HDCN 6395: PRACTICUM
Fall Term, 2013

(August 5th- October 11th, 2013)

Meeting day/time: Tuesday 9:00 am– 1:45pm

INSTRUCTOR:
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Dr. Misty Solt is currently serving as a Clinical Assistant Professor on faculty in the SMU Dispute Resolution and Counseling Department. Previously, she served for over three years as the Clinic Director of the SMU Center for Family Counseling. Dr. Solt is a Licensed Professional Counselor-Supervisor, Registered Play Therapy Supervisor, and National Certified Counselor. Dr. Solt received her Doctorate at the University of North Texas and her Master's at Eastern Illinois University. Dr. Solt has been working in the field of Counseling since 1998 as a counselor in the following areas: school crisis counseling, in-home counseling, agency counseling, general crisis counseling, and private practice. Dr. Solt has served on the Frisco ISD Hope Rising Trauma and Loss Team and is serving a second term on the Board of Directors for Camp COPE. Dr. Solt was the Assistant Director of the Center for Play Therapy in Denton, TX for three years. Dr. Solt has served as an Adjunct Professor for the Department of Counseling at both Southern Methodist University and the University of North Texas. Dr. Solt is published in the area of counseling and has a private practice in Frisco, TX.

IMPORTANT NOTE:

*Students enrolled in the 54-hour program will utilize Part I of this syllabus for Practicum and Part II for the remainder of their clinical experience (including off-site placement). A grade of "Incomplete" will be entered at week 20 until all clinical requirements have been satisfied (i.e., completion of 300 contact hours, demonstrated clinical competence, etc.), at which time the Practicum course grade will be entered (25 direct hours over 10 weeks; 5 of which can be group). The final practicum grade will consist of your performance of on-campus & off-site clinical experiences, attendance at Practicum/Internship classes, completion of all required assignments and tasks described in this syllabus and the Student Handbook, and demonstration of satisfactory clinical competence as indicated by Counseling Progress Evaluations and Field Site Supervisor evaluations.

*Students enrolled in the 60-hour program will use Part I of the syllabus *only* for the 20-week Practicum and will receive a grade for Practicum at completion of 20 weeks or when all Practicum requirements are satisfied, including accrued client contact hours (40 direct hours **over** 20 weeks; 5 of which can be group if you have taken Group Counseling), demonstrated clinical competence as indicated by Counseling Progress Evaluations, and satisfactory completion of all assignments and tasks described in this syllabus and the Student Handbook. Sixty-hour students will begin using Part 2 of this syllabus upon enrolling in Internship I (i.e., once Practicum is completed with a grade).

PART ONE

REQUIRED TEXTS/READINGS

- SMU Center for Family Counseling Policy and Procedure Manual ($35.00).
- American Psychiatric Association (2013). *Diagnostic and statistical manual of mental disorders-TR (5th ed.)*. Washington, DC: American Psychiatric Association.
- ACA 2005 Code of Ethics http://www.counseling.org/PDFs/ACA_2005_Ethical_Code.pdf
- Texas LMFT Code of Ethics http://www.dshs.state.tx.us/mft/mft_rules.doc
- Texas LPC Code of Ethics http://www.dshs.state.tx.us/counselor/lpc_rules.doc
- Supplemental classroom readings (to be provided by the Practicum Instructor as deemed necessary).

COURSE PURPOSE AND GOALS

This course is designed to build your knowledge and skills as a counselor through opportunities in an applied setting under supervision. Practicum is a beginning clinical experience (i.e., a mini-internship), whereby you will be required to demonstrate your clinical skills and effectiveness with a very limited number of clients prior to moving onto your off-site experience. Practicum allows you to gain experience with actual clients, develop the ability to handle a variety of clinical issues and responsibilities, evaluate your practice and observe others in a constructive manner, develop a healthy embracing and mastery of ethical practice, and begin to establish professional relationships with your co-practicum students, clients, supervisors, and other professionals in the field.

