# HDCN 6395: PRACTICUM
# JAN Term, 2013

**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). *The SMU Center for Family Counseling Policy and Procedure Manual is required for this course and is available for purchase from SMU's Center for Family Counseling. The Center has elected to sell these manuals for the actual printing cost of $35.00; were these manuals sold through an SMU affiliated bookstore, the cost would be considerably higher.*
- American Psychiatric Association (2000). *Diagnostic and statistical manual of mental disorders-TR (4th 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).

**OPTIONAL TEXT (for 54-hour Students only)**

- Baird, B. (2007). The Internship, Practicum, and Field Placement Handbook: Guide for the helping professionals. Prentice Hall ISBN: 0132238802

## 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

Advanced counseling methods and techniques are used in individual, couple, family, and group counseling settings under close supervision. To complete your clinical Practicum experience, a minimum of 100 clock hours (see above differentiation between direct and indirect requirements based on the designated program plan you fall under) must be accrued in the on-site clinic at the SMU Center for Family Counseling.

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 and receiving a Background-check clearance.

## 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 individual/triadic & group 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 load that will satisfy a minimum of 40 direct contact hours. (CACREP III.K.1.b.c.f.g.h.) | Students will be provided with a caseload as assigned by the clinic staff. | Students will meet regularly as scheduled 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 formal 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, as well as reflection assignments. |
| Students will demonstrate a working familiarity with policies and procedures of the Family Counseling Center at SMU. | Policies & procedures will be introduced and reviewed in through lecture, role plays exercises, individual/triadic and group supervision. | Students will demonstrate knowledge and understanding on a Policies & Procedures Quiz comprised of 25 questions. |

| | | |
|---|---|---|
| Students will demonstrate proficiency in case conceptualization, diagnosing, and treatment planning abilities. | Students are provided opportunities to practice case concept-ualization, diagnosis, and treatment planning in their regular casework. | Demonstration of skills will be evident in ongoing casework, supervision, and a formal case presentation. |
| Students will become familiar with common professional standards and practices with regard to clients, peers, supervisors, collaborating profes-sionals, 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 reading assignments. | In role plays, class discussions, case presentations, supervision, reflections on readings, 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. |

## GENERAL PRACTICUM INFORMATION

**Practicum Structure Weeks 1-2:**

First week of Practicum operates on a different structure with a timeframe of 5:30pm to 10:15 pm:
5:30-7:30: Practicum Instructor's Orientation and Overview for assigned practicum students
7:30-8:00: Break
8:00-10:00: Mandatory Training for all practicum students

You must attend all Mandatory Trainings:

| Date | Time | Instructor | Topic |
|---|---|---|---|
| 10-23-12 (Tues) | 8-10pm | Dr. Keeling | Family Systems Overview/Family Assessments |
| 10-24-12 (Wed) | 5:30-7:30pm | Dr. Feuerbacher | Family Violence/Crisis Overview Review |
| 10-24-12 (Wed) | 8-10pm | Dr. Feuerbacher | Sandtray Therapy |
| 10-25-12 (Thurs) | 8-10pm | Dr. Solt | Intakes in the Clinic |

**Practicum Structure Weeks: 3-10**

The rest of the term will operate as such: Practicum meets from 5:30pm – 10:15 pm still every Tuesday

5:30pm – 6:30pm: Live Supervision

| | |
|---|---|
| 6:30pm –7:30pm: | Live Supervision |
| 7:30pm – 8:00pm: | Break (eating/admin time, etc.) |
| 8:00 pm – 10:00pm: | Large group supervision (e.g., case study presentations, processing sessions) and didactic instruction. |
| 10:00pm – 10:15pm: | Final inspection of clinic (rooms clean & in order, all closing instructions followed). **Students will not be dismissed until the Practicum instructor approves the inspection.** |

**Record Keeping**

- You will be tracking your hours electronically through Time2Track, as the SMU Counseling Programs has purchased you an account for your clinical track sequence (i.e., Practicum and Internships). Instruction will be conducted upon the first night of Practicum.
- Hours MUST be entered every week, with a print-out summary to be turned in at the beginning of each Practicum large group.
- In general, you will be able to count 2 hours of large group supervision each week. The 30 minutes you have for break (between 7:30pm-8:00pm), you will need to record according to the task you were performing during that time (it will be indirect). The first week is counted as 3 hours of didactic and 2 hour of large group supervision.
- 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. An 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.

