



WAYNE STATE

College of Education

CED 7015: Counseling Practicum

COURSE INFORMATION

Section:
Semester/Year:
Division:
Class location:
Class day/time:
Credit hours: 4
Class type: Clinical

FACULTY CONTACT INFORMATION

Name:
Office Address:
Office Hours:
Telephone:
E-mail Address:

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Accessibility

Accessibility provides helpful pathways for using materials and learning opportunities for all WSU students, including international students, students with disabilities, and LGBTQ+ students. Free text to speech software, screen readers, and learning support services may be available.

[Student Disability Services](#) can offer assistance with accessibility software and options. Here are more resources which may also be helpful.

[Accessibility](#)

[International Students](#)

Course Description

Supervised experience during which students apply learning from previous courses to build relationships, assess, diagnose, conceptualize, and treat clients with diverse presenting concerns. Students are encouraged to develop a personalized, reflective approach to counseling.

Course Goal:

During this class, students will counsel diverse clients from the community. Students will apply learning from previous courses in the program, as they will draw on counseling skills, assessments, theories, and techniques as the assess, diagnose, conceptualize, and treat clients. Students in this course receive regular individual and group supervision.

Method(s) of Instruction: Synchronous Lecture and Lab

Course Materials

Required Textbook

Jungers, C.M., & Scott, J. (2019). *Practicum and internship: Textbook and resource guide for counseling and psychotherapy* (6th. ed.). New York, NY: Routledge.

Course Outcome Alignment with Assignments (& Standards)

| 2016 CACREP Standards | Learning Outcomes | Week(s) | Measured By |
|-----------------------|---|---|---------------------------|
| 2.F.1,m | 1) Experience the role of being a counselor-supervisee | 1x per week (formatively) week #7 (summative) week#15 (summative) | Clinical Skill Evaluation |
| 2.F.5,h, i | 2) Create developmentally relevant counseling treatment | Due Week #5 | Treatment Plan Assignment |

| | | | |
|---------|--|---|--|
| | plan with measurable outcomes for clients | | |
| 2.F.5,n | 3) Experience processes to aid in students developing a personal model of counseling | 6 hours of Lab per week | Self-Evaluation Assignment Due; 12/10/2019 |
| 5.C.1,c | 4) Demonstrate principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning | Sign up for individual date Weeks 6 - 14 | Oral Case Presentation |
| 5.C.3,a | 5) Complete intake interview, mental status evaluation, biopsychological history, mental health history, and psychological assessment for treatment planning and caseload management | 1x per week (formatively) week #7 (summative) week#15 (summative) | Clinical Skill Evaluation |

Grading System

| | |
|--|--|
| A. Oral Case Presentation Assignment 40 points | A. Oral Case Presentation Assignment 40 points |
| B. Treatment Plan Assignment-WSU for 40 points | B. Treatment Plan Assignment-WSU for 40 points |
| C. Self-Evaluation Assignment 50 points | C. Self-Evaluation Assignment 50 points |
| D. Feedback Assignment_20 points | D. Feedback Assignment 20 points |
| E. Direct Service Log 50 points | E. Direct Service Log 50 points |
| F. Clinical Skill Evaluation 300 points | F. Clinical Skill Evaluation 300 points |
| Total: 500 points_ | Total: 500 points |

Practicum students will be formally evaluated at mid-term and the end of the semester by their individual practicum supervisor and/or faculty instructor. Evaluations include: professional enthusiasm, efforts to acquire and use new skills and knowledge, appropriate use of knowledge and skills during counseling sessions, maintenance of client and contact records, and attendance at supervisory meetings.

Clients will be asked to evaluate their counseling experience, but their comments will not be used as part of the student's grade. Practicum students will be asked to complete a detailed evaluation of their practicum individual supervisor and faculty instructor at the end of the semester.

A letter grade of "A" indicates that, in addition to completing all course requirements in a timely and professional manner, the student demonstrated superior counseling skills, high standards of professional and personal behavior, a continued willingness to learn, and a commitment to the counseling profession.

