Instructor: Dr. Kimberlee Mincey
Office/Office Hours: 11:30-3:00 pm T/TR
Office Telephone: 361-825-3995
Email: Kimberlee.Mincey@tamucc.edu

Semester: Fall 2019
Class Date: Monday
Class time: 7-9:30 pm
Class Location: ECDC 219A

Teaching Assistant – Angie Sevillano; email – asevillano@islander.tamucc.edu

Course Description

Internship. A minimum of 600 clock hours of supervised counseling experiences, including 240 hours of direct service with clients. Clinical setting must be approved and appropriate to the student’s emphasis. The semester prior to enrollment, the student must complete the internship application process.

Prerequisites: CNEP 5397 and CNEP 5381. Additional prerequisites include CNEP 5316 for School Counseling program emphasis; CNEP 5319 for the Clinical Mental Health program emphasis; CNEP 5320 and CNEP 5322 for the Marriage, Couple and Family Counseling program emphasis; and, CNEP 5312 and CNEP 5313 for the Addictions program emphasis. Grade assigned will be “credit” (CR) or “no credit” (NC).

Course Requirements for One Semester of Internship (3 semester hours): substantial progress towards 300 clock hours of supervised counseling experiences for Internship I and completion of 600 clock hours of supervised counseling experiences for Internship II, including 240 hours of direct service with clients across a minimum of two semesters of Internship (6 hours credit).

Instructional Methods

Learning objectives will be met using multiple instructional strategies including group discussion; demonstrations; in-class simulations; video exercises and tape review; case studies; and individual, triadic, and/or group supervision.

Learning Objectives

This course is designed to meet 2016 CACREP professional counseling identity standards (Section 2) for all entry-level and doctoral-level programs. The following standards represent the learning objectives established for this course. Upon completion of the course, students will be knowledgeable of:

- CACREP Standard 5-II-F-1-k: strategies for personal and professional self-evaluation and implications for practice. [Students will successfully complete this learning objective by completing the Individual Development Plan to assess their own personal and professional]
development and earn an “acceptable” or higher on the self-reflection paper as evidenced by the rubric

- **CACREP Standard 5-II-F-1-m**: the role of counseling supervision in the profession. 
  [Students will successfully complete this learning objective by earning an “acceptable” or higher on the supervision paper]

- **CACREP Standard II-F-2-f**: help-seeking behaviors of diverse clients  
  [Students will successfully complete this learning objective by earning an “acceptable” or higher on the case presentation as evidenced by the rubric]

- **CACREP Standard 5-II-F-2-h**: strategies for identifying and eliminating barriers, prejudices, and processes of intentional and unintentional oppression and discrimination  
  [Students will successfully complete this learning objective by earning an “acceptable” or higher on the case presentation as evidenced by the rubric]

- **CACREP Standard 5-II-F-5-c**: theories, models, and strategies for understanding and practicing consultation.  
  [Students will successfully complete this learning objective by earning an “acceptable” or higher on the consultation paper as evidenced by the rubric.]

- **CACREP Standard 5-II-F-5-g**: essential interviewing, counseling, and case conceptualization skills.  
  [Students will successfully complete this learning objective by earning an “acceptable” or higher on their tape presentations as evidenced by the rubric and also earn a rating of “good” or above on the final evaluations by site supervisor and university instructor.]

- **CACREP Standard 5-II-F-5-h**: developmentally relevant counseling treatment or intervention plans  
  [Students will successfully complete this learning objective by earning an “acceptable” or higher on their case presentations as evidenced by the rubric, “adequate” or above on relevant clinical items on final site and university evaluations.]

- **CACREP Standard 5-II-F-5-i**: development of measurable outcomes for clients.  
  [Students will successfully complete this learning objective by earning an “acceptable” or higher on their case presentations as evidenced by the rubric.]

- **CACREP Standard 5-II-F-5-k**: strategies to promote client understanding of and access to a variety of community-based resources.  
  [Students will successfully complete this learning objective by earning a rating of “good” or above on relevant items on the mid-semester and final evaluations by the site supervisor.]

