confidentiality of clients will be maintained in accordance with the ACA ethical standards.
- 18. Forms: Please refer to the Practicum II Handbook for additional information on required paperwork. Make sure all necessary paperwork is turned in on time and before the final group meeting. Failure to turn in paperwork on time may result in an unsatisfactory internship grade.
- 19. Actively and constructively participate in class discussion and group supervision meetings.
- 20. Maintain a complete and up to date clinical record for each client in accordance with the regulations of your practicum site.
- 21. Follow all ACA or ASCA ethical guidelines.
- 22. Accept and use supervisory feedback to improve counseling effectiveness.
- 23. Reflect on and critically evaluate in-session counseling behaviors.

24. 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.

### **GRADING:**

This course is graded as Satisfactory/Unsatisfactory and is based on the following criteria:

- 1. Active and engaged participation in supervision;
- 2. Being on-time and prepared for all individual and group supervision sessions;
- 3. Progress toward personal and professional goals;
- 4. Demonstration of developmentally appropriate case conceptualization skills, counseling skills, and selfawareness;
- 5. Engagement in counseling activities outlined in your practicum II agreement;
- 6. Quality of case presentations;
- 7. Depth and breadth of professional self-analysis and application of information to improve case conceptualization, client-counselor interaction, and intervention development;
- 8. Feedback from site supervisor;
- 9. Professionalism;
- 10. Completion of required hours, and all related paperwork.

A satisfactory grade indicates that students have fulfilled all requirements of the practicum as listed above as well as adherence to all policies and requirements of the site. Acceptable completion is defined at the discretion of the instructor.

**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."

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.

# ADDITIONAL INFORMATION (STUDENT RIGHTS, SUPPORTS, & EXPECTATIONS):

- <u>Academic Integrity:</u> 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).
- <u>UNC's Policies:</u> UNC's policies and recommendations for academic misconduct will be followed.
- **Portable Electronic Devices:** Please extend courtesy to your instructor and fellow students by turning off your portable electronic devices such as: cell phones, pagers, and iPods. Although not an audio issue, text-messaging is a distraction to other students and prevents you from full participation in class. You should keep your portable electronic devices in your backpack or purse during class. Your personal electronic devices should not be on your desks. Additionally, any audio recording of class without the consent of the instructor and your classmates in an ethical violation. If you know that you may need to accept an emergency phone call during class or if you have children in childcare or school, please let the instructor know. If you need to take a phone call during class, please step out of the classroom while you complete your call. Additionally, students are encouraged to take handwritten notes and avoid the use of laptops in

the classroom. This request will be further explained on the first day of the course. Thank you for your cooperation.

- **<u>Professional Conduct</u>**: 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

• 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 Women's 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 LaChaune.DuHart-Wood@unco.edu

- <u>Name in Use/Pronoun in Use/Name Change:</u> 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
- <u>Title IX:</u> The University of Northern Colorado is committed to providing a safe and inclusive learning environment for all students that is free from discrimination and harassment, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Students who have experienced (or who know someone who has experienced) any of these concerns should know that they are not alone. UNC has staff members in the University's Office of Institutional Equity and Compliance (OIEC) who are trained to support students in navigating these concerns and are able to provide on- and off-campus resources and supports, referrals to health and counseling services, academic and housing modifications, and mutual no-contact orders between individuals.

Please be aware all UNC instructors and most staff members are required to report their awareness of sexual misconduct to the 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 and Equity Officer, Dr. Matt Ricke. Dr. Ricke or a trained staff member in OIEC will contact the reporting students to let them know about resources and support services at UNC as well as their options to pursue an investigation through OIEC, law enforcement, or both. Students who have experienced these types of incidents 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 has confidential victim advocates available 24/7 by phone – students can contact the Assault Survivors Advocacy Program (ASAP) at 970-351-1490 to seek confidential guidance and support.

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Confidential	Campus	Resources

Assault Survivors Advocacy Program (ASAP)	Hours: M-F, 9am-5pm	
Office Located: 2nd floor of Cassidy Hall	24 Hour Hot Line: 970-351-4040	
Office Phone: 970-351-1490	Email: advocacy@unco.edu	
Web: unco.edu/asap		
UNC Counseling Center	Hours: M-F, 8am-12PM, 1pm-5pm	
Office Located: 2nd floor of Cassidy Hall	Web: unco.edu/counseling-center.	
Office Phone: 970-351-2496	-	
Psychological Services	Hours: By Appointment	
Office Located: McKee Hall Room 247	Email: ppsy.clinic@unco.edu	
Office Phone: 970-351-1645		
Web: https://www.unco.edu/cebs/psychological-services-clinic/		
*Staff members at confidential campus resources	1 2 1	
sexual or relationship/dating violence or stalking t	the University There are limits to confide	

\*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 have experienced sexual or interpersonal violence, who are concerned about someone who has, who would like to learn more about sexual or interpersonal violence, or who wish to report an incident, can visit www.unco.edu/sexual-misconduct. Students may also contact OIEC at 970-351-4899 or email titleix@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.
- Student Well-Being: Students often experience stressors that make it difficult for them to meet the challenges of their courses-stressors like sleep problems, financial concerns, relationship concerns, employment difficulties, feelings of anxiety, hopelessness, or depression.
  If you are struggling with this class, please visit me during office hours or contact me via e-mail.
  If you're not sure where to turn, the website for UNC's Student Outreach and Support (SOS) office lists a wide variety of resources for students. Case Managers in the SOS office can assist students during difficult circumstances which may include medical, mental health, personal or family crisis, and illness or injury. Mental health professionals are available for free, confidential consultations in the Counseling Center. To access staff in the Counseling Center, call 970-351-2496 or stop by the Center, located on the second floor of Cassidy Hall. If you are experiencing a crisis after-hours, call the Counseling Center and press #2 to connect with a crisis counselor.
- UNC Writing Center: Strong writers seek feedback. The UNC Writing Center is here to connect you with that feedback. Writing Center Consultants are interested readers who come from a variety of majors and backgrounds, and we are ready to talk about your writing projects. Consultants are trained to work with writing of all types, from all disciplines, and at all levels. We welcome all sessions, whether you're just getting started or are ready to hand in your final draft. You're the content expert; we're the writing experts. Let's work together!

Schedule your in-person, video, or email session today by visiting: http://www.unco.edu/writing-center

- Artificial Intelligence (AI) Use Statements: The use of any AI Writing tools are not permitted for any stage of work in this class. If you use these tools, your actions would be considered academically dishonest and a violation of UNC's Academic Integrity Policy. As a student in this advanced degree program, seeking education and training towards licensure, it is imperative that you invest in your developmental growth. This includes the completion of all assignments that are designed to support your skills and competences as a mental health professional. All work submitted in this course must be your own.
- 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.

To further support indigenous tribes, visit the following sites (or many other sites not listed):

https://indigenous-roots.org/ https://indigenousvalues.org/ https://www.indigenousjustice.org/ https://www.spiritofthesun.org/

\*\*\*Instructor Reserves the Right to Revise This Syllabus as Needed