



**Draft of Syllabus for: COUN 7339 Doctoral Internship in Counseling (Clinical focus)
Spring 2018**

COUN 7339 is a required course for the Counselor Education Ph.D. Program

College of Education, Department of Counselor Education

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*Disclaimer: While Dr. Bruhn is a member of TSBEMFT, any statements about the LMFT license made in this class are his personal opinions, and he is not speaking for TSBEMFT
Office hours: Mon. 1:30-4:30 P.M., Tue. TWC 2-5:00 P.M., Wed. 1:30-5 P.M.,
Thursday 2:30-4:30 P.M., Fri. by appointment.

Course Format: COUN 7339 Doctoral Internship in Counseling will have a clinical focus and is primarily an experiential course. Class meetings will be Thursdays on dates listed in this document, and meet the CACREP requirements for group supervision during a clinical internship. In seminar style, student experiences will be reviewed, case studies will be presented, and pertinent counselor education information will be discussed. The instructor will meet with the intern and intern's (doctoral-level) supervisor to review course requirements, intern activities, and intern learning objectives. The instructor will also observe the intern's counseling on two occasions, whether in-person or by video recording. Video recordings must ensure HIPPA confidentiality. Visits will be arranged during the first and subsequent meetings of class/group supervision. Students who have not facilitated the arrangement of a site visit between the course instructor and the doctoral level off-campus supervisor within the first four weeks of the semester will be required to drop the class.

Class day and time: 5:30-8:20 P.M. Tuesdays 1/30, 2/13, 2/27, 3/20, 4/3, 4/17, 5/1, 5/8 (at restaurant)

Class location: SHSU-The Woodlands Center, Room 353

Course Description: Professional service in a field setting appropriate for counseling, consultation, and personnel work, under supervision, spanning two semesters.

Textbooks: No text required, however students will be responsible for reading each week. You might be interested in:

Sweitzer, H. F. & King, M. A. (2014). *The successful internship: Personal, professional, and civic development*. (4th ed.). Belmont, CA: Wadsworth Publishing.

Course Objectives/ CACREP 2009 Standards Matrix:

Topic(s)/Objective(s)	Activities/ Assignments (including field- based activities)	Measurement (including performance- based)	CACREP Standard
Theories pertaining to the principles and practice of counseling, career development, group work, systems, consultation, and crises, disasters, and other trauma causing events.	Class seminar discussions; weekly supervision with off-campus supervisor; site observations; final case presentation	Midterm and final evaluations by off-campus supervisor; Faculty evaluation of clinical observation	II.C.1.
Doctoral students are required to complete doctoral-level counseling internships that total a minimum of 600 clock hours. The 600 hours include supervised experiences in counselor education and supervision (e.g., clinical practice, research, teaching). The internship includes most of the activities of a regularly employed professional in the setting. The 600 hours may be allocated at the discretion of the doctoral advisor and the student on the basis of experience and training.	Class seminar discussions; weekly supervision with off-campus supervisor; site observations; final case presentation	Midterm and final evaluations by off-campus supervisor; Faculty evaluation of clinical observation	III.B.
During internships, the student must receive weekly individual and/or triadic supervision, performed by a supervisor with a doctorate in counselor education or a related profession. Group supervision is provided on a regular schedule with other students throughout the internship and is performed by a program faculty member.	Class seminar discussions; weekly supervision with off-campus supervisor; site observations; final case presentation	Midterm and final evaluations by off-campus supervisor; Faculty evaluation of clinical observation	III.C.
Understands the effectiveness of models and treatment strategies of crisis, disasters, and other trauma-causing events.	Class seminar discussions; weekly supervision with off-campus supervisor; site observations; final case presentation	Midterm and final evaluations by off-campus supervisor; Faculty evaluation of clinical observation	IV.G.4.
Demonstrates the ability to provide leadership or contribute to leadership efforts of professional organizations and/or counseling programs.	Class seminar discussions; weekly supervision with off-campus supervisor; site observations; final case presentation	Midterm and final evaluations by off-campus supervisor; Faculty evaluation of clinical observation	IV.J.1.

