

**CNS 738: Counseling Practicum (Community)
Wake Forest University * Spring 2009**

University Supervisor: Debbie Newsome, Ph.D., LPC, NCC
Debbie Contact info: 758-3492 (work); newsomdw@wfu.edu

University Supervisor Nathaniel Ivers, M.A., LPC, NCC
email: nnivers@uncg.edu
Phone: 336-972-2022

Office Hours: By appointment

Practicum Overview

The Counseling Practicum is a second semester pre-internship experience designed to help students further develop their individual counseling and group-work skills under careful supervision. The Practicum includes a **minimum of 165 hours of field experience** in a community or school setting plus individual/pair and group supervision by faculty. The hours break down as follows:

- 165 hours of work in a school or community setting over a period of one semester (an average of 11 hours per week for 15 weeks) and should include a minimum of 65 hours of direct contact, 10 hours of group work and 7 hours of supervision by the site supervisor.
- 14 hours of individual or paired supervision by a faculty member
- 21 hours of group supervision (one & one-half hours per week) by program faculty with other students
- **200 Total Hours**

Course Description

The practicum is a highly individualized learning experience that provides opportunities for growth in skills, knowledge, and personal development. Practicum meetings will be composed of various experiences to be determined by the needs, abilities, and concerns of the group members and supervisor. Activities will be designed to facilitate growth in specific counseling skills, case conceptualization skills, self-awareness, and professional identity development.

Examples of activities include:

- Role playing
- Case presentations
- Peer consultation, including giving and receiving feedback
- Selected assigned readings about current issues
- Self-assessment

Course Objectives and Expectations

1. **Entering and Belonging:** Become familiar with the site in which you are working. Spend time becoming aware of the complex interactions that characterize the organization. Learn about policies, schedules, forms, and procedures. Your site supervisor will introduce you to

staff members. As soon as you have finalized your schedule for being on site, please give me a copy with telephone numbers and other contact information.

2. **Professional Behavior:** You and your site supervisor need to determine your site work hours and any scheduled time off – treat this just like a professional job. You are their employee in legal terms and need to follow all their policies & procedures – e.g., dress code, timeliness to work, confidentiality regulations, ethics, & professional conduct, etc. Remember you will also be asking for recommendations in the future for jobs, licensure, etc. so think about how you want to be remembered.
3. **Field Experiences:** As the semester proceeds, you will have opportunities to accumulate 80 hours (minimum) of direct service with clients. At least ten of those hours should involve group counseling. Your experiences will include four different roles:
 - **Observer:** This is the "watch and learn" approach. Look and note things that work well or not as well. Determine how your style is similar to or different from that you are observing.
 - **Participant/Observer:** In this case, you are primarily an observer, but you might also participate some of the time. Your timely assistance may be appropriate. Follow the lead of the counselor.
 - **Co-leader:** In some cases, you might share equal responsibility with the on-site counselor. Typically, you and the counselor will reach an agreement about who will initiate the process and who will provide primary leadership and support.
 - **Leader:** In this case, you lead the individual or group counseling session by yourself (with supervision).
4. **Confidentiality:** Information shared during group and individual supervision is confidential and should be treated as such. If you think there is a need to break confidentiality (i.e., *duty to warn*), consult with your faculty supervisor first.
5. **Skills:** Concentrate on building some essential counseling skills rather than concern yourself about all the things a counselor might do. Some areas of concentration include:
 - **Individual Counseling.** Develop your counseling and interviewing skills with individuals. Learn to structure a counseling session and to follow the lead of the client and build a helping relationship. Keep progress notes for all individual counseling sessions in accordance with the site requirements. If you are in an observing or co-leading role, discuss your observations with your site supervisors and with me.
 - **Group Counseling.** Observe then co-lead groups before leading them yourself. Be prepared to show your overall plan for the groups, your method of evaluating the groups, and your reactions to the group leadership experience.
 - **Consultation.** Participate in at least one consultation experience if possible. This may include parent consultation, consultation with school personnel, peer review at the site, or consultation with other agencies (when appropriate).

Student Responsibilities

1. **Insurance:** Obtain professional liability insurance prior to beginning the practicum.

