PCO 593: PRACTICUM II
CINCINNATI CHRISTIAN UNIVERSITY
COUNSELING & FAMILY STUDIES DEPARTMENT

Fall 2012 • 3 Credit Hours • Section 01 • Tuesday, 9:00-10:50am • MAC Suite H

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Office: Counseling Center

COURSE PREREQUISITES
1. Supervisor and Clinical Director recommendation
2. PCO 592: Practicum I

COURSE DESCRIPTION
Counseling skills will be developed both in the classroom setting and under supervision. This course is the second in the series of Practicum courses, which meets State of Ohio and CACREP requirements of a minimum of 100 clock hours of supervised clinical experience, where at least 50 hours are direct service, with an average of 2½ hours per week of supervision (individual and group). This course will continue to develop counseling skills and integrate professional knowledge.

COURSE RATIONALE
CACREP – The material in this course is designed to meet the Council on Accreditation of Counseling and Related Educational Programs (CACREP) curriculum standards for masters training. The specific standard (Section III.F.1-5) states that students are required to have clinical instruction, including supervised practica, whereby students “complete supervised practicum experiences that total a minimum of 100 clock hours.”

Ohio – This course meets education requirements for Ohio Administrative Code (OAC) for practica: 4757-13-01(A)(4)(c)(i) and 4757-13-01(A)(5), as well as the Ohio Revised Code (ORC) for eligibility for the LPCC credential: 4757.22(C)(2).

Kentucky – This course meets education requirements for Kentucky Revised Statutes (KRS) for practica: 335.525(1)(e), as well as the Kentucky Administrative Regulations (KAR) for eligibility for the LPCC credential: 201 KAR 36:070.

Indiana – This course meets education requirements for Indiana Administrative Code (IAC) for mental health counseling: 839 IAC 1-5-1(a)(6), as well as Indiana Code (IC) for eligibility for the LMHC credential: IC 25-23.6-8.5-3(1)(L) & IC 25-23.6-8.5-3(2).

COURSE OBJECTIVES
1. Supervised clinical experience in clinical mental health counseling totaling a minimum of 100 clock hours, which consists of a minimum of 50 direct service hours with bona fide clients contributing to the continued development of counseling skills: CACREP III.F.1, 4, 5.
2. Ability to effectively receive and provide individual and group feedback concerning counseling, especially as it relates to weekly individual supervision, weekly group supervision, and the formative and summative evaluations: CACREP III.F.2, 3; CMHC D.9.

3. Ability to initiate, maintain, and terminate counseling relationships with clients, using developmentally appropriate counseling skills and strategies through the stages of counseling: CMHC D.1, 2, 5; CMHC H.2; CMHC L.1; MAC 2.b.


5. Ability to consult with counseling professionals, including using appropriate strategies for interagency collaboration and communication: CACREP II.G.5.f; CMHC L.2.

6. Applied knowledge of counseling theories through which clients are conceptualized, appropriate counseling interventions are created, and a personal model of counseling is developed, which are culturally-sensitive for diverse populations: CACREP II.G.5.d; CMHC F.3; MAC 3.

**METHOD OF INSTRUCTION**

The class will be divided into two components. Roughly 30 minutes of the class will be dedicated to discussing the readings and assignments using a seminar format, which involves students working together, discussing assignments, and exchanging information. A minimum of 90 minutes of the class will be dedicated to group supervision. Active participation is required to help develop a richer understanding of clinical skills in therapy. **Students should come to each class session prepared to show (i.e., timestamp & description) a video clip of their work with one or more clients, which will be discussed during the group supervision segment of this course.** Learning will be facilitated via discussion of readings, application to cases, role-plays, case presentations, and written assignments. **It is essential that students prepare for class by reading assigned material prior to class.**

**REQUIRED MATERIALS**

**Moodle and Email:**

All students enrolled in this course are required to check Moodle and their email weekly for the duration of the course. Course announcements, changes to the syllabus, and memos from the instructor will be distributed via Moodle and/or email. Students are responsible for all information distributed on Moodle.

