COUN 551 402
Practicum
COURSE SYLLABUS: SPRING 2013

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COURSE INFORMATION

Materials – Text, Readings, Supplementary Readings

ISBN: 9780137070183

ISBN: 9780878224203

Reserved Readings

Recently published manuscripts related to course topics occasionally may be assigned as outside reading. Copies will be available through eCollege as copyright laws permit.
Supplemental Materials

As copyright laws permit, supplemental materials will be distributed and/or made available via eCollege. These materials may include, but are not limited to, diagrams, charts, summarizations, tables, and lecture outlines.

Course Description

CATALOG DESCRIPTION OF COURSE

Provides for continued development and practice of skills learned in COUN 516. Students develop conceptual and professional skills related to their practice at a field site and practice various specified counseling and related activities during a minimum of 100 hours at an agency or educational setting. Satisfactory performance at the field placement and during on-campus class meetings must be demonstrated before students can proceed to internship (COUN 552).

Prerequisites: Application form returned to department several months before actual enrollment in this course (check with department for availability and due dates), a grade of "B" or better in 516, and successful completion of Admission to Candidacy requirements within the Department of Counseling.

GENERAL COURSE DESCRIPTION

Practicum is designed to develop students' counseling skills beyond the basic level required in Pre-Practicum. The primary emphasis is on performing counseling and related activities in a specified agency or school setting. As a result, Practicum comprises both on-campus and on-site experiences. Students will learn and practice a variety of counseling strategies. This course will also have a field site where they will gain approximately 100 hours of experience. Students are expected to have completed and maintained the performance competencies specified for Pre-Practicum. In addition, students must be assessed at an average to exceptional level on the competencies listed under the COURSE OBJECTIVES (see below).

COURSE OBJECTIVES

Students will demonstrate understanding and appropriate application of:

1. Essential interviewing and counseling skills so that the student is able to develop, maintain, and successfully terminate a therapeutic relationship,
2. Counseling theories that provide the student with a consistent model(s) to conceptualize client presentation and select appropriate counseling interventions.
3. Models of counseling that are consistent with current professional research and practice in the field so that they can begin to develop a personal model of counseling.
4. Self-awareness so that the counselor-client relationship is therapeutic and the counselor maintains appropriate professional boundaries.
5. Four major areas of competence (Process and Communications skills, Conceptualization skills, Personalization skills, and Professional Skills).
6. Ethical standards of ACA and related entities, and applications of ethical and legal considerations in professional counseling.

CONTENT AREAS

I. Requirements for practicum.
II. Professional conduct during practicum
III. Four counselor competence areas
A. Process and Communication skills
B. Conceptualization skills
C. Personalization skills
D. Professional skills

IV. The Intake Interview
V. Termination
VI. Supervision: Receiving and giving feedback, building on strengths and addressing Weaknesses.
VII. Crisis Intervention: Procedural guidelines at site
VIII. Group counseling in public school setting
IX. Legal and ethical issues

TEXES COMPETENCIES THAT RELATE TO THIS COURSE

(TExES is the state examination required for school counselor certification.)

Competency 001 (Human Development) The school counselor understands processes of human development and applies this knowledge to provide a developmental guidance program, including counseling services that meet the needs of all students.

Competency 002 (Student Diversity) The school counselor understands human diversity and applies this knowledge to ensure that the developmental guidance and counseling program is responsive to all students.

Competency 003 (Factors affecting Students) The school counselor understands factors that may affect students' development and school achievement and applies this knowledge to promote students' ability to achieve their potential.

Competency 006 (Counseling) The school counselor understands how to provide effective counseling services to individuals and small groups.

Competency 007 (Assessment) The school counselor understands principles of assessment and is able to use assessment results to identify students' strengths and needs, monitor progress, and engage in planning to promote school success.

Competency 008 (Collaboration with Families) The school counselor knows how to communicate effectively with families and establish collaborative relationships that enhance work with students.

Competency 009 (Collaboration with Others in the School and Community) The school counselor understands how to work collaboratively with other professionals and with community members to promote positive change and to facilitate student learning.

Competency 010 (Professionalism) The school counselor understands and complies with ethical, legal, and professional standards relevant to the profession.