## GRADED ACTIVITIES

**(Grading rubrics for graded activities are included in Appendix A of this syllabus. Where rubrics are not provided, assignments are graded based upon timely completion or as indicated in this**

**section of the syllabus. Assignment guidelines and other forms are included in Appendix B, which will be provided in hard copy by your Practicum Supervisor)**

**1a. <u>Attendance and Participation (50 points possible)</u>:**

Practicum starts at 5:30 for some students and ALL students are expected to be in the clinic from 5:30 pm to 10:15 pm the night of their assigned Practicum section (i.e., regardless of individual/triadic meeting time). You are required to attend the all session times and all three the mandatory trainings in the beginning two weeks of Practicum. You will also be assigned a Practicum partner by whom you will be observing five of his/her clinical sessions and sharing 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
- Prepare for any presentation you may be making
- 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 (5:00pm – 10:15pm) without the prior approval of the Practicum Instructor or unless a dire emergency is occurring.

In regard to absences, 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. Should a student miss more than two classes, his/her final grade will be impacted. 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 <u>financial</u> and/or <u>financial aid</u> impact. Student should refer to the Add/Drop Policy and the Withdrawal Policy for the Counseling program which can be found at <u>http://smu.edu/education/counseling/AcademicCalendar2011-12.asp</u> then consult with the Program Specialist if they believe this option is a possibility.)

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.

**1b. Participation (50 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 Appendix of this syllabus.

**2. Case Management (200 pts 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 in Appendix A. 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*).

**3. Professionalism (100 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 in the Appendix to this syllabus. 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. ***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.).

**4. Policy and Procedure Quiz (50 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 25 brief-answer questions worth 2 points each. The quiz will be given in the first large-group supervision meeting (i.e., week #3 starting at 8pm). 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 on week #2. Students will need to retake and demonstrate mastery of the content. Should a student need to retake the exam more than three times, this may necessitate the repeating of Advanced Methods prior to taking Practicum.

**5. Case Study Presentation (50 points possible):** Each student will present a single case study during the large group supervision meeting based on a volunteer schedule. Students will complete a directed write-up/analysis, and show a 15-minute segment in class for review and feedback. ***Guidelines for the write-up/presentation will be presented in class closer to the time of the assignment due date.*** Case write-up/analysis will include a multi-axial assessment and differential diagnoses, treatment plan, DVD sessions of the case being presented, and an overall clinical synthesis guided by a theoretical orientation. Students will need to make copies for their class and the Practicum instructor. **Powerpoint/Handouts should have NO identifying information on them in accordance with HIPAA rules and regulations.**

**7. Peer Observations (100 points possible – 10 observations @ 10 points/observation):** Each student must complete ten observations of other counselors within the first 10 weeks of Practicum. Five of these 10 observations will entail viewing your clinic partner in working with the same client. In rare cases, with Instructor approval, you may view some DVD's 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—and no viewing of DVD's are allowed for these five. 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 with discussion of their Observation Feedback Form to the counselor. As a result, you should make 2 copies (original to turn into Instructor, a copy for the counselor observed, and one for you to keep). NO CLIENT NAMES or other identifying information should be included on these observation forms. Additionally, written feedback must be delivered appropriately, including no rude comments, profanity, etc. 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 two times 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.