- **CACREP Standard 3-J**: After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.  
  [Students will successfully complete this learning objective by earning 600 clock hours of supervised counseling internship as evidenced by submission of time logs that include student, site supervisor, and university supervisor signatures.]
• **CACREP Standard 3-K:** Students complete at least 240 clock hours of direct service. [Students will successfully complete this learning objective by earning at least 240 clock hours of direct service evidenced by submission of time logs that include student, site supervisor, and university supervisor signatures.]

• **CACREP Standard 3-L:** Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by (1) the site supervisor, (2) counselor education program faculty, or (3) a student supervisor who is under the supervision of a counselor education program faculty member. [Students will successfully complete this learning objective as evidenced by submission of time logs that include student, site supervisor, and university supervisor signatures.]

• **CACREP Standard 3-M:** Internship students participate in an average of 1.5 hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member. [Students will successfully complete this learning objective as evidenced by submission of time logs that include student, site supervisor, and university supervisor signatures.]

**Major Course Requirements**

1) **Internship Hours**

   • Students must complete 300 hours for each internship class with a minimum of 120 hours of direct counseling services. In total, students are expected to earn a minimum of 600 hours with a minimum 240 direct counseling services over the course of both internships. A marriage, couple, and family counseling emphasis requires a systemic focus with a minimum of 80 hours (1/3) of the total 240 direct counseling hours being with couples or family units/subunits. Students pursuing the addictions program emphasis must obtain at least half of their combined internship overall hours in a setting serving clients with substance abuse concerns. Students in the addictions program who wish to pursue LCDC licensure are advised to check licensure requirements as a minimum number of hours in specific areas may be required. Please note that additional documentation for specific areas required for the LCDC are your responsibility and will require documentation in addition to the internship log. Students pursuing the school counseling program emphasis must complete both internships in a school setting that provides the opportunity to participate in a developmental school counseling program.

2) **Taping and Case Presentations**

   • Students must complete at least two case presentations, including audio/video recordings of counseling work, utilizing the format described herein. At least one recording must be accompanied by a transcript, using the format provided in this syllabus or, alternatively, provided by the instructor. At least one case presentation
for those in the marriage, couple, and family specialty must be with a couple or family unit/subunit. At least one case presentation for those in the addictions specialty must clearly address a substance use-related issue.

3) Supervision

- Each student will attend an average of 1.5 hours per week of group supervision and 1 hour of weekly individual supervision as scheduled by the site supervisor. **Please note: You must obtain all group supervision hours required during a semester** in order to receive a grade in this course. If you must miss a scheduled group supervision, consult with the instructor about how to make up the time. Students who are not making substantial progress toward accumulation of hours should consult with their instructor. Failure to obtain sufficient hours is not, in and of itself, grounds for an incomplete. Students must demonstrate effort to address insufficient hours, including discussion with the instructor during the progression of the course.
- In addition, your regular site supervision must be conducted by the site supervisor who is named and has signed as such on your site supervision form in Tevera. If you must change site supervisors (even if you are remaining at the same site), you must complete, have signed, and submit a new site supervision form to your instructor via Tevera. Failure to do so may result in loss of any hours accrued under the new supervisor. Please notify your instructor immediately if there are times when your supervision will be conducted by another individual (e.g., vacation of the site supervisor) to ensure you are in compliance with standards. If there is one individual at your site who signs all site supervision agreements, your agreement may be co-signed by that individual in the space marked Other on the site supervisor agreement.

4) Professional Meeting Synopsis

- Students are expected to attend one professional meeting during the semester and submit a synopsis of the meeting to the instructor. This synopsis must be 2-3 pages, formatted according to APA 6th edition style, and include thoughtful consideration of the content presented during the meeting.

5) Reflective Paper

- **All internship students will submit an evaluative reflection paper by the second class period assessing current skill level, skills to be enhanced during the course, steps that will be taken to enhance those skills, and values or attitudes that have been challenged in the practicum or internship experience to date.** This paper should reflect critical thinking about one’s own process in development as a counselor. Refer to the rubric for specific instructions and a description of how credit will be awarded. Papers that do not meet the requirements set forward in the rubric will be returned for revision.

