



## **COUN 690 – 001: Counseling Practicum Spring 2022**

### Course Information

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**Course Title, Number, Section Number:** Counseling Practicum, COUN 690, 001

**Term & Year:**

**Number of Credits:** 3 Credits

**Course Location:** TBA

**Dates & Times:** TBA

### Instructor Information

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Name:

Office:

Office Phone:

Email: <mailto:jlatten@viterbo.edu>

Instructor Preferred Method/Times for Student Contact: Wed. 11:00am – 2:00pm; Thurs. 1:00pm – 2:00pm or by appointment. Please contact me via email to schedule an appointment.

#### **Zoom Information**

- Students MUST get approval from Jane Eddy (ARC) PRIOR to the class period in which they need to attend virtually to attend class via zoom. This course is designed as face to face - DO NOT attend virtually unless you have prior approval from Jane Eddy (ARC).
- Zoom link, meeting ID, passcode: TBD

### Course Description

The purpose of the course is to enhance the counseling skills and conceptualization processes acquired through direct counseling experience, supervision, and classroom interaction. The application of counseling theory and techniques will occur with clients in a supervised lab in preparing supervisees for internship and their development as independent professional counselors. Restricted to students admitted to practicum sequence. Prerequisites: 675, 680

### Methods of Instruction

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Assessment and grading for the internship involves coursework and field assessment. The *Counseling Internship* (COUN 690) course includes related readings, active participation in group supervision meetings, case studies, skill performance observations, and narrative assessments. Group supervision is scheduled for an average of 1½ hours per week throughout the placement and is led by the Academic

Faculty Supervisor. During client contacts, the development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients is conducted.

- Students will be assessed based on knowledge obtained through the text and class discussions.
- Students will be assessed through Site Supervisor evaluations that occur during mid-semester and at the completion of the internship experience.
- Students will be assessed on skill competence by demonstrating professional level capability in the various skills and stages of counseling. Skill competency assessment will be based on oral and written feedback from the site supervisor, digital or video recordings, written reports, class discussions, and the individual supervision sessions.
- Contribution to the group supervision process through appropriate exploration of clinical, ethical and personal/professional issues will be evaluated by the instructor.
- Students will be assessed on their Counselor Competency and Fitness and may be assigned individual tasks for professional development.

## Required and Recommended Course Materials

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### Course Texts

#### Required:

Barlow, D. (2021). *Clinical Handbook of Psychological Disorders*, Sixth Edition: A Step-by-Step Treatment Manual. New York: Guilford Press. ISBN-13: 978-1462547043

#### Recommended:

DSM-5 Task Force. (2013). *The Diagnostic and Statistical Manual of Mental Disorders*, (5<sup>th</sup> ed.). Washington, DC: American Psychiatric Association. ISBN-13: 978-0890425558  
ISBN-10: 0890425558

## Program Mission

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*The mission of the Viterbo University Master of Science in Mental Health Counseling graduate program is to prepare professional counselors to provide treatment for individuals experiencing a continuum of mental health issues. The program educates counselors, who will integrate the values of contemplation, integrity, hospitality, stewardship, and service into their personal and professional lives.*

## Course Student Learning Outcomes

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### Clinical Mental Health Counseling Student Learning Program Outcomes:

The objective of the Clinical Mental Health Counseling program is to provide students the knowledge and skills necessary for the practice of mental health counseling. The curriculum is designed to meet eleven student learning domains to insure that our graduates are competent mental health professionals and meet the licensure requirements of the profession.

1. *Professional Orientation and Ethics:* Students will construct a philosophy of counseling based on the history and future trends of the profession, professional roles and responsibilities, with an emphasis on ethical practice within the framework of American Counseling Association Ethical Guidelines.

2. *Diversity & Advocacy*: Students will prioritize and respond to all aspects of social and cultural diversity, optimizing human development with clients.
3. *Human Growth & Development*: Students will compare and contrast theories of human development across the life-span and the full continuum of mental health issues to facilitate effective life transitions.
4. *Career and Life Planning*: Students will utilize theories and skills to facilitate career and life decisions with clients.
5. *Helping Relationship*: Students will demonstrate the foundational framework for establishing a therapeutic alliance with clients.
6. *Counseling Continuum*: Students will be able to work effectively in a variety of modalities (individual, group, family) and to use crisis intervention, brief counseling, and long term mental health approaches with clients.
7. *Group Work*: Students will articulate group theory and assess their ability to deliver effective group therapy with clients.
8. *Research and Evaluation*: Students will utilize relevant research strategies within an evidence-based counseling perspective.
9. *Assessment*: Students will accurately select assessment instruments for client needs and program evaluations.
10. *Diagnosis*: Students will conceptualize and apply relevant diagnostic procedures for clients.