Web address for CACREP 2009 Standards:

<http://www.cacrep.org/doc/2009%20Standards%20with%20cover.pdf>

CACREP STANDARDS – CLINICAL EXPERIENCE:

1. Doctoral students are required to complete doctoral-level counseling internships that total a minimum of 600 clock hours. The 600 hours include supervised experiences in counselor education and supervision (e.g., clinical practice, research, teaching). The internship includes most of the activities of a regularly employed professional in the setting. The 600 hours may be allocated at the discretion of the doctoral advisor and the student on the basis of experience and training. (*SHSU program's interpretation:* If conducted at the student's current work site, the practicum experience must include new learning that is **qualitatively different** from the student's occupational responsibilities. The purpose of this practicum is to develop and/or refine advanced counseling skills which should conceptually link counselor practice to teaching and supervision.)
2. During internships, the student must receive weekly **individual and/or triadic supervision**, performed by a **supervisor with a doctorate in counselor education or a related profession**. Students are required to have the first individual supervision session during the week of January 22-26, and should email pdf. copies of the supervisor's contract, documents, and data *on or before January 22*. **Group supervision** is provided on a regular schedule with other students throughout the internship and is performed by a program faculty member. (At SHSU this is your class meeting. Students must complete a minimum of 14 hours of individual supervision [15 if you are counting hours during spring break] and 22.5 hours of group supervision during the semester.)

IDEA Objectives: In this course, our focus will be on this major objective (as assessed by the IDEA course evaluation system):

Essential: Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

Course Content:

The Doctoral Internship in Counseling facilitates supervised counseling experiences of doctoral students in settings such as public schools, community colleges, universities, and/or public and private agencies. This internship allows doctoral students to:

1. Experience the full range of activities that a regularly employed staff member carries out in a counseling-oriented setting (i.e., individual, group, and/or family counseling, school counseling, counselor education, doctoral-level research, consultation, staff development, assessment, etc.). Interns will be expected to become acculturated to the placement site, which includes acting as a member of a professional team and forming positive relationships with colleagues. Interns will develop or enhance an identity as a counselor/counselor educator as their primary orientation for practice.
2. Apply advanced theories and techniques in a professional setting by integrating classroom and practicum learning, applying them in the "real-life" context on the job, and making the transition to the next level (doctoral) of service provider.
3. Demonstrate skills and knowledge while adhering to ethical and professional standards appropriate to the setting and the profession. The guiding standards for the intern's practice are the ethical standards for the American Counseling Association (ACA). These standards will be adhered to at all times regardless of whether the intern is a member of ACA.
4. Participate in supervision provided by an off-campus supervisor with a doctorate (Ph.D., Ed.D., Psy.D.) in Counselor Education or a closely related field, and has a mental health license/certification. Preferably the supervisor is on-site. Interns are required to critically evaluate their own strengths and weaknesses in the internship role. Along with the internship supervisor, interns must develop a treatment plan for any corrective activities to make the

internship productive for the intern and the placement site. Supervisors should be requesting either video or audio recordings of interns if they are unable to observe the student directly in a session.