6) Supervision Paper
• Internship I students will submit a research discussing models of counseling supervision. The paper must include tenets of models discussed as well as multicultural or diversity issues that have been identified in the literature regarding counseling supervision in general and the models presented in specific. Refer to the rubric for specific instructions. Papers that do not meet the requirements set out in the rubric will be returned for revision.

7) Consultation Paper

• Internship II students will submit a research paper discussing models of counseling consultation. The paper must appropriately identify consultation model that can be used with parents, teachers, and/or other mental health professionals. This paper should include current research and incorporate cultural considerations. Refer to the rubric for specific instructions and a description of how credit will be awarded. Papers that do not meet the requirements set forward in the rubric will be returned for revision.

8) Forms and Evaluations

• Complete all required forms, including mid- and final evaluations from site supervisors, via Tevera. Forms must be signed and submitted when they are required. Chronic late submission of forms, including logs, will be addressed in your evaluations, including the Professional Issues and Behavior Evaluation.
• Internship II students will complete the final IDP and meet with their faculty advisor to review their results. The student will attest to this meeting in writing.

9) Ethics and Professional Behavior

• Students must abide by the guidelines and policies described in the Internship Manual and departmental Handbook, as well as by appropriate ethical standards as cited in the ACA, ASCA, TEA, TSBEPC, and/or TSBEMFT Codes of Ethics as appropriate.

Grade Assignment

Grade assignment is based on your performance in all aspects of the class during the entire semester. This includes performance assessments based on formal evaluations by your site supervisor, individual university supervisor, and university instructor. This also includes assessment by your university instructor on the Professional Issues and Behavior Rating Scale (available in Practicum and Internship Handbook). A student who is asked to leave an internship site for unethical or unprofessional behavior may receive a failing grade and may be asked to retake certain courses and/or seek personal counseling.

Traditional “grades” on assignments are not relevant to this course. Students will earn grades based on the following:

1) Students who adequately complete all class requirements, satisfactory ratings* on the
Professional Issues and Behavior Rating Scale, and demonstration of good to excellent competency in counseling skills will earn the grade of A. Work must be submitted on time. Students who do not demonstrate this level of competency in basic counseling skills will not earn an A, regardless of other class assignment performance.

2) Students who demonstrate adequate competency in counseling skills and satisfactory* ratings on the Professional Issues and Behavior Rating Scale, and who satisfactorily complete all other class requirements, will earn the grade of B. Work must be submitted on time.

3) Students who demonstrate adequate competency in counseling skills but have repetitive or serious negative ratings* on the Professional Issues and Behavior Rating Scale or who do not complete one of the other assignments will earn a grade of C or lower. Work must be submitted on time. A grade of C in internship requires re-taking of the course.

4) A student who is asked to leave an internship site for unethical or unprofessional behavior may not receive credit and may be asked to retake certain courses and/or seek personal counseling. In addition, unethical or unprofessional behavior will result in completion of a formal Student Competency Evaluation.

Please Note: In order to receive a grade in Internship I, all supervision hours, both group and individual, must be completed. In addition, all forms and papers must be submitted. Students will not be granted an incomplete for failure to submit forms or failure to complete required supervision hours, and will receive NC in the course. Students in Internship II must, in addition to the foregoing, complete the total 600 hour requirement, including specific requirements for direct hours. Students who do not reach minimal levels of competency may be given the option of continuing their internship experience in an attempt to upgrade skills to an acceptable level. Internship evaluation is an on-going process and consequently final evaluation should not be a surprise to either student or supervisor. Ideally, evaluation will not only focus on exit level skills but also on student growth during the semester; however, students are expected to reach levels of competency appropriate to the course in order to receive a passing grade. Late assignments are unacceptable.

Required or Recommended Readings

**Textbook:**

The textbook adopted for this course is Practicum/Internship Handbook (available via BlackBoard or the CNEP Departmental website).

