

COUN 793 01: INTERNSHIP II

Spring 2019 - Credit Hours: 3
Department of Behavioral Sciences
Cincinnati Christian University

Instructor: Kirk Sheppard, LPCC-S, LICDC

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COURSE PREREQUISITES

1. Practicum COUN 592 (or completion of practicum experience)
2. Internship 1, COUN 792
3. Diagnosis of Mental and Emotional Disorders, COUN 690
4. Group Counseling, COUN 561, (may also be taken as a co-requisite)
5. Recommendation & approval of Supervisor and Faculty

COURSE DESCRIPTION

Interns will gain on-site training under the professional guidance of a Licensed Professional Clinical Counselor with Supervision designation. Students will gain experience with assessment, diagnosis, and treatment of clients while building additional skills needed to serve in a variety of community mental health agencies. Individual as well as group supervision will be provided as students are given the opportunity to process their experiences and growth.

COURSE RATIONALE

CACREP – This course is designed to meet the Council on Accreditation of Counseling and Related Educational Programs (CACREP) curriculum standards for masters training for internship as stated in (Section III.G.1-6). The specific standard requires the “completion of a supervised internship in the student’s designated program area of 600 clock hours, begun after successful completion of the practicum. The internship is intended to reflect the comprehensive work experience of a professional counselor.”

Ohio – This course meets education requirements for Ohio Administrative Code (OAC) for internship 4757-13-01(A)(4)(d)(i) and 4757-13-01(A)(5), as well as the Ohio Revised Code (ORC) for eligibility for the LPCC credential: 4757.22(C)(2).

Indiana – Educational requirements for Indiana Administrative Code 839 IAC 1-5-1(a)(6) is met by this course, as well as Indiana Code IC for eligibility for the LMHC credential: IC 25-23.6-8.5-3(1)(L) & IC 25-23.6-8.5-3(2). Please note: A total of **900** hours of internship is required in Indiana.

Kentucky – Course materials will satisfy the requirements of the Kentucky Revised Statutes (KRS) for Internship, 335.525 (1)(e), as well as the Kentucky Administrative

Regulations (KAR) for eligibility for the LPCC credential: 201 KAR 36:070 1(d).

OBJECTIVES

1. Supervised clinical experience in clinical mental health counseling totaling a minimum of 600 clock hours, which consists of at least 240 direct service hours to clients, including experience facilitating groups, all contributing to the continued development of essential interviewing and counseling skills: *CACREP II.G.5.c; III.G.1,4; MAC 2.b.*
2. Ability to effectively receive and provide individual and group evaluative feedback concerning counseling, especially as it relates to one hour per week of individual supervision, 1.5 hours per week of group supervision, and through case presentations, live or taped observation, role plays, and peer interaction: *CACREP III.G.2,3,5,6.*
3. Address professional and personal growth issues that influence professional competency within the helping relationship. *CACREP II.G.5.b; MAC 1*
4. Demonstrate effective mastery and participation in various indirect service activities such as staff meetings, making referrals, and in-service trainings, which contribute to professional identity: *CACREP III.G.4.*

The following Clinical Mental Health Counseling (CMHC) standards are evaluated through the formative and summative evaluations: CMHC D.1-9; CMHC H.1-4; CMHC L.1-3.

METHOD OF INSTRUCTION

Experiential learning will take place at a designated counseling site under professional supervision. It is expected that students meet their hourly requirements by completing 300 hours in both Internship I and II.

Classroom instruction will include a weekly 1.5 hours minimum of group supervision that meets CACREP requirements, as well as additional academic time to meet the CCU credit hour requirements. Case studies will be utilized for the practice of conceptualization, assessment, diagnosing, and treatment planning. Students will process their experiential learning in a group seminar format, providing constructive feedback to one another, and through a reflective journal. Learning will be facilitated via discussion of readings, application to cases, role-plays, experiential class activities, speakers, and written assignments. *It is essential that students prepare for class by reading assigned material prior to class.*

REQUIRED MATERIALS

Canvas and Email: All students enrolled in this course are required to check Canvas and their CCU email weekly for the duration of the course. Course announcements, changes to the syllabus, and memos from the instructor will be distributed via Canvas and/or email. Students are responsible for all information distributed in this manner.