COURSE DESCRIPTION

Students enrolled in a practicum class are expected to be on-site at the Plano clinic for no fewer than six hours per week and carry a client load between one and four cases throughout the duration of the two 10-week terms of practicum, accumulating no fewer than 40 direct (5 hours of which can be outside group work if you have taken Group Counseling prior to the enrollment of Practicum) and 100 indirect client contact hours. Advanced counseling methods and techniques are used in individual, couple, family, and group counseling settings under close supervision. Throughout your clinical training, emphasis is placed on developing a flexible personal theory of counseling useful in a wide range of counseling settings, as well as demonstrating proficiency in developing and maintaining a therapeutic relationship. Prerequisites for Practicum consist of passing your required counseling core and track courses to date unless prior approval is granted by your academic advisor, the Counseling Director, and the Clinic Director. Other prerequisites entail carrying current student malpractice insurance, documented completion of the SMU Child Safety training, and receiving a background-check clearance. Evaluation will also be based upon demonstrated clinical competence as indicated by Counseling Progress Evaluations, and satisfactory completion of all assignments and tasks described in this syllabus and the Student Handbook.

LEARNING OBJECTIVES & OUTCOMES

Learning Objectives	Method of Achievement	Measurable Outcomes
Participation in lecture and micro-skill training. (CACREP II.K.3.b.,d.,e.; CACREP II.K.7.a.,b.,c., e., f., g.)	Classroom instruction via lecture, article reviews, and session DVDs will be utilized.	Students will attend weekly live and triadic supervision in which training occurs. Attendance is recorded. Students will demonstrate micro-skills mastery as noted by the supervisor on the Counseling Performance Assessment.
Carrying an ongoing client	Students will be	Students will meet regularly as scheduled

load that will satisfy a minimum of 40 direct contact hours. (CACREP III.K.1.b.c.f.g.h.)	provided with a caseload as assigned by the clinic staff.	with their assigned clients and will attend to all matters of case management, including record-keeping, payment collection, and scheduling. Casework will be monitored by the Practicum supervisor through live, individual, & group supervision, discussion (case review), and records review.
Participation in supervision sessions (CACREP III.K.1.b.c.f.g.h.).	Live and Group Supervision will be provided on a weekly basis to Practicum students.	Students will attend weekly live & group supervision meetings, and will attend additional supervision as deemed necessary by the supervisor. Attendance is mandatory and recorded.
Observe fellow students counseling and provide feedback of observations. (CACREP II.K.3.b.,d.,e.; CACREP II.K.7.a.,b.,c., e., f., g.)	Opportunity to observe peers is provided at the SMU Center for Family Counseling.	Students will observe 10 full sessions (though opportunity to observe more) and complete 10 Feedback Forms to be shared with the observed counselor and the supervisor. Students will observe and provide feedback to peers in individual/triadic and group supervision and through case presentations, which are monitored by the supervisor.
Discuss ethical and legal issues related to the assessment of the clients. (CACREP II.K.7.i.)	Utilization and review of relevant Ethical Codes based on the ACA Code and AAMFT Code of Ethics will be provided and reviewed. Legal codes and HIPAA mandates will also be reviewed.	Student competency will be determined through supervisor observation of live & recorded sessions, individual & group supervision discussions, and the supervisor-completed Counseling Progress Assessments (mid-eval at 10 weeks & ending eval at 20 weeks).
Students will expand their clinical skills and knowledge.	Reading assignments, role-playing, didactic instruction, supervision, peer feedback, and formal evaluations provide students with needed clinical information.	Students will locate and read credible sources of information on a variety of clinical topics. Students will engage in peer and supervisory feedback. Students will identify of areas for growth through self and supervisor evaluations.
Students will demonstrate a working familiarity with policies and procedures of the Family Counseling Center at SMU.	Policies & procedures will be introduced and reviewed through lecture, role plays exercises, individual/triadic and group supervision.	Students will demonstrate knowledge and understanding on a Policies & Procedures Quiz.