Additionally, students are also required to purchase the software system called Tevera as the method of documentation. The fee for Tevera is $100. This software system will be utilized throughout both internships and students will have lifetime access to their materials.

**Recommended or supplemental readings:**


**State Adopted Proficiencies for School Counselors**
School Counselor Standard I: Learner-Centered Knowledge
The professional school counselor must have a broad knowledge base.

School Counselor Standard II: Learner-Centered Skills
The certified school counselor applies the knowledge base to promote the educational, personal, social, and career development of the learner as outlined in The Texas Model for Comprehensive School Counseling Programs.

School Counselor Standard III: Learner-Centered Process
The certified school counselor participates in the development, monitoring, revision, and evaluation of a campus based on The Texas Model for Comprehensive School Counseling Programs that promotes learners' knowledge, skills, motivation, and personal growth.

School Counselor Standard IV: Learner-Centered Equity and Excellence for All Learners
The professional school counselor promotes academic success for all learners by acknowledging, respecting, and responding to diversity while building on similarities that bond all people.

School Counselor Standard V: Learner-Centered Communications
The professional school counselor, an advocate for all students and the school, demonstrates effective professional and interpersonal communication skills.

School Counselor Standard VI: Learner-Centered Professional Development
The professional school counselor pursues continuous professional development, demonstrating a commitment to learn, to improve the profession, and to model professional ethics and personal integrity.

TExES Competencies (COE)

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 meets 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 004 (Program Management): The school counselor understands how to plan, implement, and evaluate a developmental guidance program, including counseling services, which promotes all students' success.

Competency 005 (Developmental Guidance Program): The school counselor knows how to
provide a comprehensive developmental guidance program that promotes all students' personal growth and development.

**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 can 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 Policies**

**Tevera and Logs**

All practicum and internship logs and evaluations will be completed and signed via Tevera. Students must register for Tevera prior to enrolling in practicum.

**Attendance**

Students must attend all group supervision hours. Much of the learning occurs in the context of the group interaction; thus, full participation in all aspects of group supervision is expected. If illness or emergency requires an absence, the group supervision time must be made up in another section of group supervision with consent of the instructor involved. Students must be on time and remain for the entire class in order to receive credit for the group supervision hours indicated. All electronic devices must be off. If cell phones must remain on due to on-call status, family demands, etc., they must be on courtesy mode and the instructor must be notified in advance. Do not answer phone calls except in case of emergency. Absence from the classroom due to telephone calls will result in a loss of group supervision time.

Students are expected to attend and participate in every class session unless there is a valid emergency/reason. Promptness is expected, as is staying for the entire class. Inform the instructor about legitimate reasons for missing class. If part or all of a class is missed, it must be made up by attending group supervision at another time during the semester. If you must make up a group supervision session, you must obtain approval from your instructor as well as the instructor whose supervision group you would like to attend.
Group Supervision and Confidentiality

Participating in group activities involves some level of self-disclosure. A level of trust and openness is needed as a part of the learning process, and it is important that confidentiality be maintained. If you wish to share with others outside the class, discuss only your own reactions or experience, and in no event discuss client information or personal information provided by your peers. This is an ethical issue and will be treated as such.

Communication

Each TAMUCC student has access to an individual e-mail account assigned to them by the university. This is the primary method through which I will communicate with you throughout the semester. At the beginning of the course, students should make sure they have activated their account and make plans to check the account regularly. Students can expect a response to their questions from me within 48 hours (excluding weekends & university-recognized holidays).

Late Submissions of Student Work

All paperwork must be submitted by due dates. Continuing to work in your internship site without appropriate documentation is a serious violation and will be dealt with as such.

Extra Credit

As a rule, extra credit opportunities will not be extended in this course. Course grades should be reflective of the proficiency level students are able to demonstrate through all course assignments and assessments. Requests to award additional points without just cause or to assign alternative/additional work for credit will be denied.