2. **Consent forms:** Make sure your site has a written consent form. **Please bring a copy of the consent form to your faculty supervisor at your first individual session.** If the site doesn't have such a form, you will need to create one. Your site supervisor and I will help you develop one. Talk with your site supervisor about taping issues. Some sites have special requirements or circumstances. Obtain permission to audio- or videotape counseling sessions during your first session with a client. If the client is a minor, the form needs to be signed by a parent or legal guardian.
3. **Professional disclosure statement:** Work with your site and university supervisor to develop a professional disclosure statement, which identifies you as a practicum student from Wake Forest University.
4. **Goals:** Develop and submit a written statement of individual learning goals for the practicum. Goals should be clearly and specifically articulated and should address issues in the following four areas: specific counseling skills, case conceptualization skills, self-awareness, and professional growth and development. **Goals are due at the second individual supervision session**, and examples will be provided.
5. **Tapes:** Ideally, you will tape at least two client counseling sessions for review and critique. If your site is amenable to additional taping, that will facilitate your learning.
 - Taping should comply with the host site's policies.
 - Students should ensure that clients have signed proper release forms, which include the notification that such tapes may be used for educational purposes.
 - **Listen to your tape before giving it to the faculty supervisor. *******
 - Tapes should be accompanied by a written analysis of the taped session using the form provided in the syllabus.
 - Tapes must be audible and recorded on full-size tapes or in digital format.
 - Use an external microphone!
 - **Turn in at least 48 hours prior to your supervision.**
6. **Case presentation:** Make at least one oral case presentations to the supervision group. Please provide group members with a write-up of your case following the format included at the end of this syllabus. (These will be shredded after your presentation). Your presentation should be limited to **one continuous segment of tape approximately 10 minutes long.** Students will sign up for presentation dates. This will count as one of your required tapes.
7. **On-site supervision:** Meet regularly (preferably 1x/week for at least 30 minutes) with your site host. If there are any issues that I need to be aware of, please notify me as soon as possible.
8. **Self-evaluation:** In lieu of a final examination, submit a self-evaluation paper (4-5 pages) that describes your personal and professional achievements during the practicum. Discuss what you learned as a result of this experience and include goals for your next clinical experience.

9. **Participation:** Attend and actively participate in weekly group and individual/paired supervision sessions.
10. **Forms:** There are several forms you will need to complete throughout the semester. Most forms are available online at <http://www.wfu.edu/counseling/studentforms.html>. Make sure all necessary paperwork is turned in on time and before the final group meeting. Also see checklist at the end of the syllabus.
- a. **Learning Experience:** Develop and present a practicum contract signed by the student and the on-site host, and approved by the university supervisor. (Form is not available online. An example will be handed out in group.) The contract should include the activities the practicum site will provide and the estimated amount of time for each. Also include any tasks that will be accomplished as part of the experience. Negotiation and modification of this contract may be required. Students should provide a copy of the completed, signed contract to the on-site and university supervisors **within two weeks of start of the practicum.**
 - b. **Logs:** Maintain a **weekly and monthly** log recording your field experiences. Forms are available online. The log sheets should be turned in the first Monday of each month. (We will talk about ways to informally record your responses so that our supervision time will be as rich as possible.)
 - c. **Site Evaluation Form & Site Description:** These forms are located online. They are to be completed at the end of the semester and turned into university supervisor.
 - d. **Evaluation of Faculty Supervisor:** Forms are available online. Forms should be mailed to the university by April 30.
 - e. **Site Supervisor Evaluation of Student:** Submit a mid-semester and end of the semester evaluation of student completed by **on-site supervisor. Mid-semester evaluation due: Wednesday, March 11; Final evaluation due: Last individual session.**

Evaluation

Your internship grade will be based on the following:

Logs & professional conduct on site	20%
Group case presentation	25%
Self-evaluation paper	20%
Active participation in weekly group supervision	35%
(Readings, discussion, role play, assignments, and weekly attendance)	

WEATHER: In case of adverse weather, please listen for news announcements pertaining to Reynolda Campus – WFU, phone calls, or email notices. If in doubt, please call me at home or my mobile number.

PAPERWORK CHECKLIST

- _____ Counseling Practicum Learning Experiences (Due at first individual session)
- _____ Learning Goals (Due at second individual session)
- _____ Informed Consent for Taping (Due at first individual session)
- _____ Midterm Evaluation Form from Site Supervisor (Due March 11)
- _____ Daily logs (Due at first Wednesday of each month in group supervision)
- _____ Up to 4 tapes with typed review to supervisor (Due at least 48 hours prior to supervision)
 - _____ Tape 1 _____ Tape 2
 - _____ Tape 4 _____ Tape 3
- _____ Case Presentation with written Case Summary (Due dates vary)
- _____ Final Evaluation Form from Site Supervisor (Due at final individual session)
- _____ Student's Evaluation of Practicum Experience (Due April 29)
- _____ Student's Site Description for WFU Notebook (Due April 29)
- _____ Student's Evaluation of Faculty Supervisor (Due April 29)
- _____ 4-5 page Self-Evaluation (Due at final individual session)

