Instructor: Leigh T. Kirby, Ph.D., LPC
Office: Human Services Building, Room 229
Cell Phone: 214-417-9780
Office Phone: 936-468-1250
Email: leigh.kirby@sfasu.edu

Course Time: Wed 7:15 pm to 9:45 pm
Location: Class meetings will be face to face in Room 318, but you can zoom also
Office Hours: Wednesday, 10:00 am to 12:00 pm, Thursday, 2:00 pm to 5:00 pm

Credits: 3 hours

Prerequisites: Completion of all Core Classes (PCOU 5310, 5305 or 5320, 5323, 5325, 5328, 5331, 5333, 5335, 5341, 5359, 5385, and 5391), Admission to Candidacy, and Program Approval

Course Description: The practicum provides the opportunity to apply the content of core curriculum areas through practical experience as a counselor, primarily in the SFASU Counseling Clinic. This course includes a one hour individual instruction plus one-and-a-half-hour group supervision, and 8-10 hours in the clinic are required per week.

Students are required to carry professional liability insurance for this course.

Course Format:
This course will use a variety of teaching methods including readings, discussions, class activities, experiential groups, and case conceptualizations. Students are expected to be prepared for discussion by completing the reading assignments BEFORE coming to class. Mastery of objectives will be demonstrated through participation in discussions, completion of class activities, and assignments.

Practicum class will be a face to face class located in room in 318, but if you prefer to attend via zoom that is acceptable and below is the zoom link for the semester.

Topic: Practicum Fall Meeting
Time: Aug 26, 2020 07:00 PM Central Time (US and Canada)
Every week on Wed, until Dec 9, 2020, 16 occurrence(s)
  Aug 26, 2020 07:00 PM
  Sep 2, 2020 07:00 PM
  Sep 9, 2020 07:00 PM
  Sep 16, 2020 07:00 PM
  Sep 23, 2020 07:00 PM
  Sep 30, 2020 07:00 PM
  Oct 7, 2020 07:00 PM
  Oct 14, 2020 07:00 PM
  Oct 21, 2020 07:00 PM
  Oct 28, 2020 07:00 PM
  Nov 4, 2020 07:00 PM
  Nov 11, 2020 07:00 PM
  Nov 18, 2020 07:00 PM
  Nov 25, 2020 07:00 PM
  Dec 2, 2020 07:00 PM
Dec 9, 2020 07:00 PM

Join Zoom Meeting
https://sfasu.zoom.us/j/92678105971?pwd=KzArbSrdrnipegJUOGMaVdrUDdNQT09
Meeting ID: 926 7810 5971
Passcode: 394543

Textbook:

******Alternative Practicum Arrangement for Spring 2020, Summer 2020, and Fall 2020******

Stephen F. Austin State University was impacted by national changes during Spring 2020 because of COVID-19, which resulted in the Counseling Clinic having to create an alternative delivery method for counseling services. As a result, practicum students were given the opportunity to provide counseling sessions via telehealth. This alternative service delivery allowed the clinic to provide continuity of care to clients and allowed practicum students to continue to obtain hours.

Each counselor-in-training (CIT) was based at home and provided counseling to clients via video format. Normally in the clinic setting, CITs counseling sessions are videotaped for further evaluation. The new delivery of counseling sessions was provided through Zoom format and videotaping was not permitted because of confidentiality and HIPAA issues. Any counseling sessions that were scheduled with a CIT and client required a faculty member or the clinic director to sit in on each counseling session to provide appropriate supervision and allow for evaluation. All telehealth sessions provided via phone or computer were considered direct client contact.

Alternative Methods for Fall Practicum

The result of the changes that happened during the Spring 2020 school semester will impact fall practicum placement. The enrollment for this class is large and this will result in alternative counseling services format. Supervision continues to be the priority to assist the CITs and to make sure appropriate counseling services are provided. Students are still required to obtain 100 hours during the practicum semester (40 hours direct and 60 hours indirect).

Hours obtained in Counseling Clinic
Student must obtain 40 hours direct and 60 hours indirect in the Counseling Clinic. The practicum class is large and to be able to provide appropriate supervision all students must report to the Counseling Clinic. This will allow the clinic director or education faculty to be present while students work with clients via zoom. CITs will work with clients via zoom and clinic director or faculty will be located in the clinic to manage and situation or crisis. CITs will be able to record video sessions and save them on the desk top computers located in the Counseling Clinic. This will allow clinic director and faculty to view and provide feedback to each CIT.