Academic Integrity and Plagiarism

TAMUCC Graduate Catalogue (please refer to current version)

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism (plagiarism is the presentation of the work of another as one's own work).

Disciplinary action for academic misconduct is the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty, and with giving sanction to any student involved. Penalties that the instructor might possibly apply to individual cases of academic dishonesty include:

- Written reprimand
- Requirement to re-do work in question
- Requirement to submit additional work
• Lowering of grade on work in question
• Assigning grade of "F" to work in question
• Assigning grade of "F' for course
• Recommendation for more severe punishment, such as dismissal from program or University

If the faculty member determines that assigning a grade of "F" to the course is the appropriate penalty and this disciplinary action occurs prior to the deadline for dropping courses, the student forfeits his/her right to drop the course in question.

If the faculty member recommends more severe punishment, such as dismissal from the program or from the University, the faculty member will notify the appropriate chair/college dean, who in turn will notify the Office of Student Affairs. If dismissal from the University is recommended, the Office of Student Affairs will follow its procedure for such cases.

The faculty member must file a record for each case of academic dishonesty, including a description of the disciplinary action taken, along with any materials involved, with his or her college dean, who will forward a copy to the Office of Student Affairs. The office of the academic dean of the college in which the offense took place will maintain records of all cases of academic dishonesty reported for a period of five years. The Office of Student Affairs will also maintain records of such cases for a period of five years. The Office of Student Affairs will inform the Graduate Dean as appropriate.

Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed. Students who wish to appeal an academic dishonesty decision should contact the Office of Student Affairs for guidance on the appropriate steps for initiating the process.

Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, YOU must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Simply discontinuing your attendance and participation WILL NOT automatically result in you being dropped from the class. June 15th is the last day to drop a course with an automatic grade of “W” this term.

Classroom/Professional Behavior

Texas A&M University-Corpus Christi, as an academic community, requires everyone to respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms,
electronic classrooms, labs, discussion groups, field trips, etc. Since this is an online course, please practice proper netiquette and respect the experience of all students enrolled in the course.

Statement of Civility

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. The University’s goal is to provide you with a high quality educational experience that is free from repression. To assist in meeting this goal, you are responsible for following the rules of the University, city, state, and federal government. You are expected to behave in a manner that is dignified, respectful, and courteous to all people; regardless of gender, ethnic/racial origin, religious background, age, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

Grade Appeals

As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01 Student Grade Appeal Procedures. Documents are accessible through the University Rules Web site at http://academicaffairs.tamucc.edu/rules_procedures/For assistance in the grade appeal process, students may contact the Dean’s office in the college in which the course is taught or the Office of the Provost.

Disabilities Accommodations

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 believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact Disability Services for assistance at (361) 825-5816.

Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue using Blackboard and/or e-mail. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., e-mails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.
## Tentative Course Schedule (Fall 2019)