Students will demonstrate proficiency in case conceptualization, diagnosing, and treatment planning abilities.	Students are provided opportunities to practice case conceptualization, diagnosis, and treatment planning in their regular casework.	Demonstration of skills will be evident in ongoing casework, supervision, and case presentations.
Students will become familiar with common professional standards and practices with regard to clients, peers, supervisors, collaborating professionals, and office staff.	Students are provided with training in professional conduct in individual/triadic & group supervision meetings, and have opportunities to practice through their regular clinical work.	The supervisor will observe, evaluate, and offer feedback to students regarding appropriate professional conduct. Students will conduct themselves so as to lose no more than 20% off their final course grade due to identified incidents of unprofessional conduct.
Students will apply clinical knowledge and skills to an array of diverse populations and presentations.	Students will have the opportunity to encounter diversity in clinical application through client contact, role-plays, class discussions, and supervision.	In role plays, class discussions, case presentations, supervision, and in actual clinical work, students will demonstrate awareness of and sensitivity to issues such as SES, ethnicity, sexual orientation, spirituality, religion, age, and culture. Monitoring and feedback will be conducted in these activities by the Practicum supervisor.

COURSE SCHEDULE

Class schedule is subject to change if deemed necessary by the Practicum Instructor.

CLASS	TOPIC and ACTIVITIES
1	**<u>This Week:</u>** **No Clients Seen* **<u>Class:</u>** 9:00-11:30 Didactic Topic: Tonda, Syllabus, PPM Review, T2T 11:30-12:00 Break 12:00-1:45 Didactic Topic: Professional Disclosures, Case Notes, Treatment Plans **<u>Due Today:</u>** PPM Payment; Consent Forms **<u>Assignment:</u>** • Professional Disclosures (due electronically no later than 48 hrs before first client is seen) • Setup T2T • Turn in completed PPM Quiz
2	**<u>This Week:</u>** **Start completing phone assessments & seeing clients* **<u>Class:</u>** 9:00-11:00 Live Observation 11:00-12:00 Observation Feedback/Group Supervision 12:00-12:20: Break 12:20-1:45: Class/Didactic Topic: Phone Assessments, Intakes

	<u>Due Today:</u> • Professional Disclosures (due electronically no later than 48 hrs before first client is seen) • PPM Quiz • Review Client Files
3	**<u>This Week:</u>** **Start doing intakes* **<u>Class:</u>** 9:00-11:00 Live Observation 11:00-12:00 Observation Feedback/Group Supervision 12:00-12:20: Break 12:20-1:45: Class/Didactic Topic: Relaxation Techniques
4	**<u>Class:</u>** 9:00-11:00 Live Observation 11:00-12:00 Observation Feedback/Group Supervision 12:00-12:20: Break 12:20-1:45: Class/Didactic Topic: Sandtray
5	**<u>Class:</u>**
6	**<u>Class:</u>** 9:00-11:00 Live Observation 11:00-12:00 Observation Feedback/Group Supervision 12:00-12:20: Break 12:20-1:45: Class/Didactic Topic: SF techniques
7	**<u>Class:</u>** 9:00-11:00 Live Observation 11:00-12:00 Observation Feedback/Group Supervision 12:00-12:20: Break 12:20-1:45: Class/Didactic Topic: Expressive Arts
8	**<u>Class:</u>** 9:00-11:00 Live Observation 11:00-12:00 Observation Feedback/Group Supervision 12:00-12:20: Break 12:20-1:45: Class/Didactic Topic: Topic: Parenting techniques
9	**<u>Class:</u>** 9:00-11:00 Live Observation 11:00-12:00 Observation Feedback/Group Supervision 12:00-12:20: Break 12:20-1:45: Class/Didactic Topic: Lifespan activity examples **<u>Assignment:</u>** • Complete CPA • Compile 10 Peer Observation forms • Bring a food item/dish that got you through the term
10	**<u>Class:</u>**

	• Closing Exercises • CPA Evolutions (Individual Times) **Due Today:** • Completed CPA • 10 Peer Observations • Food