5. Demonstrate and enhance the ability to professionally present information to others through writing and speaking.
6. The Sam Houston State University (SHSU) Counselor Education Program's requirement is that students must complete a minimum of 300 total time hours (including at least 120 hours of direct counseling contact). The maximum number of hours that may be applied **this** semester toward the CACREP required 600 hours of total time for clinical instruction (two semesters) is 400 hours. The remainder of the hours must be accumulated in COUN 7339 II. A maximum of 198 direct service hours may be applied from COUN 7339 I toward the SHSU program requirement of 240 direct service hours over the two semesters. The remaining direct service hours must be completed in COUN 7339 II.
7. Our class meeting will be your group supervision. You will be required to attend an average of 90 minutes of group supervision per week (14 weeks). We will be meeting on **eight** Tuesday evenings during Spring 2018. However, you are encouraged to keep your Tuesdays open as Dr. Bruhn may change the date of one or more class meetings.
8. Class will start promptly at 5:30 P.M. and end at 8:20 P.M. We will start and end on time. Tardiness will not be accepted without consequence (a loss of 2 points for every 15-minute marker missed, based on the instructor's cell phone's time). Since we will only be meeting on 9 occasions, and since this is your designated group supervision time, supervision must be "made-up". Any missed class sessions will require that students attend one of the COUN 6386 Internship in Counseling classes (pending approval by both Dr. Bruhn and the COUN 6386 instructor) and present a case you are seeing, connecting your practice of counseling to one or more counseling approach(es). Group Supervision which is not "made-up" will result in a grade of F for the class.
9. Utilize the curriculum for this course, including (1) knowledge of the literature of the discipline and (2) ongoing student engagement in research related to professional practice. During each week students will read in the professional literature, and come to each class prepared to discuss journal articles and/or book chapters related to counseling activities included in his or her internship.

Course Requirements:

1. **Reflections on Internship Experience** will be completed 10 times. Students will use the form provided. These can be emailed to the professor at edu_rab@shsu.edu and are due by Thursday, 5:30 P.M. on 1/30, 2/6, 2/13, 2/20, 2/27, 3/6, 3/20, 3/27, 4/3, and 4/10. **100 points for completing all the reflection papers satisfactorily.**
2. **Evaluations by off-campus (clinical) supervisors** - The midterm (due 3/6) and final evaluations (due 5/8) will **each** count for 20 points; it is expected that growth will occur from the midterm to the final. **2x20=40 points total for the off-campus supervisor evaluations**
3. **Observations by the university professor.** It is the student's responsibility to set up two observations (site visits) for the professor of the course during the semester. The plan for the session should be conveyed to the professor prior to the observation either by discussion in class, e-mail or phone call. In situations where the professor cannot observe a session live, upon agreement with the professor, a video recording of a session will be acceptable as a substitute. The professor should be able to follow the session based upon the student's plan of treatment. Students should be able to demonstrate all relevant elements of the **Counseling Interview Rating Form** that are required in COUN 7337. **100 points total (50 each) for the observations by the professor**