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Due</th>
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<tbody>
<tr>
<td>08/26/19</td>
<td>Review syllabus assignments/requirements</td>
<td>Site Agreement(s)</td>
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<td></td>
<td>See Blackboard for required forms</td>
<td>Ethics Agreement</td>
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<td></td>
<td>Sign up for case presentations</td>
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<td></td>
<td>Group Supervision</td>
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<td></td>
<td><strong>Greeting from Dr. Gerlach</strong></td>
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<tr>
<td>09/02/19</td>
<td>No Class</td>
<td>Continue at Sites and with Weekly Logs</td>
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<td><strong>Labor day</strong></td>
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<tr>
<td>09/09/19</td>
<td>Case Presentations</td>
<td>First Reflection Paper Due</td>
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<td>Group Supervision</td>
<td>Weekly Logs</td>
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<tr>
<td>09/16/19</td>
<td>Case Presentations</td>
<td>Weekly Logs</td>
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<td>Group Supervision</td>
<td>Optional Supervision Paper Draft (Internship I)</td>
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<td><em>(6.0)</em></td>
<td>Optional Consultation Paper Draft (Internship II)</td>
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<td>09/23/19</td>
<td>Case Presentations</td>
<td>Weekly Logs</td>
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<td>Group Supervision</td>
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<td>09/30/19</td>
<td>Case Presentations</td>
<td>Weekly Logs</td>
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<td>Group Supervision</td>
<td>Supervision Paper (Internship I)</td>
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<tr>
<td>10/07/19</td>
<td>Case Presentations</td>
<td>Weekly Logs and Continue with Sites</td>
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<td>Group Supervision</td>
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<td>10/14/19</td>
<td>No Class</td>
<td>Continue with Sites and Weekly Logs</td>
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<td>Tentative Break</td>
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<tr>
<td>10/21/19</td>
<td>Case Presentations</td>
<td>Mid-Semester Evaluation Due</td>
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<td>11/04/19</td>
<td>(2 hours)</td>
<td>Case Presentations Group Supervision Weekly Logs Supervision Paper (Internship I)</td>
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<td>Consultation Paper (Internship II)</td>
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<td>11/11/19</td>
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<td>Case Presentations Group Supervision Professional Meeting Synopsis Due</td>
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<td>11/18/19</td>
<td>(2 hours)</td>
<td>Case Presentations Group Supervision Second Reflection Paper (Internship II)</td>
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<td>(22.0)</td>
<td>Final IDP (Internship II)</td>
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<td>11/25/19</td>
<td><strong>Happy Thanksgiving</strong> No Class</td>
<td>Continue with Logs and Sites</td>
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<tr>
<td>12/02/19</td>
<td>(2 hours)</td>
<td>Verification Forms: Final TSBEPC (All Specialties) TSBEMFT (MCFC) Site Supervisor Final Evaluation of Site and Site Supervisor</td>
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<td>(24.0)</td>
<td>Final Logs Due TSBEP/TSBEMFT forms Due Internship II – IDP &amp; Final Advisor Meeting Due</td>
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<tr>
<td>12/03-12/09</td>
<td>Faculty Final Student Evaluations</td>
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Case Presentation Format

Students will receive a PowerPoint template for case presentations which will be posted in the Blackboard section for the course. Each case presentation must include the following:

1. Intern name, site name, and date
2. Background information including age, gender, ethnicity, support systems/strengths, previous treatment, assessments completed (if appropriate), other significant information, presenting problems. *Do not include identifying information*
3. Diagnostic impression including full DSM-5 diagnosis (required for all students) and mental status exam
4. Hypothesis: your ideas/theories about what is going on with client(s) and any ideas you may have about causes.
6. Community resources
7. Multicultural and Social Justice Counseling Competencies (MSJCC): how have you applied the MSJCC to this case?
8. This session: brief description of goals for present session and brief description of what is happening during the clip or audio you will play.
9. What you would like from the group: specific feedback about what we should look for
10. Session: insert your clip or audio at this point in presentation. *Note: Do not upload your presentation with the clip inserted!*
11. Future direction: where you will be going from this point with your client and with your own growth, learning, and development as a counselor.

Case Presentation Rubric

*Internship I and II*

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case presentation appears to be hurriedly assembled with little thought or serious consideration to the requirements; more one or more of the required elements in the case template is missing; information in presentation has significant issues (ex. Treatment goals do not align with theoretical orientation; hypothesis is entirely incorrect); significant spelling/formatting issues</td>
<td>Includes all elements of the excellent presentation, but may not demonstrate as much depth or critical thinking in conceptualizing client issues; theoretical orientation and treatment goals are properly aligned, but may not be best plan of action for presenting client issues; spelling/formatting issues may be present but they are few</td>
<td>Case presentation includes all required elements and reflects thoughtful and thorough consideration in conceptualizing client issues; theoretical orientation and treatment goals are properly aligned and consistent with presenting client issues; there are no spelling/formatting errors</td>
</tr>
</tbody>
</table>
Transcript Format