A letter grade of "B+" indicates that in addition to completing all course requirements in a timely and professional manner, the student demonstrated average counseling skills, average standards of professional and personal behavior, a continued willingness to learn, and a commitment to the counseling profession.

A letter grade of "B-" or below indicates the student did not complete all course requirements in a timely and professional manner, needs to improve counseling skills, may need to examine personal and/or professional standards, appears to be unwilling to learn or lacking in commitment to the profession. A letter grade of "B-" or below does not meet graduate standards and will lead to a re-evaluation of the student's participation in the counseling program by his/her faculty advisor, practicum faculty instructor, and practicum supervisor. After re-evaluation, a decision will be made by the faculty advisor, practicum faculty instructor, and practicum supervisor as to the conditions under which the student may be allowed to re-take the practicum requirement.

NOTE: ANY STUDENT NOT MEETING GRADUATE STANDARDS WILL SIT OUT A MINIMUM OF ONE SEMESTER BEFORE BEING ALLOWED A SECOND ATTEMPT TO SUCCESSFULLY COMPLETE PRACTICUM. A SECOND ATTEMPT IS NOT A GUARANTEE—THE ENTIRE CED FACULTY WILL DECIDE IF A SECOND ATTEMPT COULD RESULT IN SUCCESSFUL COMPLETION. A SECOND UNSUCCESSFUL ATTEMPT AT PRACTICUM WILL RESULT IN THE STUDENT BEING REMOVED FROM THE COUNSELING MASTERS PROGRAM.

Grading System

CED courses use the following Wayne State University College of Education graduate student grading scale. CED 7015 Practicum utilizes a point scale for grades.

| | | Points | Final Grade |
|----|---------|-----------|-------------------------------------|
| A | 93-100% | 465 – 500 | A |
| A- | 90-92% | 450 – 464 | A- |
| B+ | 88-89% | 440 – 449 | B+ |
| B | 84-87% | 420 – 439 | B |
| B- | 80-83% | | Below a B Is not passing |
| C+ | 78-79% | | |
| C | 74-77% | | |
| F | <74% | | |

Course Assignments and Exams

A. Oral Case Presentation Assignment 40 points

Prepare and present a minimum of one oral case presentation for a self-selected client. A Case Conceptualization guide will be provided.

Sign up for presentation dates in group supervision

B. Treatment Plan Assignment 40 points

Use “Treatment Plan Form” (will be provided) to develop a treatment plan for a current client based on information gathered during intake and ongoing counseling sessions.

C. Self-Evaluation Assignment 50 points

Compose a three- to five-page paper to include:

- A. A self-assessment of your present counseling strengths and weaknesses.
- B. The skills, attitudes, and behaviors you see yourself needing to work on in the future.

D. Feedback Assignment 20 points

View 18 counseling sessions (individual or group) of other students.

Complete the Observation/Feedback form, give a copy to the student you observed, upload original to your file***PLEASE NOTE This assignment requires you to be in the observation gallery on days opposite your regularly scheduled laboratory days (i.e., As a Monday/Wednesday Practicum student, you will be completing your observations on Tuesday/Thursday). In the event there is only one section of Practicum, you will view classmates videos to complete Observation/Feedback forms.

E. Direct Service Log 50 points

Complete a minimum of forty (40) direct service hours (all audio and/or video-taped except appraisals) as follows (a suggested breakdown only):

1. 28 hours of individual counseling sessions.
2. 6 hours of group counseling sessions.
3. 6 hours of appraisal sessions.

(Assist, at minimum, two clients in using a computerized career assessment instrument (e.g., O*NET). Complete Appraisal Summary Form following sessions.)

All direct service work hours must be completed before the last scheduled individual supervision and checkout session. All related paperwork pertaining to these sessions must be completed to receive full credit toward direct service hours. All related paperwork must be turned in before or at the last scheduled individual supervision and checkout session

F. Final Clinical Skill Evaluation 300 points

Students will be evaluated on their clinical skills at the end of the semester by the course instructor using the formal rating form, which is included in the Practicum Student Handbook.

