



**COURSE INFORMATION**

Section:

Semester/Year:

Division:

Class location:

Class day/time:

Credit hours: 1-12

Class type: Other

**FACULTY CONTACT INFORMATION**

Name:

Office Address:

Office Hours:

Telephone:

E-mail Address:

**TABLE OF CONTENTS**

1. [Accessibility](#)
2. [Course Description](#)
3. [Course Materials](#)
4. [Outcome Alignment](#)
5. [Grading System](#)
6. [Assignments & Exams](#)
7. [Course Schedule](#)
8. [Class Policies](#)
9. [Attendance Policy](#)
10. [Religious Holidays](#)
11. [Student Disability Services](#)
12. [Counseling Resources](#)
13. [Sexual Misconduct \(Title IX\)](#)
14. [Academic Dishonesty](#)
15. [Course Drops & Withdrawals](#)
16. [Student Services](#)
17. [Class Recordings](#)
18. [Online Courses](#)
19. [Technology Access & Support](#)
20. [Privacy and Confidentiality](#)
21. [MTTC Preparation](#)
22. [Data Collection](#)

[International Students](#)

[Student Disability Services](#)

[LGBTQ+ Resources](#)

## Accessibility

Accessibility provides helpful pathways for using materials and learning opportunities for all WSU students, including international students, students with disabilities, and LGBTQ+ students. Free text to speech software, screen readers, and learning support services may be available.

[Student Disability Services](#) can offer assistance with accessibility software and options. Here are more resources which may also be helpful.

[Accessibility](#)

## Course Description

Supervised counseling internship in settings that are congruent with students' concentrations. Students function in the professional role to apply theories and skills to clients.

### Course Goal:

The internship is an educational experience designed to help students become facilitative counselors who are reflective, innovative professionals, committed and competent to help clients, colleagues, and themselves acquire knowledge, skills and understanding necessary to participate in and contribute to the quality of life in a complex, changing urban society.

Method(s) of Instruction: Synchronous Lecture and Lab

## Course Materials

### ***Required Text***

Jungers, C.M., & Scott, J. (2019). *Practicum and internship: Textbook and resource guide for counseling and psychotherapy* (6th. ed.). New York, NY: Routledge.

### ***Suggested Readings***

American Psychological Association (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

American Psychiatric Association (2013). *Diagnostic and statistical manual of mental disorders* (5<sup>th</sup> ed.). Washington, DC: Author.

Neukreg, E. (2007). *The world of the counselor*, (3rd Ed.). Belmont, CA: Thomas Brooks/Cole

Corey, G. (2009). *Case approach to counseling and psychotherapy*. Belmont, CA: Brooks/Cole.

## Course Outcome Alignment with Assignments (& Standards)

2016 CACREP Standards	Learning Outcomes	When	Measured With
2.F.1.m 5.C.2.m	1) Exhibit counseling skills to form relationships with, assess, diagnose, conceptualize, and treat counseling clients in a setting that is congruent with their selected concentration.	Biweekly Supervision meetings	Site Supervisor Evaluation
2.F.1.f 2.F.1.g	2) Describe professional counseling organizations, as well as professional counseling credentialing processes.	Meeting #2	Individual Presentations
2.F.3.c	3) Develop and articulate a coherent case conceptualization identifying client concerns and appropriate treatment approaches.	Individually selected date Group Supervision	Oral Case Presentation
2.F.5.n	4) Develop a personal model of counseling individuals and groups, through interactions with clients.	Weekly and due Meeting #7	Weekly Logs signed by Site Supervisor at Weekly Individual Supervision Sessions
2.f.1.k	5) Students will evaluate their own strengths and weaknesses.	Meeting #7	Final Self- Evaluation Report

### Grading System

Satisfactory/Unsatisfactory grading for all assignments. S grade will be based on satisfactory completion of 100 clock hours for each semester hour of enrollment. Satisfactory completion is defined as: Clock hours documented by signed Internship Weekly Logs and Internship Semester Clock Hours Recap and favorable Evaluation from Site Supervisor.

Refer to Internship Handbook for further explanation of procedures and criteria for evaluation.

All materials left in instructor's mailbox must be in sealed envelopes clearly marked with your name, date, time, contents, and instructor's name.

**PLEASE NOTE:** Clock hours spent completing your master's project/thesis do not qualify as CED 7020 Counseling Internship hours.