Record Keeping

- You will be tracking your hours electronically through Time2Track, which the SMU Counseling Program has an account for your clinical track sequence (i.e., Practicum and Internships). Instructions for log-in and recording hours will be conducted on the first night of Practicum.
- Hours MUST be entered every week, with a printout summary to be turned in at the beginning of each supervision time. Summary of total practicum hours should be provided to SMU internship supervisor at start of internship class.
- Live/Video Supervision will count as 1 hour of individual supervision for the counselor being observed. It will count as 1 hour of group supervision for students observing from behind the mirror (or via CCTV), ***if they are accompanied by the practicum supervisor***. Students who are observing sessions without the supervisor present may count the time as indirect client contact (observation).
- Students must also turn in a brief clinical update on each client (except for role-play situations/ Lifespan students) in each supervision session. This brief paragraph should contain NO personal identifying information (i.e., be in compliance of the HIPAA mandates) and should contain relevant clinical updates on a weekly basis. Your Practicum supervisor will tell you how to format your clinical updates.
- Review PPM regarding what counts as direct & indirect contact. Don't forget to count something and "short" yourself!
- Trainings over 6 hours must be approved by Practicum professor prior to accruing.
- Write all case notes, phone records, and other clinical records before the end of the day on which the events occurred. Make sure your handwriting is legible. Your notes will be reviewed for neatness, completeness, and punctuation/grammatical accuracy. Notes that are not acceptable will be flagged to be re-written.

Clinical Work

- Your questions about clinical issues can nearly always be answered by reading the PPM. Please do not ask a supervisor questions that are answered in the manual, or rely on answers from other students (including previous students), who may not know the correct answer.
- In any crisis, urgent, or emergency clinical situation, ALWAYS consult the supervisor on-call immediately. Examples include suicidal or homicidal intent, bizarre client behavior, threats, the need to report to CPS, and so on. Review crisis procedures in the PPM *frequently*.
- If you receive a transfer case, review the client's file thoroughly and let the client know you have done so. This assures clients that you are familiar with their history and progress, so they don't have to "start over."
- Do not dub your DVDs while the therapy room is in use—or about to be in use. It prevents the counselor in the room from being able to record. Wait until after 8pm or other hours when you are certain the room is not being used. Sessions are erased from the hard drive every Monday morning. Please be sure to check that your session has dubbed properly.
- ONLY call clients from the clinic phone! Do not use your cell phone unless you have the express permission of the Clinic Director, and in such instances you must block your number. Never

correspond with clients by email or other means. Any contact with clients is to ONLY occur within the confines of this clinic.

- No DVDs will be allowed to leave the clinic at any time.
- You will need to choose someone in your Practicum section to observe five sequential session of the same client and share feedback, as well as general processing with this person. Additionally, you will be working with mock counseling scenarios in the Lifespan class by which you will be working on strengthening you diagnostic skills. Please do not interrupt others' sessions or live supervision process except in the event of a clinical emergency. During your Practicum time (and outside of your Practicum block), you will need to do the following activities. This essentially comprises most of your "outside" homework.
    - Prepare for supervision (make sure files are in order, identify DVD clips to view, identify cases or questions to discuss)
    - See clients
    - Observe other counselors with clients
    - Take care of administrative clinical responsibilities (writing case notes, making calls, etc.)
    - Review assigned readings
    - Students may not leave campus anytime during the Practicum meeting time without the prior approval of the Practicum Instructor or unless a dire emergency is occurring.

1. <u>Attendance (5 points possible)</u>

All students are expected to be in the clinic classroom at the beginning of their scheduled class time. A 24-hour notice of any absence should be given whenever possible. Furthermore, if a student must miss one class, it is the student's responsibility to contact a classmate to get all the material and assignments covered during their absence. It is also the student's responsibility to coordinate with the clinical staff and/or clients (only through the clinic) any rescheduling needs.

Absences will result in reduction of the class participation grade based on 2 criteria: <u>advance notification</u>, and <u>approved circumstances</u>. Advance notification may take the form of phone calls/voice mails or emails sent to the instructor prior to the start of class. Approved circumstances include unavoidable events such as student or family member illness, death of a close family member, car accidents, University-recognized religious holidays, injuries requiring medical attention, etc. Circumstances that will not be approved include vacations, attendance at weddings, family gatherings, conference travel, rest days, activities for other classes and so on. Approval of the circumstances of any absence is a matter of the instructor's discretion. Clearly, emergencies cannot be foreseen in advance. In such instances, please notify the instructor as soon as possible. ***Also notify Tonda Crenshaw if you need assistance cancelling and/or re-scheduling clients.*** Participation grade reductions are provided in the Appendix of this syllabus. Bear in mind that, beyond the penalty for absences, the class participation grade may also be affected by absences that cause students to miss in-class activities. In addition, absences can affect student's preparedness for exams or cause them to miss instructions or clarifications of assignments. Point deductions for absences will not exceed 100 points. Should a student accrue the maximum of 100 points, a removal from Practicum may be necessitated. Points may also be deducted for showing up to class late, returning from breaks late, absences, or missing client sessions (see "case management," below). If you arrive to class late or leave class early without the prior consent of the instructor, it will count as an absence. In addition, if a meeting with the Clinic Director is needed to address an issue with timeliness, professionalism, or attitude, a minimum deduction of 50 points will be deducted from your final grade, as well as other possible consequences.