Tentative Course Schedule

| WEEK | DATE | DAY | TIME | GROUP SUPERVISION & TOPIC |
|------|----------------|-----------------------|----------------------------------|---|
| 1 | 09/03 09/04 | Tuesday Wednesday | 4:00 – 9:00 pm 4:00 – 9:00 pm | Practicum Orientation, Intro and Overview of Syllabus Receiving and Using Supervision Mandatory Reporting / Crisis Intervention Introduction to “Therapy Notes” (Electronic Medical Records) |
| 2 | 09/10 09/12 | Tuesday & Thursday | 4:00 – 6: 45 pm | Counseling and Individual Supervision Sessions |

| | | | | |
|----|-----------------------------|----------------------------------|---------------------------------------|---|
| | 09/10 | Tuesday | 7:00 – 9:00 pm | Procedures and Required Documentation Answer Questions |
| 3 | 09/17 09/19 09/17 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions Group Supervision – Suicide Presentation Case Presentations |
| 4 | 09/24 09/26 09/24 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions Group Supervision – Clinical Writing Skills Presentation Case Presentations |
| 5 | 10/01 10/03 10/01 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions Group Supervision – Internship Information Case Presentations ***Treatment Plan Assignment Due*** |
| 6 | 10/08 10/10 10/08 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions Group Supervision – Discuss Mid-term Expectations Supervision Issues - Oral Case Presentations |
| 7 | 10/15 10/17 10/15 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions MID-TERM CLINICAL SKILL EVALUATION WITH INDIVIDUAL SUPERVISOR at your regularly scheduled Day & Time. This is your supervisor’s evaluation of how you are doing at this point, it is not counted towards final points. Group Supervision – Oral Case Presentations |
| 8 | 10/22 10/24 10/22 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions Group Supervision – Oral Case Presentations |
| 9 | 10/29 10/31 10/29 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions Group Supervision – Oral Case Presentations |
| 10 | 11/05 11/07 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions |

| | | | | |
|----|---------------------------------|--|---|--|
| | 11/05 | | | Group Supervision – Oral Case Presentations |
| 11 | 11/12 11/14 11/12 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions Group Supervision – Oral Case Presentations |
| 12 | 11/19 11/21 11/19 | Tuesday Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Individual Supervision Sessions REMIND CLIENTS – CLINIC CLOSED THANKSGIVING Group Supervision – Oral Case Presentations |
| 13 | 11/26 11/26 | Tuesday Tuesday THURSDAY | 4:00 – 6:45 pm 7:00 – 9:00 pm ***** | Counseling & Individual Supervision Sessions Group Supervision – Oral Case Presentations CLOSED FOR HOLIDAY |
| 14 | 12/03 12/05 12/03 | Tuesday & Thursday Tuesday | 4:00 – 6: 45 pm 7:00 – 9:00 pm | Counseling & Supervision Sessions Group Supervision – Oral Case Presentations |
| 15 | 12/10 | Tuesday | 4:00 – 6:45 pm | Final Check out with Individual Supervisor: All client files completed and closed Your file completed and signed off by Supervisor Feedback Assignment Due Direct Service Log Final Clinical Skill Evaluation (by Instructor) Self Evaluation Due (if your last semester) All related paperwork must be turned in before or at the last scheduled individual supervision and checkout session. |

Class Policies

Expectations for Students

1. Know and adhere to the 2014 American Counseling Association [Code of Ethics](#), applicable university, college of education, and program policies, and all applicable laws.
2. Challenge your personal values, biases, and assumptions while maintaining an openness and curiosity toward the perspectives, values, and beliefs of others.