Textbook:

Sweitzer, H. F., & King, M. A. (2014). *The successful internship: Personal,*

In accordance with rule 4757-3-01 (J) (1) from the Ohio Counselor, Social Worker, and Marriage & Family Therapist Board, you must receive a B- (83%) or higher in this course for it to count towards your MAC degree or licensure. **However, no grade of A or B, regardless of performance on other classroom assignments, will be assigned to any individual who fails to perform at the 83% level clinically.** In addition, supervisor and internship instructor recommendations are required to enroll in the next internship course. A specific remediation plan will be required if progress academically and/or clinically is not up to satisfactory levels. Students may be required to repeat Internship I as part of remediation.

Please Note: Appropriate rubrics will be provided on the first day of class for assignments.

Clinical Assignments

- ***Formative and Summative Evaluations:** Supervisors will provide comprehensive qualitative and quantitative evaluations of the student's clinical work. A formative evaluation will be completed near the middle of the semester, and a summative evaluation will be completed near the end of the semester. After reviewing the clinical supervisor's evaluation, the internship instructor will complete an instructor evaluation and assign points. Additional evaluation factors include but are not limited to professional behaviors, group process skills, and communication skills, as demonstrated in group supervision. If clinical skills are deemed deficient, the student may be placed on a remediation plan to assist in skill development. Students may also be asked to enter personal therapy if deemed beneficial for professional and personal growth as part of a remediation plan. The 40 points for each evaluation will be assigned in the following manner:
 - Clinical supervisor evaluation 20 points
 - Internship instructor evaluation 20 points

This is an indicator assignment and must be uploaded to Taskstream.

Course objectives: 1, 2, 3, 4 and CACREP: CMHC D.1-9; CMHC H.1-4;
CMHC L.1-3

- **Learning Contracts** - Develop a Learning Contract with behavioral SMART objectives (specific, measurable, attainable, realistic, and timely). Contract #1 is due at the beginning of the semester and #2 after the formative evaluation.
10 points each

Course objectives: 1 & 2

- **Professional Contracts** - Completion of the Internship Agreement between the placement site, the student and the counseling department, as well as the Supervision Contract. Pass/Fail

Course objective: 1

- **CT Status** - Register with the appropriate state credentialing board as required, (e.g., in Ohio, registration as a Counselor in Training with the CSWMFT Board).

Criminal background checks must be completed as part of this process for Ohio sites (ORC 4757.101). Pass/Fail

Course objective: 1

- **Insurance** - Obtain malpractice insurance through payment of the CCU semester fees. Pass/Fail

Course objective: 1

- **Hourly Logs** – Accurate documentation must be submitted weekly to the Instructor, after being signed by the student and the on-site clinical supervisor. Pass/Fail

Course objectives: 1 & 4

Classroom Assignments

- **Journal** – Students will complete a weekly journal entry (200-250 words) sharing their personal reflections and growth as a developing professional. Attention should be given to labeling of feelings and individual creative expressiveness. Specific topics or format may be provided to meet the class objectives as part of the journal requirement. One area to be discussed is the integration of Christian beliefs and the students' theoretical orientation.

30 total points

- **Chapter Reflections** - Complete all readings and associated responses/text activities assigned. Specific activities from the chapters or additional readings may be utilized. 15 points Course objectives: 3 & 4

Course objectives: 2 & 3

- ***Case Presentation & Intervention** - Each student will complete one or two 30 minute case presentation(s) depending on class size and semester length. The first case will require a thorough written report of professional quality that should follow the guidelines provided in class. One potential intervention should be demonstrated and instructions shared with the class for each case. After each presentation, students will complete a peer evaluation, providing feedback to the case presenter. **This is an indicator assignment and must be uploaded to Taskstream.**

30 total points

Course objectives: 1 & 2

- **Resume** – Students will update or create a resume to utilize upon graduation. A copy for each person should be provided so that the class may provide detailed feedback. A final revised resume should then be turned in to the instructor to complete the grading process.

30 total points

Course objective: 5

This is an indicator assignment and must be uploaded to Taskstream at the completion of all three.

- **Career Assignment** – Students will read assigned material and complete the assigned value clarification and employment mission statement worksheets associated with the chapters.

5 points

- **Resource Tool Box** - Add to the organized resource file system (Tool Box) of accumulated intervention handouts and various referral materials created in Internship 1.. Students will bring resources in to share on the due date. 5 points
Course objectives: 1 & 4

Course objectives: 5

- **Participation** – Attendance and active participation at all weekly class/group supervision meetings as well as weekly on-site supervision is expected.