Should a student miss more than two classes, his/her final grade will be affected. A student missing more than two classes may, at the instructor's discretion:

- receive a grade of Incomplete if the requirements to do so have been met (see the policy on Grades of Incomplete contained in this syllabus)

- receive a failing grade for the course
- drop or withdraw from the course. (This option may have a financial and/or financial aid impact. Student should refer to the Add/Drop Policy and the Withdrawal Policy for the Counseling program which can be found at http://smu.edu/education/counseling/AcademicCalendar2011-12.asp then consult with the Program Specialist if they believe this option is a possibility.)

Attendance Rubric

Student attends class/supervision sessions consistently, provides appropriate notice for absences whenever possible, and arrives on time for class/supervision. The following point deductions apply for absences and tardiness.

- Approved circumstance + advance notice = 1 point reduction
- Emergency + ASAP notification = 2 point reduction
- Approved circumstance + no advance notice = 2 point reduction
- Non-approved circumstance + advance notice = 2 point reduction
- Non-approved circumstance + no advance notice = 3 point reduction
- More than one non-approved circumstance without advance notice = conference with supervisor & Clinical Director + 4 point reduction
- Late arrival (after meeting has started or resumed following a break) 1 = no penalty; Thereafter, 1-point reduction for each occurrence

2. Participation (5 points possible)

Participation in class includes actively volunteering for activities, such as role-play, contributing to class discussions, contributing to individual & group supervision experiences and class presentations. Additional assignments may be made throughout the term to address specific needs of the class as a whole or individual student needs. Each student enrolled in this course should be committed to full participation in his or her clinic experience. Students are not allowed to work on administrative functions during lecture/large group supervision. This will be considered a lack of participation on the student's behalf and a minimum of 10 points will be deducted per occurrence. The breakdown of point values for participation are provided in the rubric below.

Participation Rubric

Student regularly takes an active role in activities such as role-play, contributing to class discussions, contributing to individual & group supervision experiences, class presentations, and additional assignments as required. Student notifies the instructor/supervisor within the first two weeks of the term if issues hinder participation (e.g., need for ADA accommodation, extreme shyness, cultural considerations, etc.) – such issues will not negatively affect the participation grade.

0-1 pts Participates rarely and/or reluctantly

2-3 pts Participates inconsistently (abstains from participation or must be persuaded to participate on more than 2 occasions)

4 pts Participates consistently (always participates with little or no coaxing)

5 pts Participates consistently & exercises leadership/initiative (always participates without coaxing; takes initiative in volunteering for activities; actively contributes thoughts and ideas and/or encourages the engagement of peers)

3. Case Management (15 points possible)

Students are expected to manage all aspects of their clinical activity, including client sessions, care of the clinic facilities, clinical records, scheduling, client phone calls, termination and/or transfer, referrals, collection of payment, coordination of care with other professionals, and all that is described in the syllabus and in the Policies and Procedures Manual. Point deductions for specific incidents are described

below. More than 2 occurrences of any of these incidents or any persistent or recurrent pattern of poor case management will result in a conference with the Practicum supervisor and the Clinical Director, with the possibility of additional penalties, such as the cessation of client sessions or a removal from Practicum. (**Missed client appointments refers to a counselor not showing up for a client appointment, without prior notification of the client and/or following proper re-scheduling procedures. If a counselor is sufficiently late for a session such that the session must be re-scheduled, it will be counted as a missed session. Clients are not expected to wait more than 10 minutes past the scheduled meeting time, and it is assumed that if the counselor is 10 or more minutes late, the session will not be held and will have to be re-scheduled*).