**8. Counseling Progress Assessment (CPA; 2 @ 200 points possible each):** The CPA is conducted by your Practicum supervisor at mid-term (approx. week 9) and the end of the Practicum term (approx. week 18). 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. A copy of the CPA form will be given in class on the first night of Practicum.

| Grade Composition | | |
|---|---|---|
| **Assignment** | **Possible Points** | **Week Due** |
| Classroom Attendance & Participation | 100 | (all) |
| Case Management | 200 | (all) |
| Professionalism | 100 | (all) |
| Policy and Procedure Quiz | 50 | Week 2 |
| Case Study Presentation | 50 | Per sign-up: weeks 4 - 9 |
| Peer Observations (10 total) | 100 | Week 10 |
| Counseling Progress Assessment (2 @ 200 pts each) | 400 | Weeks 10 & 20 |
| **TOTAL** | **1000 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 |

## 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 25 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; an attachment describes the DASS procedures and relocated office.)

**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 as the following:

> 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 practice clients and class members, students will discuss case material and other's personal information, reactions, etc. only while in class or privately with other current class members. In addition, should a student recognize or know practice clients as shown in class, it is the student's responsibility to promptly inform the instructor so that appropriate arrangements can be made.

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.

**Emergency Preparedness:** As part of the federal government response to the H1N1 (Swine Flu) virus, the Department of Health and Human Services issued a nationwide public health emergency preparedness declaration on April 26, 2009. The declaration was renewed on July 23, 2009 and is currently in force. For the semester ahead, there is concern that the level and intensity of flu cases could increase substantially.

1) For updates on the campus-wide status of flu conditions at SMU, please visit http://www.smu.edu.
2) If flu conditions require cancellation of a class session or other changes for this course, an email will be sent to all class members.
3) 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. Because arriving to class late and leaving class early is disruptive, please try to avoid this as much as possible. 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*.

## GENERAL COURSE SCHEDULE

| CLASS | TOPIC and ACTIVITIES |
|---|---|
| **1** | **No Clients Seen*<br>Syllabus Overview<br>Clinic Orientation Review<br>Professional Disclosure Review<br>Case Note Writing Review<br>Time to Track Set-up<br>Treatment Plan Review<br>Assessment Instrument Overview<br><br>**Due Today:**<br>Professional Disclosures<br>**Assignment for Next Week:**<br>PPM Study for Quiz for week #3 |
| **2** | **Start seeing Clients*<br>Start Individual Supervision/Supervision Orientation<br>Case Notes<br><br>**Due Today:**<br>----------<br><br>**Assignment for Next Week:**<br>PPM Study for Quiz<br>Supervision Agreement |
| **3** | Start seeing Clients<br>Treatment Plans<br>Case Presentation Review/Sign-up<br><br>**Due Today:**<br>PPM Quiz<br>Supervision Agreements and Theory Statement<br><br>**Assignment for Next Week:**<br>Reading/ Clinical Maintenance |
| **4-9** | Large Group Supervision/Case Presentations<br>*Schedule for this class is subject to change |
| **10** | Class ending/ wrap-up<br><br>**Due Today:**<br>CPA's<br>10 Peer Observations |

| | *Second Term*--Off-Week |
|---|---|
| **Weeks 11-20** | Supervision<br>Field Site Preparation: Criteria & Guidelines for Field Site selection |

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

# PART TWO Practicum Syllabus: *54 Hour Students Only

---

**FACULTY SUPERVISORS / INSTRUCTORS**
Brandy Schumann, PhD, LPC-S, RPT-S, NCC

Dr. Schumann holds a Doctoral and Master's and degree in Counseling, with a specialty in Play Therapy from the University of North Texas. She has worked in a variety of counseling settings including private practice, crisis, agencies, and schools. Her specialties include counseling children, adolescents, and families. Dr. Schumann taught as a lecture and adjunct professor for the University of North Texas. She has presented internationally, nationally, and locally, and published in the child-counseling field. Dr. Schumann currently services the field through her private practice located in both McKinney and Dallas where she offers both LPC Intern supervision and services for children, adolescents and families.

Kimberly King, Ph.D., LPC-S, RPT-S, NCC

Dr. King received a doctorate in Counseling from with a specialty in Play Therapy from the University of North Texas. Over the past two years, she has been as a director over a community mental health agency. She has extensive experience working with families and children. Dr. King currently provides supervision to therapists in Arkansas and Texas. She has also been an adjunct professor at the University of North TX and is providing supervision there to the first year doctoral students. In the past Dr. King has presented on play therapy many times (some with Brandy Schumann) and offered workshops in TN and AR. She is currently adjuncting at SMU and Texas A and M and has a private practice in Trophy Club.