**Required Texts:**


**Recommended Texts:**


## GRADING/EVALUATION*

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<thead>
<tr>
<th>Clinical Assignments**</th>
<th>Points</th>
<th>Classroom Assignments</th>
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<tr>
<td>Ethics/Policy Agreement</td>
<td>Pass/Fail</td>
<td>Discussion Leader &amp; Handout</td>
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<td>Background Statement</td>
<td>Pass/Fail</td>
<td>Annotated Bibliography</td>
<td>10</td>
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<td>Professional Disclosure Statement</td>
<td>Pass/Fail</td>
<td>Diagnostic Assessment Form (DAF)</td>
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<td>Weekly Individual Supervision (10+ hours)</td>
<td>Pass/Fail</td>
<td>Treatment Plan</td>
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<td>Supervision Contract</td>
<td>Pass/Fail</td>
<td>Client File Audit</td>
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<td>Learning Contract</td>
<td>Pass/Fail</td>
<td>Case Evaluation Report***</td>
<td>50</td>
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<td>Direct Client Hours (15+ hours)</td>
<td>Pass/Fail</td>
<td>Theoretical Orientation Paper</td>
<td>100</td>
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<td>Practicum Activity Logs</td>
<td>Pass/Fail</td>
<td>Theoretical Orientation Paper</td>
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<td>Formative Evaluation</td>
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<td>Points</td>
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<tr>
<td>Summative Evaluation</td>
<td>100</td>
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<tr>
<td>Case Presentation with Video Clip***</td>
<td>50</td>
<td>Points</td>
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** MAC students: In accordance with rule 4757-3-01(J)(1), from the Ohio Counselor, Social Worker, & Marriage and Family Therapist Board, you must receive a B- (minimum of 415 points or 83%) or higher in this course for it to count toward your MAC degree or toward licensure. In addition, you will not be permitted to move on to Internship without a grade higher than a B- and instructor approval.

** In order to successfully pass the course, students must demonstrate clinical skills that meet 83% of the expected level of performance. Therefore, students must receive a minimum of 83% (207.5) of the points on the Clinical Assignments. Failure to meet this 83% criterion will result in a grade of “C+” or lower for the course, which will necessitate retaking the course. No grade of “A” or “B,” regardless of performance on other classroom assignments, will be assigned to any individual who fails to perform at the 83% level clinically. In addition, supervisor and practicum instructor recommendations are required to enroll in Practicum III or Internship I.

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** Pass/Fail Assignments:** All of the Pass/Fail Assignments must be completed to pass the course. Due dates are provided for each assignment and professional behavior requires complying with deadlines. Students should communicate due dates early to supervisors so that contracts, logs, and evaluations can be submitted on time. Providing for client welfare is a primary concern of the CCU Counseling Center. As such, policies have been established to ensure that ethical and legal obligations are fulfilled. Adherence to these policies is required for students providing services to clients in the CCU Counseling Center. Failure to follow any of these policies may result in remediation or expulsion from Practicum courses, or expulsion from the Master of Arts in Counseling (MAC) program. See the CCU MAC Program Handbook for more details.

- **Ethics/Policy Agreement** – Students may not provide services to clients or use the CCU Counseling Center facilities until they sign and submit (annually) the Counseling Center Policy/Ethics Agreement.
- **Background Statement** – Students may not provide services to clients or use the CCU Counseling Center facilities until they sign, notarize, and submit (annually) the original copy of the Background Statement.

- **Confidentiality Agreement** – Students may not provide services to clients or use the CCU Counseling Center facilities until they sign and submit (annually) a Confidentiality Agreement.

- **Professional Disclosure Statement** – Students will submit a Professional Disclosure Statement (PDS) before counseling services may be provided to clients. The Professional Disclosure Statement should be developed in accordance with Ohio Administrative Code (OAC) 4757-5-12(B), ensuring that appropriate supervisor information is provided. Students are not permitted to provide counseling services to clients until a PDS is submitted and approved.

- **Supervisor Evaluation (by CT)**: Students will complete an evaluation of the individual supervisor and submit it to the course instructor. Aggregated feedback will be provided to each clinical supervisor regarding student evaluations.

- **Site Evaluation (by CT)**: Students will complete an evaluation of the practicum site (CCU Counseling Center) and submit it to the course instructor. Student feedback will be used to evaluate the CCU Counseling Center and improve both facilities and services provided.

- **Weekly Individual Supervision & Learning Contract**: Students are expected to meet weekly for supervision with an assigned clinical supervisor; if supervision is cancelled for any reason and cannot be rescheduled, then no clients should be seen that week. Students will be evaluated according to items listed on the evaluation rubric. Adherence to supervision policies is required for students providing services to clients in the CCU Counseling Center. Failure to follow any of these policies may result in remediation or expulsion from Practicum courses, or expulsion from the Master of Arts in Counseling (MAC) program. See the CCU MAC Program Handbook for more details. Students must meet the following obligations to be eligible to provide services to clients:
  1. Complete a Supervision Contract with your supervisor at the initial supervision session and submit a copy of the Contract to the practicum instructor.
  2. Develop a Learning Contract with your supervisor in the first or second supervision session. The Learning Contract should be updated at mid-semester and completed by the end of the semester; copies should be signed and submitted to the practicum instructor (total of three).
  3. Attend weekly individual supervision sessions (1+ hour per week).
  4. Strictly follow the supervisor's directions in providing services to clients.
  5. Present case studies, case conceptualizations, treatment plans, diagnostic materials, and any other items related to client services, as required by the supervisor.
  6. Research issues related to therapy, counseling practice, and any other item(s) related to the provision of client services, as required by the supervisor.
  7. Receive and sign a formative evaluation and a summative evaluation each academic semester. A copy of each evaluation will be placed in the student’s permanent file. See the CCU MAC Program Handbook for more details.