Case Management Rubric

Students are expected to manage all aspects of their clinical activity, including client sessions, care of the clinic facilities, clinical records, scheduling, client phone calls, termination and/or transfer, referrals, coordinating with other care professionals, and so as described in the syllabus and in the Policies and Procedures Manual. Points will be deducted from a student's final grade for any of the following incidents:

Incident	Point Deduction
Missed client appointment	3 pts per occurrence
Late to client appointment (10 mins or more)	2 pts per occurrence
Tardy record keeping (records absent or not finished by 48 hours after counseling session)	1 pt per occurrence
More than 2 occurrences of any of the above incidents (same type or combination)	Conference with Supervisor & Clinical Director – possible additional penalties not to exceed 15 points

3. Professionalism (10 points possible)

Professionalism refers to interactions with faculty, staff, and peers, as well as to personal conduct and presentation. Graded activities associated with professionalism include attendance and punctuality at individual supervision sessions, as well as demonstrating respect, courtesy, and appropriate boundaries with peers, supervisors, and staff. Point deductions for specific types of incidents are provided below. More than 2 occurrences of any of these incidents or any persistent or recurrent pattern of unprofessional conduct will result in a conference with the Practicum supervisor and the Clinical Director, with the possibility of additional penalties. Other incidents of unprofessional conduct not listed here may also result in a deduction of points if a student is warned verbally by any supervisor or staff member and a repeat incident occurs.

Deportment & Attitude: Demeanor, attitude, and overall disposition toward peers, staff, faculty, and clients will be taken into consideration ***strongly*** in evaluating your performance in this course. In addition, it is the responsibility of each class member to treat classmates with respect and integrity, thus providing emotional safety for each other during class activities. All students in the Counseling Department will demonstrate behavior that is consistent with the Ethical Standards forwarded by the APA and ACA in their code of ethics. Failure to do so can result in termination from the Department.

Appearance & Dress: Students are to dress in office-appropriate attire whenever they are working in the clinic. Office-appropriate attire excludes ragged, baggy, torn, or dirty clothing; athletic clothes or shoes (e.g., sweats, sneakers, casual t-shirts); blue jeans; tight or revealing clothing; or flip-flops, casual sandals, or any risqué shoes (e.g., spike heels, heavy or over-the-knee boots, etc.).

Professionalism Rubric

Point deductions may be made for any of the following incidents:

Incident	Point Deduction
Missing individual supervision appointments	1-10 points per attendance policy

Arriving late for individual supervision appointments (10 minutes or more)	1 pts for each occurrence
Failing to be available for client contact during indicated times of availability (except in cases of illness or emergencies)	1 pts for each occurrence
Failure to ask counselor permission for observations	1 pts for each occurrence
Failure to arrive prepared for individual or group supervision per the supervisor's instructions	1 pts for each occurrence
Failure to pay lab fee	1 pts for each week late
Not providing Professional Disclosure Statement and Contact Information Sheet by week 2	5 pts for each week late (for each form)
Incidents of disrespect or lack of consideration to staff, supervisor, and/or peers as observed by the supervisor or staff	1-2 pts for each occurrence depending on severity
More than 2 occurrences of any of these incidents or any persistent or recurrent pattern of unprofessional conduct	Conference with Clinic Director, with additional penalties not to exceed 10 pts

4. Policy and Procedure Quiz (5 points possible)

This quiz is based on the SMU Center for Family Counseling Policy and Procedure Manual (PPM) and all procedures used in the clinic. The quiz will consist of true-false, multiple choice, and brief-answer questions. The quiz will be given during the large group meeting in Week Two. Incorrect answers on 4 or more of the questions indicates insufficient familiarity with the Policies and Procedures Manual, and will require that the student meet with the Practicum Instructor for additional clinic training before seeing clients. Students will need to retake and demonstrate mastery of the content. Should a student need to retake the exam more than twice, this may necessitate the repeating of Advanced Methods prior to re-taking Practicum.

5. Peer Observations (10 points possible – 10 observations @ 1 point each)

Each student must complete 10 observations of other counselors within the first 10 weeks of Practicum.