**CONTACT INFORMATION**
**Brandy Schumann**
Phone: [redacted] Email: [redacted] or bschumann@smu.edu

**Kimberly King**
Phone: [redacted] Email: [redacted]

**OFFICE HOURS**
By appointment

**CATALOG DESCRIPTION**
Supervised experiences in a setting related to the area in which the individual plans to seek certification or employment and/or SMU Center for Family Counseling. Prerequisite: Successful completion of 100 hours in HDCN Practica in Center for Family Counseling.

**COURSE PURPOSE AND GOALS**[1]

Off Site Practicum/Internship is envisioned as a meaningful learning experience in faculty-approved settings encompassing faculty-approved activities and experiences. The purpose of off site practicum/internship includes practicing specific skills and providing services in order to prepare to work as a professional in the field and to understand professional roles by experiencing the *milieu* in which they are performed. Fieldwork experiences serve as a transition to professionalism between classroom theory and everyday reality for those entering the field.

Supplementary learning opportunities are presented to encourage your growth and preparedness as a counselor. The degree to which you perceive this experience enhancing your personal and professional growth will largely be a function of your own goals for this experience, as well as the responsibility and initiative you assume in achieving these goals.

**COURSE DESCRIPTION**

The program requires completion of a supervised practicum/internship in the student's designated program area of the remaining 300 hours in an off-site setting. The practicum/internship is intended to reflect the comprehensive work experience of a Professional Counselor, School Counselor or Marriage and Family Therapist appropriate to the designated program area.

**COURSE FORMAT**

The course is a mixture of individual and/or group clinical supervision, group discussions, professional recordkeeping, and presentations.

**COURSE LEARNING OBJECTIVES**

| Key Learning Objectives | Method of Achievement | Measurable Outcomes |
|---|---|---|
| At least 100 hours of direct service, including experience leading groups. (2009 CACREP III.G.1.) (2005 COAMFTE MFT Guidelines 340.02) | Each student will establish a service relationship at an off campus service location to perform hours. | Students will construct a weekly hour log documenting direct and indirect performed returned to instructor at monthly meetings. |
| Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor. (2009 CACREP III.G.2.) (2005 COAMFTE MFT Guidelines 202.08) | Off campus service location will be required to provide a minimum of one hour of supervision/week. | Maintained hour log will provide record of received supervision. |
| A minimum of 1 hour per month of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member. | Required monthly meetings of students and assigned faculty members will be held according to the aforementioned schedule. Additional 2 hour supplementary learning opportunities will be provided post meeting. | Instructor at each meeting will collect written attendance record. |

| | | |
|---|---|---|
| The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings). (2009 CACREP III.G.4.) (2005 COAMFTE III-D & F) | Each site experience requires the student act as professional in the field, performing professional tasks required by the role. | Site visit serving as evaluations, performed by the Faculty Supervisor every 10 weeks. Site visits will be held in a meeting format let by the Faculty Supervisor, with the student and Field Supervisor(s). |
| The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients. (2009 CACREP III.G.5.) | Sites will provide opportunities for recording session, live supervision or co-led counseling services. | Report of student verified against site supervisor report and recorded on site visit evaluation form by Faculty Supervisor. |
| Evaluation of the student's counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor. (2009 CACREP III.G.6.) (2005 COAMFTE III-E & IV-A) | Completion of evaluation by Field Supervisor performed at 10 and 20 weeks. | Collection of Field Supervisor's evaluation at 10 and 20 weeks and reviewed by the instructor. |