Course objective: 2

Please be advised: Membership and participate in ACA, AACC, OCA, or other recognized counseling organizations are encouraged by the MAC program.

Important Notes

Indicator Assignment(s):

One (or more) assignment(s) in this course are identified as Indicator Assignments, which are used to assess student knowledge and application of course materials. Each Indicator Assignment will be assessed according to CACREP, Clinical Mental Health Counseling (CMHC), and MAC Program standards. Students should upload each Indicator Assignment on Taskstream (LAT: www.taskstream.com) for evaluation. All Indicator Assignments are denoted in the course syllabus.

Attendance and Participation:

Because active discussion and experiential exercises are integral parts of the learning experiences in this course, class attendance is expected and participation in class activities and assignments is critical to your success in the course. If, for any reason, you are unable to attend class, you are still held responsible for all in-class material and any announcements made during class. Your participation grade for the class may be affected by any absences. The instructor may also add additional assignments for any absences. Be sure to inform the Instructor before the class begins. As indicated in the University's attendance policy, a student who misses more than two classes will fail the class due to absences. Only two absences are permitted. The third absence will result

in the grade of FA (failure due to absences). If you miss more than two classes, you will be required to reapply for readmission to the class with the Registrar's office. The two absences are not entitlements for students. In addition, coming to class late or leaving early, without prior notification to the instructor, may be counted as an absence.

Late Assignments/Quality of Work:

The quality of all assignments should be that of a graduate level. Any work that does not meet those standards will have points taken off, and the student will be expected to resubmit the work. Late assignments will be accepted but there will be a 5% penalty per day. The one exception to this policy is the journal entries, which will not be accepted late.

Christian Component:

Throughout this course, students will be encouraged to evaluate the material presented from a Christian perspective. All readings, assignments, discussions and lectures will be examined from a Biblical viewpoint as we strive to integrate faith with professional counseling material.

Ethical Requirements:

Providing for client welfare is a primary concern for all counselors and counselor trainees. All Interns are expected to follow the ACA Code of Ethics, AACC Code of Ethics and the State of Ohio rules and regulations, as provided by the Ohio Counselor, Social Worker, Marriage and Family Therapist Board. See the MAC Program Handbook for additional information. Under no circumstances should identifying information about clients ever be used in class. All case studies should refer to client type situations and generalized information. Case presentations, which do not disguise the identity/nature of the individual, will not be allowed. The client should be referred to by a fictitious name. The legal limits of confidentiality should be considered in all situations. Adherence to these policies is required of all Interns. Failure to follow ethical and legal obligations may result in remediation, expulsion from Internship, or expulsion from the Master of Arts in Counseling (MAC) program. Students will be required to sign an ethical statement at the beginning of each academic year.

For Your Personal Consideration:

Internship Class is a time of supervised observation and personal reflection. If you do not wish to reflect on your strengths and weaknesses, skills and abilities, development as a counselor and any personal issues that may get in the way of serving your clients, this is not the course to take. You are responsible for not divulging any personal information that you would not want shared. At the same time you are encouraged to take appropriate risks that could lead to insight and growth. Information shared by other students should be respected and not shared outside of class. **IT IS YOUR RESPONSIBILITY TO DETERMINE IF THIS IS THE RIGHT TIME TO TAKE THIS COURSE.** The course requirements are planned to support your learning. Students should strive to complete a total of 300 hours during the semester. Failure to meet the

minimum may result in a grade of (I) incomplete at the end of the class. Students who fall too far behind will be required to re-enroll in COUN 792 for another semester.

Electronic Media in the Classroom:

Students may use laptops for note taking purposes only. Students may not use laptops for conducting research, entertainment, web browsing, online conversations, watching movies, emailing or any other activity that distracts. Violations of this policy will result in laptops being prohibited. All cell phones and pagers should be set to silent. Students are permitted to record lectures for their own purposes. Audio or video copies of lecture material are not to be distributed to non-class members without the written permission of the Instructor. No case presentation material may be recorded.

Accommodations:

Disability Services: Students who require academic accommodations due to a documented physical, psychological, or learning disability should request assistance from the Student Services Department within the first two weeks of class. The Student Services Center is located on the 200-level of the Presidents Hall. You may also contact the office by phone ([513.244.8150](tel:513.244.8150)) or email studentlife@ccuniversity.edu. Please inform your instructor of your need for assistance.