COURSE REQUIREMENTS

Activities / Assessments

This course is made up of a series of assignments and assessments to assist you in achieving the course and module learning objectives. Each week you will work on various combinations of assignments, activities, discussions, readings, research, etc.
1. **Videotaping of Clients.** All students are required to videotape (Must be able to provide digital format files, as VHS, DVD access may not always be possible) counseling sessions with clients from their field sites. Three videotaped counseling sessions will be submitted to the instructor for supervision feedback. You will turn in a detailed self-evaluation of your counseling skills with your tape. A handout will be provided with specific instructions for this requirement.

2. **Basic Skills Tape.** In addition to graded tapes with real clients, you will need to turn in a videotape of you with a classmate demonstrating your basic counseling skills (i.e., paraphrase, minimal encouragers, reflections of feeling and meaning, immediacy, confrontation).

3. **Group Counseling.** Students are required to lead one psycho-educational or counseling group (minimum 6 sessions) in their setting. If you are in a community setting and are not allowed to lead a group, please let me know as soon as possible. Videotaping of two group sessions is required. Students will be required to submit a detailed summary of the group, which includes an analysis of content and process, individual member progress evaluations, and a self-evaluation of new learning. A detailed instruction sheet will be provided for this requirement.

4. **Case Conceptualization Presentation.** You are required to present a detailed case conceptualization of one of your clients whom you’ve seen throughout the semester based on your guiding theory of counseling. A handout will be provided with specific instructions for this assignment.

5. **Beliefs Paper.** You are required to write a paper about your belief systems. A handout will be provided with specific instructions for this assignment.

6. **Attend all individual supervision sessions.** One of the most important requirements and benefits of practicum is to meet individually with the doctoral student who will serve as your individual supervisor. You must keep your appointments and be on time with your supervisor. If you miss more than one appointment with your supervisor, you will not pass the course. If you’re late to more than one supervision session, you will not pass the course. In addition to keeping your appointments, it is very important for you to be open and receptive to supervision. Your supervisor’s feedback will have a direct impact on your final course grade.

   If you have not had play therapy or currently taking play therapy, you will not bring tapes of any client younger than third grade. If you are currently taking play therapy, it will be up to me to decide when you are ready for play sessions with clients.

7. **Group Supervision.** You will be asked to bring a tape and handouts to class during the semester. One of your tapes will be of a group counseling session. The class or small group will listen to your tape and use the tape as a stimulus for group discussion and supervision.
STUDENT PERFORMANCE EVALUATION CRITERIA AND PROCEDURES

This class is pass/fail. You must have a minimum of 240 points to pass the course.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Point Value</th>
<th>Points Received</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance/class participation</td>
<td>20</td>
<td></td>
<td>Attend and participate in all class meetings, supervision sessions, &amp; complete all assigned readings</td>
</tr>
<tr>
<td>Basic Skills Tape</td>
<td>05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tape 1</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis 1</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beliefs Paper</td>
<td>05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tape 2</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis 2</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tape 3</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analysis 3</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Case Conceptualization</td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Summary</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Policies

ATTENDANCE AND LATE POLICY Students are expected to attend all classes and arrive on time. Attendance in this class is critical and cannot be emphasized enough. Even missing one class may hinder your skill development. If you know that you are going to miss a class, email or call me 24 hours prior to class. More than 1 absence from class will result in a deduction of 30 points from your final grade. More than 2 absences from class will result in a failing grade. As stated previously, missing more than one supervision session will result in a failing grade in the class. Make every attempt to be on time. Arriving late will affect your grade.

ASSIGNMENT POLICY I expect you to turn in all assignments at the beginning of class on the due date designated in the syllabus. Late assignments are not accepted and will receive a grade of zero.

ELECTRONIC COMMUNICATION DEVICES
If you have a cell phone or any other type of electronic communication device with you (including iPads and laptops), please disarm it before entering the classroom and keep it off for the duration of class. In addition, neither texting nor phone calls are allowed in class. You will lose all daily participation points if you use any electronic device during class.