4. **Review of readings related to counseling activities in the internship:** Each student is expected to read, reference on a reading log (using immaculate APA 6th ed. referencing style), and review one journal article or chapter each week (minimum 15 pages per reading). These readings must be related to the counseling activities in the internship. At least one reading must be focused on models and treatment strategies of crises, disasters, and other trauma-causing events. Another must be focused on working with diverse clients, such as a culture other than the student's own. During each class, the student should be ready to discuss his or her readings. Reviews (13 total) must be submitted by 5:30 P.M. on the following dates: 1/30, 2/6, 2/13, 2/20, 2/27, 3/6, 3/20, 3/27, 4/3, 4/10, 4/17, 4/24, and 5/1. The reviews may be delivered electronically or as a hard copy. **Reading reviews submitted after 5:30 P.M. on the date due will receive a zero for the assignment, but students *must* turn in all 13 completed reviews or receive a grade of F for the course. 65 points (5 points each)**
5. **The first four case presentations:** All students are expected to bring a completed case consultation form to four class sessions (2/13, 2/27, 3/20, and 4/3 – 2.5 points each or 5 points each if accompanied by an audio or video recording), to participate in the class discussions, and to provide feedback to their peers during case presentations. Students will be expected to play a 4-minute excerpt (audio or video recording) during a case presentation on each of the four dates listed. **Possible 20 points.**
6. **Final case presentation in class:** Each student will give a 20-minute presentation of a case from his or her internship experience, including the presentation of at least 5 minutes of audio or video recording made during a counseling session represented in this case. The case must be for a client or supervisee seen by the student for at least 4 sessions. Using the outline supplied by the instructor, develop a report to be presented. Be sure to have a copy for each member of the class, and the instructor. Be sure to develop a case-related question(s) or dilemma(s) you would like the class to give you help with. Students may use PowerPoint, genograms, charts, etc., to clarify client dynamics, goals, and treatment plans. Students will have a typed **treatment plan** for the presentation which will be handed in to the professor. **20 points**
7. **A paper summarizing the internship experiences** will be submitted at the last class meeting (3-6 pages of narrative, typed, double spaced, doctoral-level quality). **15 points**
8. **Professionalism** - Attendance, punctuality, turning in assignments when due, satisfactory performance on assignments, participation, ethical behavior, case presentation, keeping adequate records, and your ability to critique your sessions and those of other students. Additionally, confidentiality and HIPPA rights must be protected. Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. All students are expected to participate in the class discussions and provide feedback to their peers during case presentations. Tardiness, failure to have recordings, weekly logs, weekly readings, or other required paperwork will be reflected in the professionalism/class participation grade. Please take scheduled breaks with the class unless there is an emergency. **40 points**
9. **Late assignment policy: All assignments must be turned in "complete".** *Reading assignments will receive no credit if turned in late.* For all other assignments, extra time may be "purchased" at the rate of 5 percent off the total assignment grade, per day, after 5:30 P.M. on the day the assignment is due, and bought at an additional 5 % daily up to 6 days. If the instructor notices something is missing and an assignment is deemed incomplete, **grade deductions are retroactive to the original due date.** If late more than 6 days, the assignment score will be 0. Still, any missing assignments must be completed to the instructor's satisfaction (70% criterion level minimum), even if not turned in until after a 6-day delay. If,

at the end of the semester (the end of the last class meeting, May 8), one or more assignments have not been turned in “complete”, or requirements have not been met, the student will be assigned the letter grade of F for the class.



Student Guidelines

University Policies

- **SHSU Academic Policy Manual-Students**
[Procedures in Cases of Academic Dishonesty #810213](#). N.B. Students violating the APA 6th Edition Style Manual guidelines for plagiarism will, on the first occasion, earn a grade of zero for the applicable assignment. A grade of F for the class will be applied to a second offense.
 - **Students with Disabilities #81106**
<http://www.shsu.edu/dotAsset/187f9029-a4c6-4fb4-aea9-2d501f2a60f3.pdf>
 - **Student Absences on Religious Holy Days #861001**
 - **Academic Grievance Procedures for Students #900823**
- **SHSU Academic Policy Manual-Curriculum and Instruction**
 - **Use of Telephones and Text Messagers in Academic Classrooms and Facilities #100728**
 - **Technology during instruction: Cell phones and laptops/I-Pads should be turned off or set on vibrate during class. Exceptions occur when the instructor asks a student or students to access information using the technology**
 - **Technology in emergencies: Students may use cell phones and computers during class to respond to a medical or family emergencies**
- **Classroom- Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance.**

College of Education Information:

Please be advised that the College of Education conducts ongoing research regarding the effectiveness of the programs. You will receive one survey in the final semester prior to graduation regarding the operations of the unit during your time here. A second survey will occur within one year following graduation from or completion of a program, and will be sent to you and to your employer. This survey will focus on the preparation received at SHSU. Please remember that your response to these surveys is critical to SHSU program excellence.

Course Evaluation: The grading for this course has been set up on a point system.

Total points = 400

A = 360 – 400

B = 320 – below 360, and must meet basic proficiencies for counseling as measured by COUN 7337 format.

C = 280-below 320, however student meets basic counseling proficiencies.

F = Total points fall below 280, or student does not meet basic counseling proficiencies, or student doesn't turn in ALL assignments in "complete" form.