Safety Measures
Student safety and well-being is the priority with this arrangement. Stephen F. Austin State University Human Services Counseling Clinic have instated additional measures to maintain all clinic areas are clean and sanitized. Clinic Director will make arrangements with custodial staff to provide additional sanitation procedures to maintain all SFA Counseling Clinic equipment and furniture. Hand Sanitizer will be located in each clinic room. CITs will be required to be present 8-10 hours per week to meet requirements for client meetings.

According to the Center of Disease Control (CDC), symptoms common to COVID-19 include fever, dry cough, and shortness of breath. Only asymptomatic CITs (having none of the previous symptoms) may be allowed in clinic. Anyone exhibiting any of the symptoms noted above must leave clinic immediately, and are not allowed to return until they are free of such symptoms and have received clearance to return from clinic director and/or Education faculty.
While present in the SFA Human Service Counseling Clinic you are required to practice social Distancing Requirements at all times. This includes maintaining at least a six-foot distance from other individuals, washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high touch surfaces, and not shaking hands. Visit https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html for further information.

This arrangement will require all CITs to sign a consent form explaining current situation regarding COVID-19 and being on campus. CITs will be given permission to enter the Human Services Building and to the Counseling Clinic.

**COVID-19 MASK POLICY**

Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


**Face to Face and/or Zoom Lecture**

Typically meets once each week in 150-minute segments for 16 weeks by face to face and/or zoom session. Students have significant weekly reading assignments, are expected to take regular reading quizzes and a final examination. These activities average at a minimum 3 hours of work each week to prepare outside of classroom hours.

**Diversity Statement**

The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

**Program Learning Outcomes**

**Professional Orientation and Ethical Practice (CACREP 2.F.1)**

Students articulate the elements related to professional identity including; the history and philosophy of the counseling profession, the value of professional organizations, the need for legal and ethical practice, and advocating for the profession and clients that are served.

**Social and Cultural Diversity (CACREP 2.F.2)**

Students demonstrate multicultural awareness, knowledge, and skills necessary for competency in working with a diverse population.

**Human Growth and Development (CACREP 2.F.3)**

Students differentiate the development across the lifespan and the impact on normal and abnormal functioning.

**Career Development (CACREP 2.F.4)**

Students analyze career development theory in the development of individualized and developmentally appropriate career development activities and interventions.

**Counseling and Helping Relationships (CACREP 2.F.5)**

Students apply the skills necessary to engage in an effective and therapeutic helping relationship.

**Group Counseling and Group Work (CACREP 2.F.6)**

Students demonstrate competency in preparing and facilitation of group counseling.

**Assessment and Treatment Planning (CACREP 2.F.7)**
Students identify effective assessment strategies in order to facilitate treatment planning.

**Research and Program Evaluation (CACREP 2.F.8)**

Students evaluate research methods to inform evidence-based practice.

The mission of the Perkins College of Education (PCOE) is to prepare competent, successful, caring and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice and continued professional and intellectual development in an interconnected global society. As such, the Masters of Arts degree in Professional Counseling located in the Department of Human Services in the PCOE supports this mission. Specifically, as described in this syllabus, COU 594 follows the mission, vision and core values of the PCOE as they align with the counseling curriculum, clinical experiences, and assessments.

Through the activities and objectives in COU 594 students will become prepared, competent, successful, caring and enthusiastic counseling professionals. They will continue to develop a sense of service, leadership, professional and intellectual growth. Through regular practical experience providing counseling services, supervision, and case presentations, students will gain academic and professional excellence within the subject area with an emphasis on life-long learning and development. Students will also be given the opportunity for collaboration and be encouraged toward openness to new ideas.