**Student Learning Outcomes:**

***This course is designed to address the following Clinical Mental Health Counseling program outcome is assessed in the Case Conceptualization/ Treatment Plan and Site Supervisor Evaluation.***

*(2016 CACREP Competencies: 5.C.1.c, 5.C.3.a, 5.C.2.l, and 5.C.2.k)*

***Professional Orientation and Ethics***: Students will construct a philosophy of counseling based on the history and future trends of the profession, professional roles and responsibilities, with an emphasis on ethical practice within the framework of American Counseling Association Ethical Guidelines. *(2016 CACREP Competencies: 5.C.1.c, and 5.C.1.c)*

***Counseling Continuum***: Students will be able to work effectively in a variety of modalities (individual, group, family) and to use crisis intervention, brief counseling, and long term mental health approaches with clients. *(2016 CACREP Competencies: 5.C.2.c, and 5.C.3.a)*

**COUN 690 Standards/Assignment Alignment Chart**

The curriculum is also designed to enhance a student’s professional identity and clinical mental health counseling knowledge and skills. The Student Learning Outcomes for this course are aligned with CACREP standards and explicated through specific assignments as noted below.

<b>Student Learning Outcomes</b>	<b>Standards</b>	<b>Assignments/Activities</b>
<b><i>Professional Orientation and Ethics</i></b> : Students will construct a philosophy of counseling based	<i>5.C.1.c Principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning</i>	<i>Case Conceptualization/ Treatment Plan</i>

on the history and future trends of the profession, professional roles and responsibilities, with an emphasis on ethical practice within the framework of American Counseling Association Ethical Guidelines.	<i>5.C.2.l Legal and ethical considerations specific to clinical mental health counseling.</i>	Class discussion, Ethical and Legal issues assignment
<b>Counseling, Prevention, and Intervention:</b>  Students will be able to work effectively in a variety of modalities (individual, group, family) and to use crisis intervention, brief counseling, and long term mental health approaches with clients.	<i>5.C.2.k professional organizations, preparation standards, and credentials relevant to the practice of clinical mental health counseling</i>	Class discussion, Ethical and Legal issues assignment
	<i>5.C.3.a Current intake interview, mental status evaluation, biopsychosocial history, mental health history, &amp; psychological assmt. for treatment planning and caseload mgmt.</i>	<i>Case Conceptualization/ Treatment Plan, Site supervisor evaluation</i>
	<i>5.C.2.j Cultural factors relevant to clinical mental health counseling</i>	<i>Basic skills review, case conceptualization &amp; treatment planning, Site supervisor Evaluation.</i>
	<i>5.C.2.c mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling services networks</i>	<i>Site Supervisor Evaluation</i>
	<i>5.C.3.b Techniques &amp; interventions for prevention &amp; trmt. of a broad range of mental health issues</i>	<i>Site Supervisor Evaluation</i>
	<i>5.C.3.a intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management</i>	<i>Site Supervisor Evaluation</i>

## Evaluation Method

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### Grading Criteria

COUN 690 Assignment Grading Criteria						
Type of Evaluation	Practicum Documentation	Synthesis Paper	Individual Supervision (Instructor)	Case Conceptualization and Treatment Plan	Audio/Video Review with Transcription	Site Supervisor Evaluation
Percentage	5%	8.0%	13.0%	18.0%	16.0%	40.0%

A = 95–100%  
B = 84–88%  
C = 74–78%  
D = 64–68%

AB = 89–94%  
BC = 79–83%  
CD = 69–73%  
F = <64%

### **Evaluation Method:**

Assessment and grading for the internship involves coursework and field assessment. The *Counseling Internship* (COUN 690) course includes related readings, active participation in group supervision meetings, case studies, skill performance observations, and narrative assessments. Group supervision is scheduled for an average of 1½ hours per week throughout the placement and is led by the Academic Faculty Supervisor. During client contacts, the development of program-appropriate audio/video recordings for use in supervision or live supervision of the student’s interactions with clients is conducted.

- Students will be assessed based on knowledge obtained through the text and class discussions.
- Students will be assessed through Site Supervisor evaluations that occur during mid-semester and at the completion of the internship experience.
- Students will be assessed on skill competence by demonstrating professional level capability in the various skills and stages of counseling. Skill competency assessment will be based on oral and written feedback from the site supervisor, digital or video recordings, written reports, class discussions, and the individual supervision sessions.
- Contribution to the group supervision process through appropriate exploration of clinical, ethical and personal/professional issues will be evaluated by the instructor.
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## Policies & Resources

### Academic Integrity Policy

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Maintaining a standard of academic honesty is a responsibility shared by the students, faculty and administration at Viterbo University. The faculty has the responsibility to create an atmosphere in which students may display their knowledge. This atmosphere includes sufficient safeguards to control dishonesty including an orderly testing room, restrictions on text messages, etc. Students have the responsibility to understand academic misconduct and to refrain from it.