STUDENTS WITH DISABILITIES
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this
legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services Texas A&M University-Commerce Gee Library, Room 132 Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148 StudentDisabilityServices@tamu-commerce.edu

CONDUCT AND ACADEMIC HONESTY
“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Polices and Procedures, Conduct) “Graduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work.” (See Section A13.12, Academic Honesty, A&M-Commerce Procedures.)

UNIVERSITY CLOSING DUE TO WEATHER
Check http://www.tamu-commerce.edu/ regarding class cancellations. Also, KETR radio on 88.9 FM and television channels 4, 5, and 8 (channel 7 for Tyler & Longview Area).

TECHNOLOGY REQUIREMENTS
This will be a web-enhanced course and some obvious technological resources will be required.

- Access to a computer with
  - Internet access (high-speed preferred)
  - Word processing software (Microsoft Word preferred)
  - A microphone for recording comments on eCollege (Webcam optional)
  - As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLea - all my emails sent from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLea email as our spam filters will catch yahoo, hotmail, etc. and I will not check for your email in spam.

- Access to a camera for recording sessions (must be able to provide digital files for uploading)

ACCESS AND NAVIGATION
Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

COMMUNICATION AND SUPPORT
Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on 'Live Support' on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the 'Help' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

### COURSE OUTLINE / CALENDAR

Disclaimer: The instructor reserves the right to make changes to the schedule of the class. Any alterations will be announced in class, in eCollege or via email by the instructor. Students who do not check eCollege or their email assume responsibility for missing alterations to the course.

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Date</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/16</td>
<td>Introduction/ Syllabus/ Intakes</td>
<td>Bring Practicum Paperwork</td>
</tr>
<tr>
<td>2</td>
<td>1/23</td>
<td>Process Clients /Lecture</td>
<td>Make sure to logon to eCollege and find enhanced course</td>
</tr>
<tr>
<td>3</td>
<td>1/30</td>
<td>Process Clients /Lecture</td>
<td>Work on Skills Tape</td>
</tr>
<tr>
<td>4</td>
<td>2/6</td>
<td>Process Clients /Lecture/Watch Tapes</td>
<td>Basic Skills Tapes Due</td>
</tr>
<tr>
<td>5</td>
<td>2/13</td>
<td><strong>No F2F Class - Online Assignment</strong></td>
<td>Beliefs Paper Due by 11:59 PM on 2/17 in eCollege Dropbox</td>
</tr>
<tr>
<td>6</td>
<td>2/20</td>
<td>Process Clients /Lecture/Watch Tapes</td>
<td>Tape 1 &amp; Analysis Due</td>
</tr>
<tr>
<td>7</td>
<td>2/27</td>
<td>Process Clients /Lecture/Watch Tapes</td>
<td>Reading</td>
</tr>
<tr>
<td>8</td>
<td>3/6</td>
<td>Process Clients /Lecture/Watch Tapes</td>
<td>Midterm Evaluation Due Tape 2 &amp; Analysis Due</td>
</tr>
<tr>
<td>9</td>
<td>3/13</td>
<td>SPRING BREAK = NO CLASS</td>
<td>ENJOY THE WEEK OFF</td>
</tr>
<tr>
<td>10</td>
<td>3/20</td>
<td>Presentations – Watch Tapes</td>
<td>Reading / Case Conceptualization Presentations</td>
</tr>
<tr>
<td>11</td>
<td>3/27</td>
<td>Presentations – Watch Tapes</td>
<td>Reading / Case Conceptualization Presentations</td>
</tr>
<tr>
<td>12</td>
<td>4/3</td>
<td>Presentations – Watch Tapes</td>
<td>Tape 3 &amp; Analysis Due / Case Conceptualization Presentations</td>
</tr>
<tr>
<td>13</td>
<td>4/10</td>
<td><strong>No F2F Class – Online Assignment</strong></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>4/17</td>
<td>Process Clients /Lecture/Watch Tapes</td>
<td>Group Summary Due</td>
</tr>
<tr>
<td>15</td>
<td>4/24</td>
<td>Process Clients /Lecture/Watch Tapes</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>5/1</td>
<td>Final Paperwork Turn-in</td>
<td>Final Hours and Final Evaluation Due</td>
</tr>
<tr>
<td>17</td>
<td>5/8</td>
<td>Finals Week</td>
<td>Finals Week</td>
</tr>
</tbody>
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