Identify and transcribe ten exchanges with your client(s). In this context, an exchange is a series of back-and-forth interactions between you and your client that are sufficient to give the instructor context about the responses you are making. Provide your intent/skill used with each of your statements within the exchange, describe what happened, and provide an alternate response. The alternate response may have the same intent as your original response or may provide a different direction you could have taken. The format below is provided as an example. Note the requirement of identification of the theoretical model or skills you are attempting to use. If you assert an integrated model, name the models you are integrating.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Session #</th>
<th>Theoretical Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange</td>
<td>Intent/Skill</td>
<td>What happened?</td>
</tr>
</tbody>
</table>

**Note:** Individual instructors may provide alternative instructions about the transcript.
# Evaluative Reflective Paper Grading Rubric

**This paper should be 4-5 pages in length.**  
**Internship I and II**

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper appears to be hurriedly assembled with little thought or serious consideration to the elements outlined in the rubric; significant writing and/or grammar issues; spelling issues; lack of flow, making the paper difficult to follow.</td>
<td>Includes all elements of the excellent paper, but may not demonstrate as much depth or critical thinking; may lack a single element of the excellent paper, yet include critical thinking about the elements that are present; some writing, grammar, or spelling issues may be present but they are few; flow of ideas may lack organization.</td>
<td>Reflects critical thinking about one’s personal development as a counselor; considers personal values and attitudes that impact counseling; gives thoughtful consideration to current skill level as well as skills to be developed during the semester; provides a realistic plan for developing skills; realistically identifies challenges. Well written and well organized; easy to follow; includes introduction and conclusion. Few grammar or writing issues.</td>
</tr>
</tbody>
</table>

# Supervision Paper Grading Rubric

**This paper should be a minimum of 8 pages in length.**  
**Internship I students only**

The supervision paper is a research paper. It must include, at minimum, (a) an introduction, (b) explanation of the discrimination model of supervision and one other specific model, (c) ethical issues in supervision, (d) multicultural and/or diversity issues that should be addressed in supervision, (e) discussion of personal experience of individual supervision based on what has been learned via research for this paper, and (f) conclusion. At least six references should be cited, with two being the ACA Code of Ethics (see section on supervision) and the TSBEP Corules (see requirements of supervisors). The format of the paper must follow APA 6th edition style guidelines. *The due date for this paper will be no later than two weeks prior to the end of the semester in order for any required revisions to be possible.*

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper does not address all required elements or several elements are inadequately considered; paper is not written using APA style; insufficient citations are used; writing is not clear or is difficult to follow; multiple errors in grammar, style, and/or spelling</td>
<td>Paper addresses all required elements though one or two elements may benefit from additional consideration; flow of the writing may be somewhat unclear in parts; some writing or APA errors may be present but they are few; may lack organization of ideas</td>
<td>All required elements are present; reflects critical thinking and ability to synthesize information; well-written and well organized; easy to follow; accurate use of the APA 6th edition style manual; Few grammar or writing issues.</td>
</tr>
</tbody>
</table>
Consultation Grading Rubric***
*This paper should be 4-5 pages in length.*
*Internship II students only*

Describe, on the basis of professional literature, a practical consultation model to use when working with parents, teachers, or other mental health professionals. Within the discussion, include references to consultation theories and address (a) consultation stages, (b) cultural considerations, (c) consultation goal setting, and (d) how you will evaluation consultation effectiveness. Next, construct a case study of a hypothetical consultee who brings a client case to you. Create an outline for the consultation following your consultation model. Describe the format and interventions you will use. Identify five community-based resources with brief descriptions that may be of assistance to the client with whom the consultee is working. Papers should be consistent with APA style guidelines, including an appropriate title page, headings, margins, and spacing (no abstract is necessary).