*Course Objective(s):* 2, 4, 5

- **15+ Client Hours, Sessions Documented & Recorded**: Students should maintain an average client caseload of 2+ clients, as well as obtain approximately 2+ face-to-face client hours per week. **Students must obtain a minimum of 15 face-to-face client hours within the semester in order to successfully pass the course.** Students must obtain a minimum of 50 face-to-face hours (100+ total hours) over the course of Practicum I, Practicum II, and, if necessary, Practicum III, before moving on to Internship. Students obtaining minimum contact hour requirements
(minimum of 50 direct and 50 indirect) before the end of the semester must continue to attend 
individual supervision and group supervision, as well as continue to provide services to clients. 
Students should maintain up-to-date documentation within client files. All client sessions must 
be conducted in the CCU Counseling Center and must be digitally recorded for review by the 
supervisor, practicum instructor, and Clinical Director; clients refusing such requirements will be 
provided referrals to other counseling agencies.

Course Objective(s): 1
- Practicum Logs – After obtaining the supervisor’s signature, weekly practicum logs must 
  submitted to the practicum instructor on a timely basis (i.e., within 1-2 weeks of accruing the 
hours). The practicum instructor will provide the logs to the Clinical Director for review. 
Students should keep a copy of their practicum logs.

Formative & Summative Evaluations: Supervisors will provide bi-semester evaluations of the student’s 
clinical work: a formative evaluation will be completed near the middle of the semester, and a summative 
evaluation will be completed near the end of the semester. If clinical skills are deemed deficient, the student 
may be placed on a remediation plan to assist in skill development (see CCU MAC Program Handbook for 
more details). Students may also be asked to enter personal therapy if deemed beneficial for professional and 
personal growth. The formative evaluation is worth 100 points (20% of grade) and the summative evaluation is 
worth 100 points (20% of grade). Points will be assigned in the following percentages:
  - Clinical supervisor evaluation: 50% (maximum of 50 points)
  - Practicum instructor evaluation: 30% (maximum of 30 points)
  - Professional behaviors: 20% (maximum of 20 points)
After reviewing the evaluation and talking with the supervisor, the practicum instructor will assign grades for the 
evaluations. The practicum instructor may review videos of session to assist in assignment of grades. 
Additional evaluation factors include but are not limited to the following: professional behavior, compliance 
with Counseling Center policies, and proper clinical documentation. Please see Moodle for Clinical Evaluation 
Form and Clinical Evaluation Rubric.

Discussion Leader and Handout: Once during the semester, you will lead the class discussion. While all 
class members are expected to actively participate in generating discussion, discussion leaders will make 
a special effort to assist class members in understanding and applying the material. Leaders should 
create a handout that outlines the reading(s) being discussed. Please see Moodle for Discussion Leader 
Evaluation Rubric. Leading the discussion and creating a handout is worth 30 points (6% of grade).

Diagnostic Assessment Form (DAF): Students will complete an accurate Diagnostic Assessment Form 
(DAF) for the “The Case of Rebecca Doe” case study provided on Moodle; all necessary information is 
available in the case study. Use the CCU Counseling Center DAF. Ensure that spelling and grammar are 
correct and printing is legible. This assignment should be submitted in class. The DAF is worth 20 points 
(4% of grade). If a student receives a score of ≤15 points, the student may be required to correct 
mistakes and resubmit the DAF for partial credit.

Treatment Plan (TP): Students will complete an accurate Treatment Plan (TP) for the “The Case of 
Rebecca Doe” case study provided on Moodle; all necessary information should be available in the case 
study. Use the current CCU Counseling Center TP form. This assignment should be submitted in class.
The Treatment Plan is worth 20 points (4% of grade). If a student receives a score of ≤15 points, the student may be required to correct mistakes and resubmit the TP for partial credit.

Course Objective(s): 3, 4

**Annotated Bibliography**: Students will retrieve professional and peer-reviewed resources (books, periodicals, documents, etc.) that the student plans to use in the Theoretical Orientation Paper and write an annotated bibliography. Each citation on the annotated bibliography should consist of a 150-200 word descriptive and evaluative paragraph about the resource. The annotated bibliography should consist of at least five (5) references and be provided in APA style (6th ed.). This assignment should be submitted on Moodle. The Annotated Bibliography is worth 10 points (2% of grade).