- 1) Formal evaluation by Internship Site Supervisor and Faculty Instructor/Supervisor  
As stated in the evaluation policies section of the Internship Handbook.
- 2) Attendance and participation in all scheduled Internship Seminars and Individual

## Conferences

- 3) Completion of all assignments as listed in assignment sections 1-4 above.

Each of the following course components is required and is graded as pass/fail. Students must pass all portions to pass the class. No assignments and expectations can be skipped.

<b>Course Requirement</b>
Site Information Presentation
Case Conceptualization & Presentation
Service Logs Completion
Clinical Skill Evaluation by Site Supervisor
Self-Evaluation

## Grading System

CED courses use the following Wayne State University College of Education graduate student grading scale. CED 7015 Practicum utilizes a point scale for grades.

		<b>Points</b>	<b>Final Grade</b>
A	93-100%	465 – 500	A
A-	90-92%	450 – 464	A-
B+	88-89%	440 – 449	B+
B	84-87%	420 – 439	B
B-	80-83%		<b>Below a B Is not passing</b>
C+	78-79%		
C	74-77%		
F	<74%		

## Course Assignments and Exams

1. In-Class Presentation of Field Site Information.  
Students are required to present an oral description of their internship sites. They should be able to provide a contextual analysis of client backgrounds and current service provision as well as client needs.
2. Case Conceptualization & Presentation.  
Each student will be assigned a date to present a case in traditional case processing format. A guide will be provided on first seminar night.
3. Service Logs Completion  
Students are required to follow program-specific hours log format and submit to instructor.

4. Clinical Skill Evaluation

Site supervisor will complete program-provided evaluation form documenting all aspects of trainee performance at the midway and end points of the semester.

5. Self-Evaluation

Write a 3 to 5 page paper describing your internship experience. Give examples, discuss strengths and weaknesses, and what you learned about yourself.

**Guidelines for Self-Evaluation Report:**

- a. Paper typed in APA Style; abstract not required.
- b. Minimum of 3 pages, maximum of 5 pages (excluding cover page).
- c. Format: Title, introductory paragraph, succeeding paragraphs (elaborate on points from introduction, thus, pursuing a central theme), summary paragraph.
- d. Spelling and grammar are important. All papers should reflect graduate level content and preparation. Careless preparation and/or inappropriate presentation will adversely affect grade for the assignment.
- e. Must include a summary of your professional/personal growth (i.e., your critique of your counseling skills), objectives accomplished and/or objectives to be pursued further, counseling experiences and internship activities, your reaction to seminars and assignments, and any other information which might facilitate re-examination of the internship experience.
- f. Must include your reactions, views, and way of interpreting in regard to the internship experience is extremely crucial.
- g. Must include case examples and illustrations to show understanding and to make paper alive, desirable, and important are essential.

Tentative Course Schedule

**CLASS SCHEDULE**

*Group supervision meeting dates are biweekly throughout the semester.*

<b>Week</b>	<b>Focus/Assignments Due</b>
<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Site presentations</b>
<b>3</b>	<b>Case conceptualizations and group supervision</b>
<b>4</b>	<b>Case conceptualizations and group supervision</b>
<b>5</b>	<b>Case conceptualizations and group supervision</b>
<b>6</b>	<b>Case conceptualizations and group supervision</b>
<b>7</b>	<b>Case conceptualizations and group supervision</b> <ul style="list-style-type: none"> <li>• Service Logs due</li> <li>• Clinical Skill Evaluations due</li> </ul>

- |   |
|---|
| <ul style="list-style-type: none"><li>• Self-Evaluation due</li></ul> |
|---|