The Evan Bolejack Learning Center: Students in need of academic coaching or tutoring should contact the learning center at learning.center@ccuniversity.edu to schedule an appointment. All services are free to current students.

Academic Dishonesty:

Cheating or turning in work that is not your own will result in a 0 grade for the assignment. The CCU Academic Integrity Committee will be informed, which may lead to additional penalties. Please see the MAC Program Handbook for further information on policies regarding plagiarism. Students should not turn in assignments from previous classes to meet current requirements.

Flexibility Clause:

This syllabus is NOT a binding contract. The Instructor reserves the right to amend any part of this course syllabus, as deemed necessary, to offer the best possible academic experience. All modifications to the syllabus will be announced in class and/or email.

COURSE SCHEDULE

Week	Class Topic	Reading Due	Assignments Due
1/22 Week 1	Introduction to Course Review of Internship Stages <i>Course Objective: 1</i>		<ul style="list-style-type: none"> ● Personal Data Sheet* ● Copy of CT Status ● ● Ethics Agreement, Confidentiality Agreement, and Permission to Verify Enrollment Form on Taskstream
1/29 Week 2	Theologically Reflective Counseling , A Metamodel <i>Course Objectives: 1,4,,5</i>	Chapter 8	<ul style="list-style-type: none"> ● Journal ● Reflection Chapter 8 ● Learning Contract
02/05 Week 3	Therapeutic Common Factors <i>Course Objectives:1, 2,3,4,5</i>	Chapter 9	<ul style="list-style-type: none"> ● Journal ● Reflection Chapter 9
02/12 Week 4	Responsible Living & Personal Holiness <i>Course Objectives): 1,2,3,5</i>	Chapter 10	<ul style="list-style-type: none"> ● Journal ● Reflection Chapter 10
02/19 Week 5	Social Holiness/Social Justice <i>Course Objectives: 1, 2,3,4,5</i>	Chapter 11	<ul style="list-style-type: none"> ● Journal ● Reflection Chapter 11
02/26 Week 6	Forgiveness in Theological Reflective Counseling <i>Course Objectives: 1, 2,3,5</i>	Chapter 13	<ul style="list-style-type: none"> ● Journal ● Reflection Chapter 13
3/05 Week 7	Summary of Theologically Reflective Counseling Integration of Theology and Clinical Counseling <i>Course Objectives: 1,2,3,4,5</i>	Chapter 12	<ul style="list-style-type: none"> ● Journal ● Reflection Chapter 12 ● Learning Contract #2
3/12	SPRING BREAK - NO CLASS		

3/19 Week 8	Your Vision & Mission <i>Course Objectives: 1, 2,3,5</i>		<ul style="list-style-type: none"> ● Journal ● Formative Evaluation ● Resource Toolbox
3/26 Week 9	Resumes/Cover Letters Job Interviewing Networking Ohio Licensure Review <i>Course Objectives: 1,2,3,5</i>		<ul style="list-style-type: none"> ● Journal ● Mission Statement
4/2 Week 10	Career Options - Private Practice, Agency, & Others <i>Course Objectives: 1, 2,3,5</i>		<ul style="list-style-type: none"> ● Journal
4/09 Week 11	Be the CEO of Your Career <i>Course Objective: 1,2,3,4,5</i>		<ul style="list-style-type: none"> ● Journal ● Resumes (For Peer Review)
4/16 Week 13	The Importance of Self-Care <i>Course Objective: 1,2,3,4,5</i>		<ul style="list-style-type: none"> ● Journal ● Final Resumes Due
4/23 Week 14	TBD		<ul style="list-style-type: none"> ● Journal
4/30	Termination/Closure issues Wrapping Up The Semester <i>Course Objective: 1,2,3,4,5</i>		<ul style="list-style-type: none"> ● Journal
12/4/18	Influences <i>Course Objective: 1,2,3,4,5</i>		<ul style="list-style-type: none"> ● Journal
5/7	Preparing for Internship III Or Graduation <i>Course Objective: 1,2,3,4,5</i>		<ul style="list-style-type: none"> ● Summative Evaluation ● Clinical Services Report ● Supervisor Evaluation ● Site Evaluation