**ASSIGNMENTS, EXPECTATIONS, & GRADING**

1. Criminal Check: As a part of the Counseling Program and this course, students must submit paperwork for a criminal background investigation. URL: http://www.mybackgroundcheck.com/. Many off-site placements will require an additional criminal check through their vendor, TB test and/or a health screening, and possibly a volunteer application and approval prior to contact with clients. An original copy of the background check (vendor is MyBackgroundCheck) must be on record in the Counseling Department before a student can enroll in Practicum/Internship.
2. Insurance: Students are required to **maintain** professional insurance coverage from program entry until completion with an approved provider. Documentation of insurance must be on file with Counseling Department as well as Director of Practica.
3. Practica Field Policies, Procedures and Contract: Students are required to read and review the complete policies and procedures in the *Practicum Field Handbook* prior to the first day of beginning a field site. A contractual agreement must be negotiated with you and your Field Supervisor regarding duties, supervision requirements (minimum of 1 hour weekly), emergency contact numbers for the site, requirements for a mid- and final evaluation, and termination of Practicum placement. Refer to the Handbook for detailed information and instructions regarding placement. Under no circumstances are students to quit, terminate, add, or change sites or supervisors without conferring with the Director of Practicum prior to any actions. Changes to your contractual agreement or the field site's failure to adhere to contractual agreements must be communicated to the Practicum Director immediately. Failure to follow procedure will jeopardize your grade and possibly your continuation in the program.

4. Field Site Evaluation Form: Completed once per term, prior to the Field Site Supervisor's Evaluation of the Student (which is completed at the end of each term, #7.) The Field Site Evaluation Form is collected from the student to ensure the student's off site experience is appropriate, adequate and meeting program standards.
5. Practicum Grade from On-Site Practicum Instructor: (15 points) **54 hour program students ONLY** This grade represents the student's performance at the campus clinic and was assigned at completion of that experience by the class instructor. The grade is weighted on the following scale and points are assigned accordingly. (A=15, A-=10, B+=5, B=0)
6. Site Visit(s) and Faculty Supervisor Evaluation: Site visit serving as evaluations, performed by your Faculty Supervisor once per term. Site visits will be held in a meeting format let by the Faculty Supervisor with the student and Field Supervisor(s). A student's site visit must be scheduled, but not performed by the 4th week of the term. Faculty Supervisor will complete a written evaluation.
7. Field Supervisor Evaluation of Student: Field Supervisor(s) will complete a written evaluation of the student at the end of the term to evaluate student's performance. The evaluations will be returned to the Faculty Supervisor for review and grade assignment.
8. Individual Need Assessment and Assignments: Some classes require learning experiences that focus on self-understanding or personal growth. The letter grade awarded for a class may not reflect an evaluation of personal qualities needed to function as a competent counselor. Admission of a student to practica or internship does not guarantee completion or graduation; assessment of a student's fitness is an ongoing process, and students should be aware that the instructor has a continuous responsibility to make such an assessment. Both your Field and Faculty Supervisor reserve the option to assign an adjunct assignment(s) in an attempt remediate an identified deficit in your skills set or professional presentation.
9. Supervision: In this course, you will work with more than one supervisor. Because supervisors do not always agree, it is imperative that their roles and responsibilities be differentiated. Your Field Supervisor is the licensed clinician (clinical professional counselor, clinical psychologist, or clinical social worker) at your site. He or she is directly responsible for your clinical work and should be available to guide you in all aspects of your clinical role including conducting assessments, conceptualizing client concerns, and selecting appropriate interventions. You must meet with your Field Supervisor for a minimum of one hour weekly. In contrast, your Faculty Supervisor will provide a primarily didactic experience in which course material, counseling roles, ethics, and your professional development will be explored. Class may also include a group supervision component; however, any ideas or suggestions you receive from your Faculty Supervisor must be utilized only in consultation with your Field Supervisor, with the field supervisor having the final decision.
10. Attendance, Participation, and Attitude: All three are imperative for successful completion of this course. Regular attendance at monthly meetings, timely arrival to site events including supervision appointments and direct service hours, as well as timely delivery of hour logs are essential for successful completion of this course and are directly reflected in your final grade. Participation includes actively contributing to class discussions and supervision sessions. Students should prepare for supervision sessions by reading related support materials, reviewing tapes prior to appointments and completing assigned work. Should students need to cancel supervision appointments, you are urged to do so as early as possible. Final grade can be impacted if an unexcused absence occurs and/or if attendance is inconsistent (i.e., showing up to class late, returning from breaks late, or missing a day(s). Demeanor, attitude, and overall disposition toward peers, staff, faculty, and clients will be GREATLY taken into consideration.
11. Hours: Practicum students MUST complete the requisite number of hours (i.e., the remaining 300 hours, unless dual tracking) **Note:** If you are in the LMFT program, gain as much experience as possible with more than one individual client (e.g., couples, parent and child, families, etc.).