- Five of these ten observations will entail viewing your clinic partner in working with the same client. In rare cases, with Instructor approval, you may view some DVDs in the clinic should scheduling become a concern in watching your partner.
- The other five peer observations can entail viewing current or continuing counseling Practicum students in the SMU Center for Family Counseling— no viewing of DVDs is allowed for these five observations without the express permission of your supervisor.
- Supervision groups or the Group Counseling course groups ***may not be observed under any circumstance*** and can result in automatic failure of Practicum.
- A Peer Observation Feedback Form must be completed and turned in (see Policy & Procedure Manual). Students must request counselor permission prior to observation and provide a copy of their Observation Feedback Form to the counselor, and another copy to the instructor. NO CLIENT NAMES or other identifying information should be included on these observation forms. Written feedback must be delivered appropriately, noting both strengths and weaknesses in the counselor's work in a respectful and constructive manner. Observations that reflect superficial comments, minimal and/or unclear remarks, or unprofessional language (e.g., rude comments, non-constructive criticism, profanity, etc.) will not be accepted.
- The five peer observations where you are watching other counselors (not the five where you are viewing your Practicum partner) must vary (i.e., **you may not watch the same counselor more than twice for credit to be rendered**). Peer observations will be graded based on completion and adherence to the required format as specified above (e.g., ascertained permission, post-session feedback to observed counselor, appropriateness and delivery of content on the Observation forms, etc.). All observation forms are due by week 10, though you may turn them

in on a weekly basis as desired.

6. Practicum Activity Log (PAL) (2 @ 5 points possible each): This will involve completed a form that has various activities to complete while in the clinic. This will be given in class the first night of class for you to begin working on and will be collected the last night of class on week 10. Should this not be turned in on week 10 (or before), this may result in repeating Practicum weeks 1-10. Points are given in its entirety, meaning if you've completed all tasks, a yield total of 10 points will be given. Any missed activity will result in no points rendered.

7. Counseling Progress Assessment (CPA; 2 @ 20 points possible each)
The CPA is conducted by your Practicum supervisor at mid-term and the end of the Practicum term. The CPA, along with other graded activities, will be used to determine students' competency to continue their clinical activities and to develop remediation plans where needed. Each CPA will be based on observation of one or more counseling sessions (live and/or recorded), performance in individual/triadic and group supervision, and observation of professional and case management activities, etc. The grade on the CPA will follow the standard grading scale included in this syllabus (i.e., 93-100 = A; 90-92= A-, and so on). A score of 80 (B-) on either the mid-term or end-term CPA may result in remediation to ensure skill proficiency and client care. Your Practicum supervisor will review your mid- and end-of-term CPAs with you in individual supervision and/or in a separately scheduled meeting.

ADDITIONAL POLICIES

Grade of Incomplete
A student may receive a grade of I (Incomplete) if at least 50 percent of the course requirements have been completed with passing grades, but for some justifiable reason, acceptable to the instructor, the student has been unable to complete the full requirements of the course. At the time a grade of I is given, the instructor must stipulate in writing to the student and to the University registrar the requirements and completion date that are to be met and the grade that will be given if the requirements are not met by the completion date. The maximum period of time allowed to clear the Incomplete grade normally is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12-month Policies and Procedures deadline, the grade of I will be changed to the grade provided by the instructor at the time the Incomplete grade was assigned or to a grade of F if no alternate grade was provided. The grade of I is not given in lieu of a grade of F or W, or other grade, each of which is prescribed for other specific circumstances. If the student's work is incomplete, poor quality and not acceptable, a grade of F will be given. The grade of I does not authorize a student to attend the course during a later term. Graduation candidates must clear all Incomplete grades prior to the deadline in the Official University Calendar, which may allow less time than 12 months. Failure to do so can result in removal from the degree candidacy list and/or conversion of the grade of I to the grade indicated by the instructor at the time the grade of I was given. For graduate students, a maximum of two (six hours) concurrently held grades of Incomplete in courses other than thesis is allowed. If this maximum is reached, the student will be allowed to take only one three-hour course per term until the Incomplete total is reduced. Students who accumulate a total of three grades of Incomplete in courses other than thesis will be put on probation and not allowed to enroll further until the total is reduced.