3. Demonstrate consistently high levels of awareness of self and awareness of others. This includes awareness regarding the ways in which your personal values, biases, beliefs, sources of knowledge, and behaviors could impact counseling clients.
4. Promote social justice, honor and embrace diversity and multiculturalism, and demonstrate respect for and awareness of the worth of others.
5. Come to every class or online meeting prepared and on time and participate in all activities and discussions.
6. Engage fully with readings, assignments, and group work.
7. Students are expected to write at the graduate level. For the purposes of this course, all assignments are expected to display complexity, depth, and knowledge synthesis, while formal APA style assignments must also be exemplary stylistically, grammatically, and mechanically. Students are encouraged to use the internet to learn about grammar and writing. The instructor reserves the right to submit student papers for inclusion in plagiarism databases, such as SafeAssign.
8. Check your university email and Canvas accounts regularly, as these will be the primary means for out-of-class communication between students and the instructor. NOTE: for FERPA reasons, I communicate with students using their assigned university email accounts. When emailing the course instructor, please begin and conclude your message with salutations (e.g., Dr. Branson,) and professional language. Proofread all emails or online postings before sending them.
9. Build your identity as an independent learner by challenging yourself to access supplemental research and materials. Students are encouraged to persist in becoming comfortable with using research and reliable information when making decisions or exploring answers to questions.
10. Students must be able to regularly use a computer with internet access.
11. Respect the confidentiality of your classmates, and strive to create a safe, respectful learning environment. This expectation does not apply to allegations of misconduct. For example, confidentiality may be breached as necessary for mandated reporting, discrimination complaints, Title IX complaints, and other, similar circumstances. Note that confidentiality cannot be guaranteed in group settings.

Attendance Policy

Attendance at all scheduled seminars and individual conferences is mandatory. Unscheduled absences require written verification from a medical professional indicating student was under medical care and could not attend class. In cases where student is required by employer to miss a class, written verification, on company letterhead, must be submitted to practicum faculty instructor. Absence for any other reason may be excused at discretion of Practicum faculty instructor. An unapproved absence results in the loss of one letter grade. Two unapproved absences result in a failing grade for the practicum. "I" and "Y" grades will not be given.

Religious Holidays

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

Student Disabilities Services

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. However, during the

fall 2020 semester SDS will only be delivering services remotely. The SDS telephone number is 313-577-1851 (main number) or 313-202- 4216 for videophone use. Please continue to use these numbers as SDS is still receiving calls. Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. You can learn more about the disability office at www.studentdisability.wayne.edu

To register with Student Disability Services, complete the online registration form at: https://wayne-accommodate.symplicity.com/public_accommodation

Counseling and Psychological Services (CAPS)

It is quite common for college students to experience mental health challenges, such as stress, anxiety and depression that interfere with academic performance and negatively impact daily life. Help is available for any currently enrolled WSU student who is struggling with a mental health difficulty, at WSU Counseling and Psychological Services (caps.wayne.edu; 313 577-3398). Other options, for students and nonstudents, include the Counseling and Testing Center, and the Counseling Psychology Training Clinic, in the WSU College of Education (<https://education.wayne.edu/counseling-clinic>). *Services at all three clinics are free and confidential. Remember that getting help, before stress reaches a crisis point, is a smart and courageous thing to do – for yourself, and for those you care about.* Also, know that the WSU Police Department (313 577-2222) has personnel trained to respond sensitively to mental health emergencies at all hours.

Sexual Misconduct and Title IX

Sexual Misconduct and Mandatory Reporting

Every Warrior has the right to live, learn, and work at WSU – free from Harassment or Discrimination.

Any member of the WSU Community that is impacted by sexual misconduct has the right to report to the University (i.e. Responsible Employee or Title IX Coordinator), to law enforcement (i.e. WSUPD or other jurisdiction), to both, or to neither. Every Warrior is encouraged to make the reporting decision that is right for them.

Please be advised: Most faculty and staff are considered **“Responsible Employees”** and are **required to report** information they receive about incidents of sexual misconduct (including sexual assault, intimate partner violence, sexual harassment, and stalking) to appropriate authorities when it involves WSU students, faculty, or staff.