Expectations:

MEETING DATES & ASSIGNMENTS

Classes (Group Supervision) meet at SHSU-The Woodlands Center, The Woodlands, TX

By January 23 5:30 P.M. submit documents in pdf. format to Dr. Bruhn via email.

Items required include:

- Internship Contract (in the Handbook), signed by all involved
- Waiver of Liability form (in the Handbook)
- Proof of Liability Coverage form along with a copy of your liability insurance
- Doctoral Intern Data Form (in the Handbook), Include a copy of license/certification.
- Supervisor Data Form (in the Handbook). Include a copy of the supervisor's license(s).
- Proposed Activities form (for any sites)

Five personal goals assignment and a reading focused on treatment of trauma or crisis intervention (due 1/23).

#1 January 30– 5:30-8:20 P.M. Orientation to COUN 7339 and required documentation. Logs check. Topics: Paperwork at agencies and clinics (bring documents to share); Discussion of Curriculum Vitae and job search; Discussion of various methods for evaluating counseling effectiveness; Discussion of crisis intervention and trauma treatment readings and applications in counseling work. Discussion of each student's preferred personal theoretical counseling orientation based on a critical review of existing counseling theories.

#2 February 13 – 5:30-8:20 P.M. Logs check. Each student presents a clinical case along with challenges (ethical, clinical, agency/placement related).

#3 February 27 – 5:30-8:20 P.M. Logs check. Each student presents a clinical case along with challenges (ethical, clinical, agency/placement related).
(Mid-term evaluations due March 6)

#4 March 20 - 5:30-8:20 P.M. Logs check. Each student presents a clinical case along with challenges (ethical, clinical, agency/placement related).

#5 April 3 – 5:30-8:20 P.M. Logs check. Each student presents a clinical case along with challenges (ethical, clinical, agency/placement related).

#6 April 17 – 5:30-8:20 P.M. Logs check. Final case presentations

#7 May 1 – 5:30-8:20 P.M. Logs check. **Reading logs due.** Final case presentations

#8 May 8 (meet at a restaurant) *Final supervisor evaluations and all other required documentation due 5:30 P.M. If assignments are missing or incomplete the student may qualify for the final grade of F.*

Documentation:

The intern shall have a complete file at the end of the experience (May 8) which includes:

- Evaluation Form (from each supervisor) at both mid-term and at the end of semester
- End of Term Log of Activities, last class. The **Log of Activities** will be maintained throughout the semester - a sample log is attached with this syllabus. The student will have three copies at the end of the semester - one for the student, one for the site supervisor, and one for the university supervisor. The instructor will check this log during **each class and site visit**. At the end of the semester, the student will turn in the completed Log of Activities.
- Completed COUN 7339 I Supervisor's Log with 15 hours of supervision documented.
- Other forms as requested (e.g.).

Here are some additional ways to meet the internship total hour requirements. Each student will negotiate the specific plan with the instructor. These are suggested activities (not required):

Teaching

Assist a counselor educator with teaching a graduate course in counseling, attending class and contributing regularly, and participating in planning and grading.

Scholarship

1. Publish an article in an ACA or other refereed journal related to counseling.
2. Publish a column in an ACA divisional newsletter or *Counseling Today*.
3. Participate in a research project other than dissertation as a researcher.
4. Present at a professional conference.

Service

1. Chair or co-chair a committee of the ACA or one of the divisions, regions, or state branches of the ACA.
2. Become a member of a committee of the ACA or one of its divisions, regions, or state branches.
3. Become a member of a committee of Sam Houston State University, the College of Education, the Department of Educational Leadership & Counseling, the Counselor Education Doctoral Program, or Chi Sigma Iota.
4. Chi Sigma Iota/Beta Kappa Tau Workshop
Organize and present at a workshop. Cohort members will create proposals in their areas of expertise and present at an all day workshop.