<table>
<thead>
<tr>
<th>Unacceptable</th>
<th>Acceptable</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper appears to be hurriedly assembled with little thought or serious consideration to the elements outlined in the rubric; significant writing and/or grammar issues; spelling issues; lack of flow, making the paper difficult to follow.</td>
<td>Includes all elements of the excellent paper, but demonstrates satisfactory understanding of theories, models, and strategies of consultation; demonstrates satisfactory understanding of community-based resources; demonstrates satisfactory understanding of consultation implementation; some writing, grammar, or spelling issues may be present but they are few; flow of ideas may lack organization.</td>
<td>Includes all required elements; Demonstrates exceptional understanding of theories, models, and strategies of consultation; demonstrates exceptional understanding of community-based resources; demonstrates exceptional understanding of consultation implementation; well written and well organized; easy to follow; includes introduction and conclusion. Few grammar or writing issues. No spelling issues.</td>
</tr>
</tbody>
</table>
Internship Tape Rating Scale  
Department of Counseling and Educational Psychology

This rating scale includes skills emphasized in practicum and adds skills related to specific interventions, diagnosis, and case conceptualization. Internship students are expected to progress toward “good” or “very good” ratings in each of the skill areas shown.

<table>
<thead>
<tr>
<th>Skill</th>
<th>-2</th>
<th>-1</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>n/a</th>
<th>n/o</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening/greeting</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Eye contact</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Attentive body language</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Vocal style</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Use of questions</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Minimal encouragers</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Strategic/appropriate silence</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Restatement/paraphrase</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Reflection of feeling</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Being “present” with the client</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Appropriate and collaborative goal setting</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Immediacy</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Awareness of and attention to meaning</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Accurate diagnosis using DSM IV or 5</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Use of theoretically and client-specific appropriate interventions</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
<tr>
<td>Appropriate treatment planning</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>n/a</td>
<td>n/o</td>
</tr>
</tbody>
</table>
In addition to counseling skills, professional counselors should demonstrate appropriate professional behavior as well as the ability to manage themselves effectively and appropriately. Items below are representative of the kinds of behavior practicum and internship instructors and supervisors will consider as part of their overall evaluation of students in practicum/internship. Faculty members may indicate other specific items as needed.

Depending on severity, number of issues, and response to faculty/supervisor feedback, results on this evaluation may impact grade in the course, ability to proceed to the next course in the practicum/internship sequence, and/or the departmental remediation process.

*N/O denotes Not Observed.

<table>
<thead>
<tr>
<th>Poor: Consistently or usually performs in a way that is unacceptable or inconsistent with professional behavior</th>
<th>Unsatisfactory: Often behaves in a way that is unacceptable or inconsistent with professional behavior; however, there is some evidence of growth</th>
<th>Adequate: Evidence of professional behavior at a level consistent with the counselor-in-training’s development; however, there is inconsistency</th>
<th>Good: Professional behavior generally demonstrated</th>
<th>Excellent: Professional behavior consistently demonstrated to a high degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is open and receptive to supervision</td>
<td>0</td>
<td>+1</td>
<td>+2</td>
<td>N/O*</td>
</tr>
<tr>
<td>Is prepared for supervision</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Willingly makes changes in response to supervision</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Actively solicits feedback about their work</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Receptive to feedback from peers</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Is actively attentive when peers present their work</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Provides appropriate and useful feedback to peers</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates ability to be self-reflective about work with clients</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates ability to be self-reflective about personal attitudes, behaviors, and beliefs</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates good interpersonal skills with peers</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstration</td>
<td>Score</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-------</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Demonstrates a collaborative stance with peers</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Adheres to general standards of professional ethics and practice (e.g., ACA, IAMFC)</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates knowledge of and adheres to state regulatory rules and regulations (e.g., TSBEPC, TSBEMFT, TEA)</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates sound judgment in matters related to the profession and practice of counseling</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates commitment to personal growth and professional development</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates openness to new ideas</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates ability to accept personal responsibility</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates ability to regulate and express emotions effectively and appropriately</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates awareness of own impact on others</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
<tr>
<td>Demonstrates openness to issues of multiculturalism and diversity, including willingness to enhance skills and competence in these areas</td>
<td>-2</td>
<td>-1</td>
<td>0</td>
<td>+1</td>
</tr>
</tbody>
</table>

Instructor Signature _____________________________ Date ________________

Student Signature _____________________________ Date ________________