### Objectives/Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
<th>Activities</th>
<th>Performance Assessment</th>
<th>Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students implement diagnostic process, including differential diagnosis and the use of current diagnostic classification systems, including the <em>Diagnostic and Statistical Manual of Mental Disorders (DSM)</em></td>
<td>Direct client contact, Individual and Group supervision</td>
<td>Mid-term and Final Evaluations, Case Notes and Treatment Plans</td>
<td>CACREP CMHC C.2.d</td>
</tr>
<tr>
<td>Students evaluate and consider impact of crisis and trauma on individuals with mental health disorders or individuals with disabilities. School counselor roles and responsibilities in relation to the school emergency management plans, and crises, disasters, and trauma</td>
<td>Direct client contact, Individual and Group supervision</td>
<td>Mid-term and Final Evaluations Certificate of completion of Online Crisis/Trauma Training</td>
<td>CACREP Sect 2.F.5.m, CACREP CMHC C.2.f, CACREP CRC D.2.h, CACREP SC G.2,E</td>
</tr>
<tr>
<td>Demonstrates ethical and culturally relevant strategies for promoting resilience and optimum development and wellness for individuals with mental illness. Demonstrates ethical and cultural relevant strategies for establishing and maintaining in-person and technology-assisted relationships.</td>
<td>Direct client contact, Individual and Group supervision</td>
<td>Review of sessions</td>
<td>CACREP CMHC C.2.j, CACREP Sect 2.F.5.D</td>
</tr>
<tr>
<td>Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health/rehabilitation counseling/school counseling specializations</td>
<td>Direct client contact, Individual and Group supervision</td>
<td>Review of sessions</td>
<td>CACREP CMHC C.2.k, CACREP CRC D.2.w, CACREP SC G.2.n</td>
</tr>
</tbody>
</table>
| Demonstrates effective record keeping and documentation | Direct client contact, Individual and Group supervision, Intake Paperwork and Progress Reports | Mid-term and Final Evaluations, Case Notes and Treatment Plans | CACREP CMHC C.2.m  
CACREP CRC D.2.u |
|---|---|---|---|
| Completes intake interviews, understands mental status evaluations, gathers biopsychosocial history, mental health history, and assists in completing treatment plans. Provide essential interviewing, counseling, and case conceptualization skills | Direct client contact, Individual and Group supervision, Intake Paperwork and Progress Reports | Mid-term and Final Evaluations, Case Presentations | CACREP CMHC C.3.a  
CACREP CRC D.3.a  
CACREP Section 2 F.5.g |
| Application of techniques and interventions for prevention and treatment of a broad range of mental health issues. | Direct client contact, Individual and Group supervision | Mid-term and Final Evaluations, Case Presentations | CACREP CMHC C.3.b |
| Students will implement developmentally relevant counseling treatment or intervention plans. Development of measurable outcomes for clients. Implement evidence-based counseling strategies and techniques for prevention and intervention | Direct client contact, Individual and Group supervision | Mid-term and Final Evaluations, Case Presentations | CACREP Sect 2.F.5.h  
CACREP Sect 2.F.5.i  
CACREP Sect 2.F.5.j |
| Locating community resources and referral sources. Recognizing the role of family, social networks, and community in the provision of services for and treatment of people with disabilities | Direct Client contact, Individual and Group Supervision | Mid-term and Final Evaluations, Case Presentations. | CACREP CRC D.2.o  
CACREP SC G.2.k |
| Provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders | Direct client contact, Individual and Group supervision | Mid-term and Final Evaluations | CACREP CMHC |
| Effectively utilizes screening and assessment tools for addiction, aggression, and danger to self and/or others, as well as co-occurring mental disorders | Direct client contact, Individual and Group supervision | Mid-term and Final Evaluations | CACREP F.7.e  
CACREP F.7.k  
CACREP F.7.l  
CACREP CMH 3.a |
| Practices self-care strategies appropriate to the counselor role | Direct client contact, Individual and Group supervision | Mid-term and Final Evaluations | CACREP Section 2 F.1.l |
| Demonstrate an understanding of the role of counseling supervision in the profession | Direct client contact | Mid-term and Final Evaluations | CACREP Section 2 F.1.m |
Application of theories and models of counseling | Direct client contact, Individual and Group supervision | Mid-term and Final Evaluations | CACREP Section 2 F.5.a

COURSE REQUIREMENTS:

Practicum Hours: Students are required to accrue a minimum of 100 hours of counseling practicum experience, with a minimum of 40 direct hours and 60 indirect counseling hours (CACREP 3.F and CACREP 3.G). To provide continuity of care to clients, students will be required to continue to see clients until the next transition period, which may result in excess hours. Check with faculty of record for any clarification in direct/indirect hours.

Practicum hours are a requirement, but do not weigh heavily with the overall grade for practicum.

Direct client contact hours largely are defined as face-to-face counseling/consulting with a client. A limited amount of counseling on the telephone may be counted toward direct hours as determined by faculty of record. Students are also required to obtain a minimum of 10 direct group facilitation hours. These hours can be obtained during practicum or internship.