## **Class Policies**

### ***Expectations for Students***

1. Know and adhere to the 2014 American Counseling Association [Code of Ethics](#), applicable university, college of education, and program policies, and all applicable laws.
2. Challenge your personal values, biases, and assumptions while maintaining an openness and curiosity toward the perspectives, values, and beliefs of others.
3. Demonstrate consistently high levels of awareness of self and awareness of others. This includes awareness regarding the ways in which your personal values, biases, beliefs, sources of knowledge, and behaviors could impact counseling clients.
4. Promote social justice, honor and embrace diversity and multiculturalism, and demonstrate respect for and awareness of the worth of others.
5. Come to every class or online meeting prepared and on time and participate in all activities and discussions.
6. Engage fully with readings, assignments, and group work.
7. Students are expected to write at the graduate level. For the purposes of this course, all assignments are expected to display complexity, depth, and knowledge synthesis, while formal APA style assignments must also be exemplary stylistically, grammatically, and mechanically. Students are encouraged to use the internet to learn about grammar and writing. The instructor reserves the right to submit student papers for inclusion in plagiarism databases, such as SafeAssign.
8. Check your university email and Canvas accounts regularly, as these will be the primary means for out-of-class communication between students and the instructor. NOTE: for FERPA reasons, I communicate with students using their assigned university email accounts. When emailing the course instructor, please begin and conclude your message with salutations (e.g., Dr. Branson,) and professional language. Proofread all emails or online postings before sending them.
9. Build your identity as an independent learner by challenging yourself to access supplemental research and materials. Students are encouraged to persist in becoming comfortable with using research and reliable information when making decisions or exploring answers to questions.
10. Students must be able to regularly use a computer with internet access.
11. Respect the confidentiality of your classmates, and strive to create a safe, respectful learning environment. This expectation does not apply to allegations of misconduct. For example, confidentiality may be breached as necessary for mandated reporting, discrimination complaints, Title IX complaints, and other, similar circumstances. Note that confidentiality cannot be guaranteed in group settings.

### **Attendance Policy**

Attendance at all scheduled seminars and individual conferences is mandatory. No incomplete work or grades are given. Y grades will not be given except under extreme and unforeseeable circumstances.

Assignments are expected to be completed on time. If an assignment due date cannot be met, an alternative must be discussed and agreed to by instructor prior to due date. Paperwork and presentations submitted after the scheduled due date will be graded accordingly.

## Religious Holidays

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

## Student Disabilities Services

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. However, during the fall 2020 semester SDS will only be delivering services remotely. The SDS telephone number is 313-577-1851 (main number) or 313-202- 4216 for videophone use. Please continue to use these numbers as SDS is still receiving calls. Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. You can learn more about the disability office at [www.studentdisability.wayne.edu](http://www.studentdisability.wayne.edu)

To register with Student Disability Services, complete the online registration form at: [https://wayne-accommodate.symplicity.com/public\\_accommodation](https://wayne-accommodate.symplicity.com/public_accommodation)

## Counseling and Psychological Services (CAPS)

It is quite common for college students to experience mental health challenges, such as stress, anxiety and depression that interfere with academic performance and negatively impact daily life. Help is available for any currently enrolled WSU student who is struggling with a mental health difficulty, at WSU Counseling and Psychological Services ([caps.wayne.edu](http://caps.wayne.edu); 313 577-3398). Other options, for students and nonstudents, include the Counseling and Testing Center, and the Counseling Psychology Training Clinic, in the WSU College of Education (<https://education.wayne.edu/counseling-clinic>). *Services at all three clinics are free and confidential. Remember that getting help, before stress reaches a crisis point, is a smart and courageous thing to do – for yourself, and for those you care about.* Also, know that the WSU Police Department (313 577-2222) has personnel trained to respond sensitively to mental health emergencies at all hours.

## Sexual Misconduct and Title IX

### Sexual Misconduct and Mandatory Reporting

Every Warrior has the right to live, learn, and work at WSU – free from Harassment or Discrimination.

Any member of the WSU Community that is impacted by sexual misconduct has the right to report to the University (i.e. Responsible Employee or Title IX Coordinator), to law enforcement (i.e. WSUPD or other jurisdiction), to both, or to neither. Every Warrior is encouraged to make the reporting decision that is right for them.

Please be advised: Most faculty and staff are considered **“Responsible Employees”** and are **required to report** information they receive about incidents of sexual misconduct (including sexual assault, intimate partner violence, sexual harassment, and stalking) to appropriate authorities when it involves WSU students, faculty, or staff.

Free, confidential, and anonymous support is available 24 hours a day, seven days a week to survivors, their friends, and their family through the [Rape, Abuse & Incest National Network \(RAINN\)](#). Call [1-800- 656-4673](tel:1-800-656-4673) or [Chat](#) online with a professional support specialist.

Please visit [TitleIX.wayne.edu](http://TitleIX.wayne.edu) to learn more about resources and support on campus and in the local community.