The field site supervisor is responsible for students' casework, and any suggestions developed as part of class supervision needs to communicate to the field supervisor prior to implementing.

Further, LMFT's should:

A. Track hours of individual supervision by on-site supervisor
B. Track hours of group supervision with onsite supervisor

Hard copies of the past's months weekly hour logs are due at monthly meetings with your Faculty Supervisor. **Late or misrepresented logs are subject to reduced or denied hour credit.** The form titled "Weekly Log Sheet" will serve as your log. If you have accrued no hours for the week, write in numeral 0. Tally hours across all rows and columns. Your signature and your site supervisor's signature are required on each log. Plan accordingly. If you have corrected errors, it is advisable to recopy and submit a neat, legible log, which is kept for documentation in case your file is audited. You are advised to maintain a personal copy of all hour logs.

12. A. Monthly Supervision Meetings/Class Meetings: All students currently in any field placement are required to attend monthly meetings held on the last Wednesday of each month from 5-6pm. You may count these as *indirect* hours, not supervisory hours.

**If you are absent from the monthly meeting, your hours will not be counted for that month. The Practica Supervisor will schedule individual make-up appointments for documented emergencies only.**

B. Supplementary Learning Opportunities: Conducted from 6:00 -8:00pm, after the required monthly meetings, students are strongly encouraged to attend Supplemental Professional Development Presentations led by your Faculty Supervisor. Each meeting will address specific topics designed to encourage professional growth and preparedness for employment. **Required for 60 hour program students.**

The calendar is flexible and may change due to speaker availability:

| Meeting | Topic | Recommended preparation to be completed prior to meeting. |
|---|---|---|
| 2 | Resumé Building | Complete Resume Worksheet<br>Join listserve<br>Join a professional association |
| 3 | Court Exposure | Visit court for 1-hour observation |
| 4 | Supervision / Case Study | Prepare Oral/Written Case Presentation |
| 5 | Licensure Text Preparation | Review test cheat sheets and prepare questions |
| 6 | Interviewing | Attend Networking Event |

**GRADES**

Final 6395/6398/6399 grade will be reflected as a letter grade based upon points earned. In addition to the accumulation of points, students are also assessed on appropriate professional behavior, such as ***providing appropriate treatment to clients, appropriate dress, punctuality, and feedback from the Internship site, ability to receive and provide feedback from supervisors and students, etc.*** Should a student be in danger of failing the course based upon professional issues, the instructor will talk with the student individually. Should problems persist, the instructor will gather information from the Field Supervisor and discuss the student's performance with the Counseling Department Head.

Students are reminded to adhere to applicable ethical codes, statutes, and policies of both the university and the field site. Emergency or crisis situations should be referred to the field supervisor for disposition. ***Students are reminded NEVER to transport a client in their vehicle for any reason.***

## GRADE COMPOSITE

| Assignment | Requirements | Percentage |
|---|---|---|
| 1, 2, 3, 4 | Signed Internship Contract with Field Supervisor<br>Emergency Management Plan<br>Supplemental Informed Consent Form<br>Student liability form<br>Background Criminal Check<br>Insurance benefits page<br>Field site evaluation form (1/term completed pre Field Supervisor Evaluation of Student) | 5<br>Are these the correct name of documents |
| 5 or 12B | Classroom grade from on Site Practica Instructor (54 hour students only)<br><br>Supplementary Learning Opportunities (60 hour students only) | 15 |
| 7 & 8 | Field Supervisor Evaluation of Student | 30 |
| 6 & 8 | Site Visit(s) and Faculty Supervisor Evaluation | 20 |
| 11 | Hour Completion, Logs submitted weekly | 10 |
| 12 A | Required monthly meeting with Faculty supervisors: | 10 |
| 8, 9 & 10 | Attendance, Participation, and Attitude (Completion of Required Supervision Hours) | 10 |
| **TOTAL POINTS** | | **100** |