Indirect hours include the time students attend class (group supervision), individual supervision, time spent preparing for counseling (e.g., readings, reviewing client file/materials), completing client progress notes, and phone contacts with clients, and reviewing/critiquing tapes.

Individual Supervision: All counseling sessions are to be recorded for supervision. Students will receive a minimum of one hour of individual supervision per week with clinic director (CACREP 3.H). Items required for each supervision session are 2 copies of the weekly log and completion of video review with comments in the video system. The notes should be a self-evaluation of what the student felt was done well and where improvement could have been demonstrated. All Therascribe notes and assessments are to be up to date at the time of the weekly supervision.

Group supervision: Students will meet for group supervision once a week for a minimum of 1.5 hours (CACREP 3.I). For each supervision class, be prepared to present a summary of your cases. The group time will be used to process cases accompanied by video record, discuss current problems, provide peer feedback, engage in professional growth experiences, and practice/demonstrate counseling skills.

Practicum Log & Practicum Weekly Supervision Form: Students will keep the official Practicum log, which can be found on D2L, includes activity, duration and accrued hours. Students must also keep a detailed supervision form in which they list their activities with the following information: date, the name of the client (use client initials), and a brief statement of goals, content of the session, recommendations, demonstrated strengths and areas of improvement.

Weekly Review
Students are expected to reflect on weekly cases to communicate with instructor, evaluate development, and engage in self-appraisal. A part of your journal will have a weekly focus based on readings/chapters.

Online Training:
The following training was completed by students who were enrolled in PCOU 5330 Crisis Counseling. You do not need to repeat this training.

PFA online includes a 6-hour interactive course that puts the participant in the role of a provider in a post-disaster scene. This professionally-narrated course is for individuals new to disaster response who want to learn the core goals of PFA, as well as for seasoned practitioners who want a review. It features innovative activities, video demonstrations, and mentor tips from the nation’s trauma experts and survivors. PFA online also offers a Learning Community where participants can share about experiences using PFA in the field, receive guidance during times of disaster, and obtain additional resources and training.

****This training costs $35.00****

TF-CBT is an evidence-based treatment for children and adolescents impacted by trauma and their parents or caregivers. It is a components-based treatment model that incorporates trauma-sensitive interventions with
cognitive behavioral, family, and humanistic principles and techniques. TF-CBT has proved successful with children and adolescents (ages 3 to 18) who have significant emotional problems (e.g., symptoms of posttraumatic stress disorder, fear, anxiety, or depression) related to traumatic life events. It can be used with children and adolescents who have experienced a single trauma or multiple traumas in their lives.

Offers training on the various components of Trauma-Focused Cognitive Behavioral Therapy. This website, developed by the following NCTSN sites: National Crime Victims Research and Treatment Center of the Medical University of South Carolina, the Center for Traumatic Stress for Children and Adolescents at Allegheny General Hospital, and the Child Abuse Research Education and Service (CARES) Institute at the University of Medicine and Dentistry of New Jersey's School of Osteopathic Medicine, is a web-based training course with a fee of $35 per learner. [https://tfcbt2.musc.edu/](https://tfcbt2.musc.edu/)

There are additional trainings on The National Child Trauma Stress Network (NCTSN). You can go to their website and find a training you would like to view. If you do not find anything you like I will give you access to videos about Cognitive Behavioral Therapy.

**Theoretical position statement:** Students are expected to write a two-page, double spaced statement describing their theoretical counseling position.

**Personal reflection papers:** Students will provide initial reflection paper 1-2 double spaced pages to discuss their strengths, weaknesses, biggest concerns/fears, and theoretical orientation. Students will provide a final reflection paper at the end of the semester describing their practicum experience in a 3-4 double spaced pages. This paper will discuss what they learned about self during the practicum and what they learned about the practicum experience.

**Participation.** Attendance is mandatory. You are expected to attend every class meeting. Our weekly sessions are required for successful completion of the course. You need to be present in the class to earn points. If you do need to miss a class meeting due to some emergency, please contact the instructor prior to the class session if at all possible.

**Supervision Assignment:** Students will explore the experience of supervision in a classroom and site by learning about supervision models and evaluating own expectations. Paper will be 2-3 double spaced paper.