#### Options for Reporting Sexual Misconduct

Any member of the WSU Community that is impacted by sexual misconduct has the right to report to the University (i.e. Responsible Employee or Title IX Coordinator), to law enforcement (i.e. WSUPD or other jurisdiction), to both, or to neither. Every Warrior is encouraged to make the reporting decision that is right for them.

##### *Reporting to the University*

[The Title IX Office](#) is available to consult with individuals impacted by sexual violence or discrimination regarding resource referrals, supportive and protective measures, and reporting and resolution options. Where WSU has jurisdiction, the affected party may request an administrative investigation by the University.

Phone: 313-577-9999

Email: [TitleIX@wayne.edu](mailto:TitleIX@wayne.edu)

##### *Reporting to Law Enforcement*

[The Wayne State University Police Department](#) is available 24/7 to assist individuals reporting criminal activity or concerns on or near campus. Report off-campus incidents to the appropriate police jurisdiction. In the event of an emergency or imminent threat, reporting to the police is highly encouraged.

Phone: 313-577-2222

Every Warrior has the right to live, learn, and work at WSU – free from Harassment or Discrimination.

If you or someone you know has been impacted by sexual violence or discrimination, please visit [TitleIX.wayne.edu](http://TitleIX.wayne.edu) to learn more about resources and support on campus and in the local community.

#### **Academic Dishonesty – Plagiarism and Cheating**

Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

- Plagiarism: To take and use another's words or ideas as your own without appropriate referencing or citation.
  - College of Education policy on plagiarism: The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. Plagiarism includes copying material (any more than 5 consecutive words) from outside texts or presenting outside information as if it were your own by not crediting authors through citations. It can be deliberate or unintended. Students are advised to think carefully and thoroughly, ask for help from instructors if it is needed, and make smart decisions about their academic work.
- Cheating: Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.
- Fabrication: Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.



Other: Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University. <https://doso.wayne.edu/conduct/academic-misconduct>

### **Course Drops and Withdrawals**

In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. After the end of the second week there is no tuition or fee cancellation. Students who wish to withdraw from the class can initiate a withdrawal request on Academica. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal. No withdrawals can be initiated after the end of the tenth week. Students enrolled in the tenth week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. More information on this can be found at: [http://reg.wayne.edu/Withdrawing\\_From\\_a\\_Course.php](http://reg.wayne.edu/Withdrawing_From_a_Course.php)

### **Student Services**

- The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit [www.success.wayne.edu](http://www.success.wayne.edu) for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).
- The Writing Research and Technology Zone is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit <http://clasweb.clas.wayne.edu/writing> to obtain information on tutors, appointments, and the type of help they can provide.
- Library research assistance: Working on a research assignment, paper or project? Trying to figure out how to collect, organize and cite your sources? Wayne State librarians provide on-campus or online personalized help. Contact them at <http://library.wayne.edu/consult>

### **Class Recordings (Face to Face Instruction)**

Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student's personal instructional use. Such recordings are not intended for a wider public audience, such as posting to the internet or sharing with others. Students registered with Student Disabilities Service (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.

### **Technology Access and Support**

Because this is a WEB course, all or part of your instruction will require reliable hardware including a desktop or laptop computer with reliable internet access, camera, microphone, and speakers, as well as appropriate software including a web browser, Microsoft Office ([available at no charge to students](#)), and the Canvas app (also free to students). For assistance with Canvas, see [C&IT's Student Intro to Canvas Course](#) and [Comprehensive Student Guide](#). For assistance

with any of these technology issues, contact [C&IT Helpdesk](#) M-F from 7:30 am to 8 pm at 313-577-4357 or [helpdesk@wayne.edu](mailto:helpdesk@wayne.edu).

Students who lack adequate hardware or reliable internet access should email [doso@wayne.edu](mailto:doso@wayne.edu) or call 313-577-1010 for assistance. Students on campus also have access to equipment through University Libraries. See [Equipment Checkout Policy and Procedures](#). The University Libraries also have [computer labs](#) in several campus locations.

### **Support for Online Learning**

"[The Effective Online Learner](#)" is a self-paced Canvas course to bolster the skills needed for remote and online learning. **WSU's** [Learn Anywhere](#) webpage provides resources and tips for taking online courses. [WSU's Academic Success Center](#) offers resources for improving study skills, building study groups, and similar activities. The [Study Skills Academy](#) offers [free study skills counseling](#) and other services.