### Attendance Policy

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Viterbo University challenges students to be learners who assume responsibility for being part of a community of scholars. Moreover, students are expected to attend all classes, as noted in the graduate catalog.

**Excused Absence:** Absences are considered excused only in the cases below, and only if appropriate documentation is provided.

- A medical condition or emergency with documentation from an appropriate person.
- Students with a medical condition or emergency are responsible for talking to the instructor about missed/late work and arranging for any extensions (as deemed warranted by the instructor).
- Attendance at a required extracurricular activity such as a field trip, or when a student is officially representing Viterbo University at a scheduled activity, such as a fine arts production, a conference, or an intercollegiate athletic event.

If you have an excused absence, you are still responsible for completing any missed activities or assignments by the due date.

## Communication via E-mail

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All course communication will occur via your university email. You are strongly encouraged to check your university email daily in order to ensure that you do not miss important correspondence. Please use my email to contact me. I will answer your email within 48 hours during the work week. Weekend correspondence may take a bit longer.

## Conduct

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I expect that we will treat each other respectfully. Thus, disruptive behaviors will not be tolerated. Be courteous and we will have an environment conducive to learning.

## Where to Get Help: Additional Policies and Resources for Students

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- [Viterbo Speaks Up](#): Report crimes, worrisome behaviors, harassment, sexual violence or assault, hate/bias discrimination, or violations of the Viterbo University Code of Student Conduct
- [Chosen First Name Policy](#)
- [Concerns or Complaints Regarding Instruction](#)
- [Moodle & Technology Guides](#)
- [Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy](#)
- [Student Disability Policies and Procedures](#)
- [Student Resources](#)
- [Technology Requirements](#) and [Technical Support](#)

*Please review additional items noted in the Policies and Resources block in the Moodle course site.*

## Counseling Services

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It is common for college students to struggle with stress or other emotional challenges, and you may feel a need or desire to seek professional help. If you would like to talk to someone, you are encouraged to contact Viterbo University's Counseling Services: <https://www.viterbo.edu/counseling-services>; 608-796-3825. For assistance after normal business hours, you can call the Great Rivers 24-hour helpline: dial 211 from a campus phone or 800-362-8255. For emergencies, dial 911 or campus security (3911 from campus phone or 608-796-3911). The National Alliance on Mental Illness (NAMI) is another great resource for more information regarding mental health ([www.nami.org](http://www.nami.org)). In addition, NAMI has a national toll-free call line for crisis counseling (1-800-950-6264).

## Course Support Services

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Learning assistance is available from the Academic Resource Center. Content tutoring is available for all students. Writing specialists are also available to assist students in any course. Students may schedule writing appointments by going to the ARC web page and clicking on the book now icon.

## Course Website

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You are responsible for checking Moodle and your Viterbo email for important class information. Course documents, slides, and announcements will be posted on Moodle.

## Gatekeeping

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As counselor educators, we have an ethical and professional responsibility to protect current and future clients, the profession, and our program by insuring that all students are professionally and clinically competent. When concerns about your academic or non-academic performance are noted by instructors or supervisors, a meeting will be held with you to share concerns with you and identify ways for you to address them and demonstrate your improvement. During this meeting, a written remediation plan as per the Counseling Program Student Retention and Dismissal Policy may be developed. This plan will specify clear expectations for completion along with required and/or suggested activities to meet those expectations. Remediation plans will be shared with the student's primary adviser, and may also be shared with supervisors and other faculty, so that together we can support and review your progress. Lack of participation in the remediation plan or failure to fully meet the expectations of the plan will result in program dismissal. Cases of serious ethical violation or unprofessional behavior will result in immediate program dismissal without an opportunity for additional improvement. As a student, it is your responsibility to be aware of and follow the Counseling Program Student Retention and Dismissal Policy.

## Written Assignments

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Completion of written assignments should be typed, double-spaced, proofed, and reflect graduate competency in both technical and grammatical arenas utilizing APA format. Students may submit papers electronically through Moodle or in hard copy to the instructor. Electronic papers are preferred.

Students are expected to demonstrate graduate level analytical thinking as well as self-reflection and self-critique. All assignments are expected to be on time. Assignments that receive "partial credit" or "no credit" should be considered below graduate level work, and place the student in jeopardy of not receiving credit for the course. If an assignment falls into this category a student may be able to redo the assignment for partial credit.