**TAPE REVIEW FORMAT
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Your name: _____ Supervisor: _____ **(OR Peer)**
Tape #: 1 2 3 4 Client Initials: _____
Date of counseling session: _____ Counseling session # with this client: _____
Brief client background information (demographics, presenting concern): _____

Brief summary of the session (theoretical approach, techniques used, etc.):

Your focus (goals) in **this** session:

Conceptualization (your interpretation of what is happening with the client):

What you feel went well in this session, and why:

What you would have done differently, and why:

Issues you would like to discuss in supervision (it is important to complete this section thoughtfully):

Guidelines for Oral Case Presentations

In preparing for your group presentation, you should select a client with whom you are having some difficulty. Prior to our meeting, you should organize information about your client and your experiences with him/her. Write a summary of the information outlined below to distribute to your peers at the time of the presentation. Please include a brief audio/video presentation of the chosen session. Your introduction **and** review of the audio/video should last no more than **15 minutes**. This leaves the majority of the time for feedback and comments from your peers and supervisor. Your case presentation should include the following kinds of information:

A. Personal data about client

- * age, race, and gender
- * family information/background
- * educational/employment information
- * how client presents him/herself
- * general impressions of the client
- * client's strength and level of functioning
- * presenting concerns
- * Preliminary diagnosis

B. Summarize counseling history of the client

- * what led the client to seek counseling at this time?
- * number of sessions with this client
- * briefly describe your approach to working with this client
- * accomplishments to date
- * any complicating factors

C. Solicit feedback

- * what particular difficulties are you having with this case?
- * what kind of help/feedback would you like from this group?

Guidelines for Peer Supervision
(adapted from Benshoff & Paisley, 1996)

Please listen to the entirety of your peer's taped counseling session and respond to the following prompts. Be prepared to provide your responses to these prompts when we meet together as a triad. You should read all of these prompts prior to listening to the tape and take notes while listening. In order to answer prompts one and four you may want to write down notes particularly on what the counselor says and the immediate response of the client. This can help give you a sense of whether the counselor tends to use questions, reflection, minimal encouragers, advice, or refocusing etc. I have used the terms client and student to refer to those you help because sites vary in this regard.

1. What did the counseling intern say and how did the client/student react?
2. What seemed to work and not work?
3. Was there a sense of purpose and direction in the counseling intern's interventions?
4. What skills did the counseling intern use most?
5. What counseling theory or theories did she appear to be drawing from?
6. Were the skills and theory appropriate for the client/student and setting? What other skills or theories might be helpful with this particular or similar client/student?
7. How well did the counseling intern develop rapport and "stay with" the client/student throughout the session?

TENTATIVE SCHEDULE FOR SPRING 2009

DATE	ACTIVITY	ASSIGNMENT DUE
Week 1 (Jan. 14)	Opening/Course syllabus What do you hope to get out of group supervision? Discussion of site assignments.	Review syllabus.
Week 2 (Jan. 21)	Supervision expectations General discussion of practicum experiences	Read Policy & Procedure Manual at site. Due: <ul style="list-style-type: none"> • Practicum Learning Agreement • 1st draft semester goals due (in individual supervision) • Informed consent for taping
Week 3 (Jan. 28)	Group discussion of practicum experiences.	Due: Final Draft of Semester Goals Due
Week 4 (Feb. 4)	Ethical & Legal Issues Case studies of ethical and legal issues	Due: Time Logs
Week 5 (Feb. 11)	Case Presentation 1	
Week 6 (Feb. 18)	Case Presentation 2	TAPE 1 Due
Week 7 (Feb. 25)	Case Presentation 3	
Week 8 (March 4)	Case Presentation 4	Due: Time Logs
SPRING BREAK	SPRING BREAK	SPRING BREAK
Week 9 (March 18)	Self-Care Case Presentation 5	Due: Midterm evaluations
Week 10 (March 25)	Open—possibly have individual supervision this day	
Week 11 (April 2)	Case Presentation 6	Due: Time Logs
Week 12 (April 9)	Cases presented informally	TAPE 2 Due
Week 13 (April 16)	Preparing clients for closure	
Week 14 (April 30)	Final Class	Due: <ul style="list-style-type: none"> • Evaluation Forms (of site & university supervisor) • Final evaluation of student from site • Site description • Self-evaluation paper (Due at final individual session)