Academic Integrity: Students must adhere to the SMU Honor Code as described in the Student Handbook. Students in counselor training are dually responsible for abiding by all applicable ethical standards, as mandated by University policy and professional codes of ethics. Please review the University policies on the responsibilities, policies, and penalties regarding academic honesty found at http://www.smu.edu/studentlife/PCL_05_HC.asp. Ignorance of academic and/or professional ethical standards does not excuse ethical infractions. Unethical practices are determined by behavior, not by students' intentions. Any incidents of academic or clinical ethics infractions will be reported for investigation. Unless otherwise specified in the syllabus, all course assignments and exams must be the

student's original work, produced by the individual to whom the work is assigned. Working with partners or groups to complete any coursework is not allowed unless the coursework is specifically designated as group work.

Disability Accommodations: Students needing academic accommodations for a disability must first be registered with Disability Accommodations & Success Strategies (DASS) to verify the disability and to establish eligibility for accommodations. Students may call 214-768-1470 or visit http://www.smu.edu/alec/dass.asp to begin the process. Once registered, students should then schedule an appointment with the professor to make appropriate arrangements. (See University Policy No. 2.4)

Religious Observance: Religiously observant students wishing to be absent on holidays that require missing class should notify their professors in writing at the beginning of the semester, and should discuss with them, in advance, acceptable ways of making up any work missed because of the absence. (See University Policy No. 1.9.)

Excused Absences for University Extracurricular Activities: Students participating in an officially sanctioned, scheduled University extracurricular activity should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation. It is the responsibility of the student to make arrangements with the instructor prior to any missed scheduled examination or other missed assignment for making up the work. (University Graduate Catalogue)

Plagiarism Policy: Plagiarism is not tolerated and will result in an "F" grade for the class. Plagiarism is defined: "To represent ideas or interpretations taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism." Misrepresentation or falsification of logs, notes, treatment plans, or other material is not tolerated and will result in an "F" grade for the class. Please reference the SMU honor code.

Statement on Confidentiality and Emotional Safety: In order to provide a safe learning environment for students in the class and to protect the confidentiality of clients and class members, students will discuss case material and others' personal information, reactions, etc. only while in class or privately with other current class members. In addition, should a student recognize or know clients being observed in or out of class, it is the student's responsibility to excuse him/herself from the observation. If this occurs while in class, promptly inform the instructor so that appropriate arrangements can be made.

Emergency Preparedness: In the event of a major campus emergency at SMU, course requirements, deadlines, and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control.

Statement of Class Decorum: Please utilize silence or vibrate prompts on all cell phones or pagers during class to avoid disruption of others. Please do not engage in outside reading material (e.g., newspapers, books for other classes, etc.) or utilize laptops for non-class related purposes during active classroom instruction. If a circumstance in your life necessities last arrival or early dismissal, please attempt to make arrangements with the instructor prior to the onset of class. Professional respect and courtesy for your fellow students is expected at all times.

Statement on APA Publication Manual Guidelines: Students are expected to have a high degree of familiarity with the APA manual and its requirements. Plagiarism is plagiarism, whether intentional or

unintentional. To avoid plagiarism, follow guidelines in the current edition of the *APA Publication Manual*.

GRADED ACTIVITIES

Grade Composition		
Assignment	**Possible Points**	**Week Due**
Classroom & Supervision Attendance & Participation	5 & 5	(all)
Case Management	15	(all)
Professionalism	10	(all)
Policy and Procedure Quiz	5	Week 2
Peer Observations (10 total)	10	Week 10
Practicum Activity Log (60 total)	5 & 5	Week 10 & 20
Counseling Progress Assessment (2 @ 20 pts each)	20 & 20	Weeks 10 & 20
TOTAL	**100 pts.**	

SMU GRADE SCALE

Grade	Performance Description	Range	GPA	Points
A	Exceptional	93 – 100	4.0	12.0
A-	High Pass	90 – 92	3.7	11.1
B+		87 – 89	3.3	9.9
B	Pass	83 – 86	3.0	9.0
B-		80 – 82	2.7	8.1
C+	Failure, any C or below	77 – 79	2.3	6.9
C		73 – 76	2.0	6.0
C-		70 – 72	1.7	5.1
D+		67 – 69	1.3	3.9
D		63 – 66	1.0	3.0
D-		60 – 62	0.7	2.1
F		59≥	0.0	0.0