## COVID-19

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**Student Health:** Students are expected to monitor daily their temperature and physical health. If you are feeling poorly please let me know. Students are not encouraged to come to campus when feeling unwell. For additional information and resources in regard to preventing the transmission of COVID-19 and what to do in the case of positive COVID-19 symptoms see the Viterbo Moving Forward Plan resource page at: <https://www.viterbo.edu/moving-forward-viterbo/covid-19-coronavirus-information>

**Instructor Health:** In the event the instructor needs to quarantine or isolate due to COVID-19 contact or illness, students will be notified of a course format change, and the instructor's course(s) will be taught online until cleared to return to campus (by HR, in consultation with the county health department and/or medical provider), at which point in-person instruction will resume. If the instructor is unable to

continue teaching, the department chair or program director will reassign instruction until the faculty member is able to return.

**Face Coverings:** Under Viterbo University’s Fall 2020 Moving Forward Plan, all campus community members are required to wear a face mask when in close proximity to others. This includes all instructional spaces (classrooms, labs, studios, etc.), as well as non-instructional ones, such as: Public areas of residence halls, dining halls, hallways, stairwells, bathrooms and while conducting business on campus. Students are asked to bring their own personnel masks with them to campus. For those without masks, contact Sue Danielson in Health Services who has a limited supply of extra masks.

The strength of our community rests on trust and care for one another. During this public health emergency, we expect all university community members to abide by the required public health guidelines of our community by appropriately wearing a mask/face covering (i.e., covering both your mouth and nose). Students not wearing a mask in instructional spaces (classrooms, labs, studios, etc.) will be asked to leave. Students who have specific concerns or questions about the masking requirement should contact Rick Trietley, Interim Provost. For the health and safety of our community, those who do not wear face masks/coverings may face disciplinary action.

## Credit Hour Course Expectations

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Regardless of format, all courses are required to meet the required credit hour standards by a combination of seat time and outside work. Outside work could include additional outside reading, group work, service projects, field work, clinical rotations, among other learning activities. Viterbo defines one credit hour as 750 minutes over 15 weeks. In addition, each credit of a course requires that students spend two hours of work outside of class per week. Minimum class and outside work time are calculated according to this formula:

$$(750 + 1800) * \text{the \# of credits of a course} = \text{the minimum number of minutes of seat time and outside work required}$$

For example, a three-credit course requires a minimum of 7,650 total minutes.

## Disability Statement

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The Academic Resource Center provides services to students who have indicated that they have a disability. Students who have a diagnosed disability and require legitimate accommodations must complete an Application for Accommodations Based on Disability-Related Need and should contact the Academic Resource Center. Located at 332 Murphy Center, or you can call: 608-796-3190.

## Electronic Submissions Policy

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Assignments are to be submitted via the assignment tab on Moodle. A failure to turn in submissions because of “technology issues” is not acceptable unless clearly documented or an area wide outage.

## Grade Appeals

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- Should you have a strong and solid objection to a grade you receive, you have one week after it is assigned to appeal it. For appeals to be considered, they must be submitted to your instructor by email.

- The instructor will meet with you individually to discuss the grade and your appeal before any (if any) action is taken.
- After this one-week period you still have the option to appeal formally through the University's grade appeal process.

## Late Work Policy

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Work turned in late will receive a 5% late penalty for being late and 5% for each day it is late (up to 50%). If you have a valid reason (personal emergency) that is supported with the appropriate documentation, contact your instructor. The instructor will determine exceptions to the late work policy on a case-by-case basis (given that documentation is provided).

## Syllabus Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct

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Viterbo University seeks to ensure that campus community members learn and work in a hospitable and inclusive environment. To this end, Viterbo policy and Title IX prohibit sex discrimination, sexual harassment, and sexual misconduct including, but not limited to sexual assault, sexual exploitation, dating violence, domestic violence, and stalking.

As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX Coordinator with relevant details such as the names of those involved in the incident. Viterbo is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Viterbo's goal is to make sure you are aware of the range of options available to you and that you have access to the resources you need.

- Viterbo encourages anyone who has experienced sexual misconduct or relationship violence to get support and assistance from one of the confidential or non-confidential resources listed at this link: <http://www.viterbo.edu/sexual-misconduct/make-report-or-file-complaint>
- Please visit [this website](#) for the complete Viterbo University Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy with resources, procedures, and flowchart.

## Turnitin/Electronic Submission

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This is a source-matching tool that checks students' work for plagiarism against a database of stored papers, internet sites, and publications. Any assignments that you submit via Turnitin will be added to the global Turnitin database, which is a repository of assignments submitted via Turnitin. The instructor also reserves the right to submit your work to Turnitin. If you have any questions or concerns about electronic assignment submissions or Turnitin please let me know.