**GRADING**

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Hours/Documentation</td>
<td>100</td>
</tr>
<tr>
<td>Attendance/Individual and Group Supervision</td>
<td>50</td>
</tr>
<tr>
<td>Online Training Certificate/Video Summaries</td>
<td>50</td>
</tr>
<tr>
<td>Participation in Class</td>
<td>50</td>
</tr>
<tr>
<td>Theoretical statement</td>
<td>100</td>
</tr>
<tr>
<td>Beginning and End Reflection papers (50 each)</td>
<td>100</td>
</tr>
<tr>
<td>Supervisory model Paper</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>550</strong></td>
</tr>
</tbody>
</table>

**EVALUATION**

The course grade will be determined by the assessment of student, counseling, and professional behaviors. Although all areas are important, counseling behaviors will weigh more heavily in the final grade. Grades will be assigned according to an A, B, C, etc. format. Students must earn a minimum of a B for successful completion of the course and approval for to begin internship. Unless unusual or extenuating circumstances occur (e.g., medical, death, trauma, etc.) students are expected to complete the course requirements by the end of the semester.

Students will receive a Mid-Term and Final Evaluation. The Mid-Term Evaluation will provide formative assessment information that should be utilized for improvement prior to the end of the semester. Students have to complete the required hours, show counseling competencies, and complete assignments to successfully pass the course. The final grade for the class will be a combination of completion of hours and requirements.
Student Behaviors
- Attendance and punctuality
- Timely submission/completion of required assignments (logs, client/case documentation, etc.)
- Participation in individual and group supervision
- Case presentations and theory articulation
- Critique of counseling sessions (personal and those of classmates)
- Ability to give and receive feedback
- Discussion of assigned materials

Professional Behaviors
- Punctuality and attendance for all client appointments/clinic hours
- Appropriate hygiene and dress (no shorts, flip-flops, t-shirts with writing, excessively tight or revealing clothing, or clothing with rips or tears)
- Professional/respectful demeanor with clients, supervisor, faculty, and clinic staff
- Ethical behavior (confidentiality, etc.)
- Timely documentation of all client interactions in the electronic database in the clinic
  - Case notes
  - Contact attempts
  - Updates/changes
  - Data from outside sources

Remember that when students are assigned clients, it is their responsibility to manage the case from start to finish. Students are bound by the ACA code of ethics even if clients are not.

Counseling Behaviors
- Case conceptualization
- Psychosocial intake
- Assessment and diagnosis
  - DSM-5 diagnoses with codes and specifiers
  - Systemic structures/issues
- Treatment planning
  - Problem(s)/issue(s)/symptom(s) clearly and accurately identified
  - Achievable goals
  - Appropriate interventions
  - Periodic review of treatment progress
- Case closing
- Basic counseling skills
  - Attending
  - Active listening
  - Reframing, paraphrasing
  - Interpreting
  - Challenging
  - Summarizing
  - Ability to build, maintain, and terminate therapeutic relationship effectively
  - Ability to manage client affect appropriately
  - Ability to recognize and explore countertransference and analyze counselor/client interactions
  - Openness to and implementation of supervisory feedback
  - Ethical behaviors

Students are expected to be familiar with the evidence-based practices (empirical research) in working with clients as well as familiarity with their chosen (recognized) counseling theory(ies).

A - The grade of A is reserved for exceptional work that greatly exceeds requirements for a B.

Strengths: To receive an A, students will demonstrate a consistently high level of skill performance, as well as, thorough preparation for individual and group supervision, and will maintain professional and ethical behavior with clients, students, faculty and staff. In addition, students will demonstrate a moderate degree of confidence; flexibility; ability to identify, understand, and employ client dynamics in-session; self-awareness of feelings and reactions; familiarity with the counseling approaches and appropriate supportive empirical literature; and the
ability to demonstrate a level of consistency between his/her practice and counseling models/evidence-based treatment protocols. **Failure to complete assignments and session notes in Therascribe on a weekly basis and/or failure to complete the weekly video review will preclude a student from earning an A.**

**B** - A grade of B indicates above average performance regarding knowledge, counseling skills, and professional behavior in class and in the Clinic.

**Strengths:** Students earning a B will demonstrate effective use of the skills. These students will exhibit the ability to develop and maintain a therapeutic alliance with clients; clarify a problem, establish appropriate goals, and move toward a therapeutic end; use various challenging skills; self-awareness of feelings/reactions; and will be open to feedback in individual and group supervision.

**Deficiencies:** Students earning a B will be less consistent in employing skills such as processing client/counselor interactions and case conceptual skills; will struggle with understanding client dynamics and employing that understanding in a therapeutic manner; will experience difficulty demonstrating coherence between practice and counseling approaches/treatment protocols; and will have difficulty helping clients engage in self-exploration.