## Attendance, Participation, and Attitude Grade Criteria

| | **Needs Improve. 0-82** | **Developing 83-89** | **Accomplished 90-92** | **Exemplary 93-100** |
|---|---|---|---|---|
| **Attitude** | Does not ask questions or make comments that indicate reflection, self awareness, and insight. Inconsiderate and disrespectful of others. | Rarely asks questions or makes comments that indicate reflection, self awareness, and insight. Occasionally considerate and respectful of others. | Occasionally asks questions or makes observations that indicate reflection, self awareness, and insight. Regularly considerate and respectful of others. | Regularly asks questions or makes observations that indicate reflection, self awareness, and insight. Considerate and respectful of others. |
| **Participation** | Does not participate in large group discussions or contribute feedback in supervision | Does not actively participate in large group discussions or contribute feedback in supervision | Participates actively in large group, and triadic supervision. Actively provides feedback. | Participates actively and contributes feedback frequently to peers in triadic supervision. |
| **Attendance** | Misses class often, arrives late, cancels sessions frequently | Misses no more than 2 classes w/o prior arrangement, multiple sessions canceled, tardiness | Misses 1 class with prior arrangement, cancels/ reschedules 1 session, little tardiness | Attends class and sessions regularly, prompt and prepared arrival, no missed classes or counselor canceled sessions |

# APPENDIX A

## ASSIGNMENT RUBRICS

- **Attendance & Participation**
- **Case Management**
- **Case Study Presentation**

## RUBRIC FOR ATTENDANCE & PARTICIPATION

**Attendance (50 possible points):** Student attends class/supervision sessions consistently, provides appropriate notice for absences whenever possible, and arrives on time for class/supervision.

- Approved circumstance + advance notice = 10 point reduction
- Emergency + ASAP notification = 10 point reduction
- Approved circumstance + no advance notice = 15 point reduction
- Non-approved circumstance + advance notice = 20 point reduction
- Non-approved circumstance + no advance notice = 25 point reduction
- More than one non-approved circumstance without advance notice = conference with supervisor & Clinical Director + 50 point reduction
- Late arrival (after meeting has started or resumed following a break) 1 = no penalty; Thereafter, 5-point reduction for each occurrence

**Participation (50 possible points):** 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.

| | |
|---|---|
| 10 pts | Participates rarely and/or reluctantly |
| 25 pts | Participates inconsistently (abstains from participation or must be persuaded to participate on more than 2 occasions) |
| 40 pts | Participates consistently (always participates with little or no coaxing) |
| 50 pts | Participates consistently & Exercises leadership/initiative (always participates without coaxing; takes initiative in volunteering for activities; actively contributes their own thoughts and ideas and/or encourages the engagement of peers) |

## CASE MANAGEMENT RUBRIC
## (200 pts 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, 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 | 25 pts per occurrence |
| Late to client appointment (10 mins or more) | 15 pts per occurrence |
| Tardy record keeping (records absent or not finished by 48 hours after counseling session) | 10 pts 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 100 points |

## PROFESSIONALISM RUBRIC
## (100 points possible)

Professionalism refers to interactions with faculty, staff, and peers, and to personal conduct and presentation. Graded activities associated with professionalism include attendance and punctuality at individual supervision sessions; respect, courtesy, and appropriate boundaries with peers, supervisors, and staff. Point deductions may be made for any of the following incidents:

| Incident | Point Deduction |
|---|---|
| Missing individual supervision appointments | 20 – 100 points per attendance policy |
| Arriving late for individual supervision appointments (10 minutes or more) | 10 pts for each occurrence |
| Failing to be available for client contact during indicated times of availability (except in cases of illness or emergencies) | 10 pts for each occurrence |
| Failure to ask counselor permission for observations | 5 pts for each occurrence |
| Failure to arrive prepared for individual or group supervision per the supervisor's instructions | 5 pts for each occurrence |
| Failure to pay lab fee | 5 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 | 10 - 20 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 the Practicum Supervisor and the Clinical Director, with the possibility of additional penalties not to exceed 100 points. |