Free, confidential, and anonymous support is available 24 hours a day, seven days a week to survivors, their friends, and their family through the [Rape, Abuse & Incest National Network \(RAINN\)](http://Rape,Abuse&IncestNationalNetwork.org). Call [1-800- 656-4673](tel:1-800-656-4673) or [Chat](#) online with a professional support specialist.

Please visit TitleIX.wayne.edu to learn more about resources and support on campus and in the local community.

Options for Reporting Sexual Misconduct

Any member of the WSU Community that is impacted by sexual misconduct has the right to report to the University (i.e. Responsible Employee or Title IX Coordinator), to law enforcement (i.e. WSUPD or other jurisdiction), to both, or to neither. Every Warrior is encouraged to make the reporting decision that is right for them.

Reporting to the University

[The Title IX Office](#) is available to consult with individuals impacted by sexual violence or discrimination regarding resource referrals, supportive and protective measures, and reporting and resolution options. Where WSU has jurisdiction, the affected party may request an administrative investigation by the University.

Phone: 313-577-9999

Email: TitleIX@wayne.edu

Reporting to Law Enforcement

[The Wayne State University Police Department](#) is available 24/7 to assist individuals reporting criminal activity or concerns on or near campus. Report off-campus incidents to the appropriate police jurisdiction. In the event of an emergency or imminent threat, reporting to the police is highly encouraged.

Phone: 313-577-2222

Every Warrior has the right to live, learn, and work at WSU – free from Harassment or Discrimination.

If you or someone you know has been impacted by sexual violence or discrimination, please visit [TitleIX.wayne.edu](https://titleix.wayne.edu) to learn more about resources and support on campus and in the local community.

Academic Dishonesty – Plagiarism and Cheating

Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

- Plagiarism: To take and use another's words or ideas as your own without appropriate referencing or citation.
 - College of Education policy on plagiarism: The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. Students are advised to think carefully and thoroughly, ask for help from instructors if it is needed, and make smart decisions about their academic work.
- Cheating: Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.
- Fabrication: Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.
Other: Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University. <https://doso.wayne.edu/conduct/academic-misconduct>

Course Drops and Withdrawals

In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request on Academics. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the tenth week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information on this can be found at: http://reg.wayne.edu/Withdrawing_From_a_Course.php

Student Services

- The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit www.success.wayne.edu for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).
- The Writing Research and Technology Zone is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit <http://clasweb.clas.wayne.edu/writing> to obtain information on tutors, appointments, and the type of help they can provide.
- Library research assistance: Working on a research assignment, paper or project? Trying to figure out how to collect, organize and cite your sources? Wayne State librarians provide on-campus or online personalized help. Contact them at <http://library.wayne.edu/consult>

Class Recordings

Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student's personal instructional use. Such recordings are not intended for a wider public audience, such as posting to the internet or sharing with others. Students registered with Student Disabilities Service (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.

Technology Access and Support

Because this is a WEB course, all or part of your instruction will require reliable hardware including a desktop or laptop computer with reliable internet access, camera, microphone, and speakers, as well as appropriate software including a web browser, Microsoft Office ([available at no charge to students](#)), and the Canvas app (also free to students). For assistance with Canvas, see [C&IT's Student Intro to Canvas Course](#) and [Comprehensive Student Guide](#). For assistance with any of these technology issues, contact [C&IT Helpdesk](#) M-F from 7:30 am to 8 pm at 313-577-4357 or helpdesk@wayne.edu.

Students who lack adequate hardware or reliable internet access should email doso@wayne.edu or call 313-577-1010 for assistance. Students on campus also have access to equipment through University Libraries. See [Equipment Checkout Policy and Procedures](#). The University Libraries also have [computer labs](#) in several campus locations.

Support for Online Learning

"[The Effective Online Learner](#)" is a self-paced Canvas course to bolster the skills needed for remote and online learning. **WSU's** [Learn Anywhere](#) webpage provides resources and tips for taking online courses. [WSU's Academic Success Center](#)

offers resources for improving study skills, building study groups, and similar activities. The [Study Skills Academy](#) offers [free study skills counseling](#) and other services.