**C** - A grade of C is a passing grade but indicates sufficient deficits to prevent the student from progressing to internship without some remediation which may include but not be limited to retaking the practicum.

**Strengths:** Students earning a C will meet regularly with clients and supervisors; demonstrate a minimal ability to establish a therapeutic alliance with clients; conduct themselves in an ethical and professional manner; demonstrate professional/ethical behavior with clients and in supervision; and attempt to identify and explore relevant client problem.

**Deficiencies:** Students earning a C will demonstrate the deficiencies noted under the grade of B above; will have difficulty moving beyond basic counseling skills such as listening and reflecting; will experience difficulty in problem identification and in movement toward a therapeutic end; and will have difficulty accepting and implementing supervisory feedback.

**D** - A grade of D indicates that the student failed to meet minimal expectations outlined and will be required to retake the practicum.

### Grading Criteria

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>89.5% or above</td>
</tr>
<tr>
<td>B</td>
<td>79.5% to 89.4%</td>
</tr>
<tr>
<td>C</td>
<td>69.5% to 79.4%</td>
</tr>
<tr>
<td>D</td>
<td>59.5% to 69.4%</td>
</tr>
<tr>
<td>F</td>
<td>59.4% or below</td>
</tr>
</tbody>
</table>

This course emphasizes performance of counseling skill. Therefore, if a student scores the equivalent of a C (less than 79.5% of points), a grade of C will require the student to retake the course.

**LiveText/Watermark Statement:** This course uses the LiveText/Watermark data management system to collect critical assessments for students who are Perkins College of Education majors (undergraduate, graduate, and doctoral) or majors in other colleges seeking educator certification through the Perkins College of Education. Students who do not have an existing LiveText/Watermark account will receive an access code via the SFA email system within the first week of class. You will be required to register your LiveText/Watermark account, and you will be notified how to do this via email. If you forward your SFA e-mail to another account and do not receive an e-mail concerning LiveText/Watermark registration, please be sure to check your junk mail folder and your spam filter for these e-mails.

**If you have questions about obtaining or registering your LiveText/Watermark account or any technical questions, call 936-468-2395 or e-mail LiveText@sfasu.edu.** Failure to activate the account and/or submit the required assignment(s) within the LiveText/Watermark system may result in course failure.

**FEM Statement:** FEM is used for field experiences, practicum, and internships in a way to document the offsite experiences.

**Course Evaluations:**
Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:

1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation.

Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical."

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

Student Ethics and Other Policy Information

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student's attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence. Because this is a skills-based course, experiential learning that occurs in class cannot be recaptured. For that reason, students are permitted to miss only one class (3 hours) with no penalty, but an email to the professor of the class is expected to determine whether the absence will be excused or not. Failure to notify the professor will result in the absence being unexcused and will result in a drop of one letter on the final grade. (2) With a second absence, a drop of one letter grade will occur. (3) A drop of an additional letter grade will occur for each subsequent absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

Academic Integrity (A-9.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one’s own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source;
- incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit.

Most students who plagiarize do so unintentionally. However, that does not lessen the consequences. The following websites have excellent information regarding plagiarism and proper citation methods.

I strongly recommend that you review this information.
http://www.msresource.com/format.html
http://owl.english.purdue.edu/owl/printable/589/

Any assignment that contains plagiarism (whether intentional or not) will not receive credit and no additional opportunity will be given to recover the lost points.

Penalties for Academic Dishonesty
Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. Even if plagiarism is accidental you will still receive consequences in my class. Consequences could be a zero for the assignment, a failing grade in the course, written up remediation plan to address academic integrity concerns.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4
Disruptive Behavior--Interference or disruption of students, faculty, administration, staff, the educational mission, or routine operations of the university is prohibited. Such activity includes, but is not limited to, behavior in a classroom or instructional program that interferes with the instructor or presenter’s ability to conduct the class or program, or the ability of others to profit from the class or program. To remain in the vicinity of activity that is disrupting normal university functions when requested to leave by a university official is prohibited. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

ACA Code of Ethics
All students are expected to adhere to the ACA Code of Ethics and the Texas LPC Rules throughout the program. School Counseling students are expected to also adhere to the Code of Ethics for the Texas Educator. A violation of any applicable code or professional rules may result in the assignment of a failing grade for the course and removal from the program. Violations will be reviewed with the Counselor Education Faculty to determine the most appropriate consequences.

https://www.counseling.org/resources/aca-code-of-ethics.pdf

Code of Ethics for the Texas Educator:
The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification.