## CASE STUDY PRESENTATION RUBRIC
## (50 points possible)

**Case study presentations will be scored on the following 10 criteria:**

- Student's oral presentation and Powerpoint incorporate all components identified in the Case Study Presentation Guideline handout (see page 24).
- Student's presentation demonstrates a level of understanding appropriate to his/her current level of training of case conceptualization (i.e., describing problem(s) by hypothesizing about etiology, identifying problem-maintaining factors, identifying pertinent client relational dynamics, and identifying pertinent historical and/or developmental factors)
- Student's presentation demonstrates a level of understanding appropriate to his/her current level of training of identifying relevant client contexts that may contribute to the problem or act as resources of resilience (e.g., SES, culture, sexual orientation, gender, social support.).
- Student's presentation demonstrates a level of understanding appropriate to his/her current level of training of progress note writing.
- Student's presentation demonstrates a level of understanding appropriate to his/her current level of training of treatment planning.
- Student's presentation demonstrates a level of understanding appropriate to his/her current level of training of diagnosis.
- Student's presentation demonstrates a level of understanding appropriate to his/her current level of training of intervention techniques and applications in practice.
- Student's presentation demonstrates a level of understanding appropriate to his/her current level of training of an applied clinical/theoretical model, and how the criteria listed above relate to the model.
- Student provides a clear focus/purpose in the presentation and elicits feedback and/or discussion pertinent to that focus.
- Student appears well-prepared as evidenced by competent delivery, avoidance of extraneous material or comments, and cohesion of content.

**Each criterion will be scored on a 5-point scale as follows:**

1 = criterion is absent, minimally addressed, &/or markedly inaccurate

2 = criterion is present but addressed in insufficient detail &/or moderate inaccuracies

3 = criterion is addressed with indicators of insufficient clinical judgment (e.g., missing important factors, drawing erroneous conclusions, focusing on peripheral issues, applying inappropriate strategies)

4 = criterion is addressed well and adequately but with one – two areas of moderate deficiency (e.g., lack of cohesion between elements, errors in clinical judgment, insufficient explanation, inappropriate focus, insufficient knowledge about presenting problem(s) and/or appropriate treatment)

5 = criterion is addressed thoroughly and accurately, and reflects sound clinical judgment, knowledge, and skills.

***Grading Rubric:***

___/10points: Powerpoint (complete and accurate information presented—no identifying info.)

___/10 points: Presentation articulation/organization/question answering

___/10 points: Demonstration and discussion of strength displayed (DVD)

___/10 points: Demonstration and discussion of area needing feedback (DVD)

___/10 points: Ability to take in feedback from others

# Case Study Presentation Guideline

**Directions:**

A. Complete a PowerPoint presentation or written outline entailing a summary (with NO names or other identifying information) to show in class including (but not limited to) following categories:

1. Demographics: age, gender, race, etc.
2. Reason for Referral: Referral source, problem areas (why coming to counseling)
3. Mental Health History: Previous counseling; evaluations, suicide history, etc.
4. Mental Health Status: Functional, affect, presentation in session, motivation, grooming, etc.
5. Family History: dynamics, mental health history, etc.
6. Medical: Medications, hospitalizations, health issues, etc.
7. Areas Contributing to Counseling Success
8. Areas Possibly Impeding Growth
9. Your Role so far as a Therapist: Relationship Building, etc.
10. Theory Conceptualization: Why is the client struggling AND How do you view that this client will/is changing?
11. Multiaxial Assessment: Diagnosis (es) with Differentials
12. List two things you have learned about your client; yourself in relation to the therapeutic process; and the therapeutic process itself.

B. Pick two segments on disc with your client: (1) one that illustrates an area that you feel very confident about (and be able to explain why) and (2) an area that you would like feedback from the group (be specific). Each segment should only entail 4-5 minutes maximum.