To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a non-refundable fee. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification.

You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or
- You are planning to take a certification exam for initial educator certification, and
- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense.

In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation.

Additional information can be found at https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

2. Provide one of the following primary ID documents: passport, driver’s license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at http://www.tx.nesinc.com/PageView.aspx?f=GEN_Tests.html. YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.

3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.
For further information, contact the Office of Assessment and Accountability at 936-468-1282 or edprep@sfasu.edu.

***RUBRICS will be provided for all assignments in D2L

Course Outline/Calendar (Homework assignments will be announced in class the week before they are due)

*****All dates and assignments subject to change depending on course needs and circumstances. Notices will be provided in advance.

<table>
<thead>
<tr>
<th>DATE</th>
<th>CHAPTERS and CLASS DISCUSSION</th>
<th>Readings/Assignments</th>
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| August 26  | Introduction/Orientation   
Syllabus Review   
Schedule   
Internship Sites | Evidence of Liability Insurance must be provided before you are able to see any clients |
| September 2| Introduction to Counseling Profession | Chapter 1 Hour Logs and Supervision Logs must be submitted weekly in class  
Complete initial reflection paper |
| September 9| Clinical Writing Skills                                           | Chapter 5 Hour Logs and Supervision Logs must be submitted weekly in class          |
| September 16| Models of Supervision                                            | Chapter 6 Hour Logs and Supervision Logs must be submitted weekly in class          |
| September 23| Ethics and Legal Issues                                          | Chapter 3 Hour Logs and Supervision Logs must be submitted weekly in class          |
| September 30| Multicultural Issues                                              | Chapter 7 Hour Logs and Supervision Logs must be submitted weekly in class          
Supervisory Paper is Due |
| October 7  | Suicide Assessments/Crisis Counseling                             | Chapter 9 Hour Logs and Supervision Logs must be submitted weekly in class          |
| October 14 | Managing Stress During your practicum/Internship Counselor        | Chapter 8 Hour Logs and Supervision Logs must be submitted weekly in class          
Burn-Out 
Counselor Self-Care |
| October 21 | IDEA, 504, Education Training when working with children. Why is this important for you all to know? | Hour Logs and Supervision Logs must be submitted weekly in class Theoretical Statement is Due |
| October 28 | Complementary and Alternative Medicine – What do you need to know about CAMs | Hour Logs and Supervision Logs must be submitted weekly in class |
| November 4 | Protecting yourself during the Practicum/Internship | Chapter 10 Hour Logs and Supervision Logs must be submitted weekly in class |
| November 11 | Addressing Trauma in Counseling Interventions | Chapter 11 Class participation Hour Logs and Supervision Logs must be submitted weekly in class Online Certificates and Video Summaries are Due |
| November 18 | TBA | Hour Logs and Supervision Logs must be submitted weekly in class Complete Final Reflection Paper |
| November 23-27 | Thanksgiving Holiday | No Class |
| December 2 | Termination | Chapter 12 Hour Logs and Supervision Logs must be submitted weekly in class |
| December 9 | Final Class Review | Last Class |

**RUBRICS**

**Supervisory Paper 100 points**

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<th>Excellent</th>
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<td>Knowledge of theory and information to support use of theory 40 Points</td>
<td>Provided basic information and showed little interest in topic. Simplistic ideas and concepts. Some points were misplaced and off topic. Lacks coherence</td>
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<td>Knew a variety of aspects of the topic and was able to provide information. Student appeared well read with information.</td>
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<td>Level of Content and Research support 30 Points</td>
<td>Provided minimal research and did not exert much effort into the paper.</td>
<td>Provided relevant research and was able to cite current articles within context of paper. Provided original ideas with research support.</td>
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<td>Occasional grammatical errors. Reader was able to follow ideas more clearly.</td>
<td>Minimal grammatical errors. Paper flowed well. Only 1-2 APA format errors.</td>
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<td>Minimal APA formatting errors.</td>
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<tr>
<td>References 10 Points</td>
<td>No references provided.</td>
<td>Used one relevant, peer-reviewed journals, and text books.</td>
<td>Used 2 or more relevant, peer reviewed journals and/or textbooks.</td>
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