**Client File Audit**: Students will maintain appropriate client file documentation throughout the semester. At least one client file will be randomly selected and audited by the course instructor (or a representative). Students are expected to complete any necessary corrections within two (2) weeks of being notified of a client file audit. Please review the Client File Audit Evaluation Rubric on Moodle for specific information regarding this assignment. The Client File Audit is worth 20 points (4% of grade).

Course Objective(s): 4

**Theoretical Orientation Paper**: Students will compose a thorough and comprehensive paper describing their theoretical orientation to counseling. The paper should be double-spaced, formatted using APA style (6th ed.), and the length should be 2750-3000 words (not including title page and references). An abstract is not necessary. References should consist of at least five (5) peer-reviewed, professional references, and the citations should be properly used within the body of the paper per APA style. Please review the Theoretical Orientation Paper Evaluation Rubric on Moodle for specific instructions for what should be included in the paper. This assignment should be submitted on Moodle. The Theoretical Orientation Paper is worth 100 points (20% of grade).

Course Objective(s): 6

**Case Evaluation Report & Presentation**: Students will write a Case Evaluation Report (50 points; 10% of grade) and conduct a 25-minute Case Presentation (50 points; 10% of grade) describing their work with and conceptualization of a client. Students should have completed a minimum of five counseling sessions with the client, who should be ethnically or culturally different from the therapist – this may also include differences in gender or ability. A short video clip (i.e., less than 5 minutes) of work with the client should be shown during the case presentation. Students should use the Case Evaluation Template provided on Moodle. Reflection questions provided on the Case Evaluation Template should be completed according to instructions provided. The Case Evaluation Report should be submitted on Moodle. See Moodle for further instructions and evaluation rubrics regarding formatting and grading for the evaluation report and presentation.

Course Objective(s): 3, 4, 6

**IMPORTANT NOTES**

Attendance and Participation: Because active discussion and group supervision are integral parts of the learning experiences in this course, class attendance is expected and participation in class activities is critical to your success in the course. If, for any reason, you are unable to attend class, you are still held responsible for all in-class material and any announcements made during class. If you are going to be absent from class, please notify the instructor and provide the reason for your absence. Per the University’s policy (see the CCU Student Handbook), you have two days that are excused without penalty. However, you should only miss class if absolutely necessary since you will miss group
supervision. If you **miss more than two days**, you may be dropped from the class or required to complete an additional, *substantial* assignment. A decision about your continuation in the class will be decided by the counseling faculty. Because class time should be a priority, absences for lateness will be assigned as follows: 10 minutes late = ¼ day absence, 20 minutes late = ½ day absence, and over 30 minutes = 1 day absence.

**Late Assignments:** Unless otherwise noted, assignments are due in class at the beginning of class. Out of respect for the hard work that everyone puts into the course, *late assignments will NOT be accepted* unless there is a *serious* personal medical or family emergency (e.g., hospitalization, death in the family) that can be substantiated with documentation. In the rare event that a late assignment is accepted, there will be a deduction of one letter grade each day it is late. I understand that unexpected life events occur, but I hold this policy to encourage the development of positive professional behavior. Therefore, please do not wait until the last minute to do your assignments because *regular life stressors or technology problems will not be accepted as reasons to turn work in late*. I invite you to talk with me about any challenges you face in completing your assignments.

**Christian Component:** As we strive to provide a biblically-based approach to counseling, we expect you to evaluate all readings and discussions from a Christian perspective and work to integrate biblical truth into your life, thought, and work.

**Student Conduct:** Except under unusual circumstances, you should not arrive late or leave early. Cell phones should be turned off. You should not IM, text-message, or surf the web during class. In fact, *because only minimal note-taking is necessary during this class, please do not bring laptops to class.* During discussions, everyone is expected to be respectful of themselves and others. Keep in mind that it may not be appropriate to disclose your own psychological struggles to the class. If you become distressed about any material/discussions, please talk with me and/or make an appointment to see a counselor.

**Accommodations:** Students with special needs should speak with me or provide documentation to the office of Student Retention specifying the accommodations they require to help assure success in class.

**Academic Dishonesty:** Cheating, plagiarism, and all other forms of academic dishonesty will NOT be tolerated. All incidents of academic dishonesty will be dealt with in accordance to university regulations (see CCU student handbook), which will include failure of class and additional action by the Committee on Academic Integrity.

**Flexibility Clause:** This syllabus is NOT a binding contract. The dates of lectures, exams, projects, etc. may be revised as the term progresses. All modifications to the syllabus will be announced in class and/or via Moodle.
# COURSE SCHEDULE

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<tr>
<th>Date</th>
<th>Discussion Topic &amp; Reading</th>
<th>Discussion Leader</th>
<th>Assignments Due</th>
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| 08.21 | Introduction & Theoretical Orientation  
*Course Objective(s): 6*  
*Course Objective(s): 6*  
Ethics/Policy Agreement  
Confidentiality Agreement  
Background Statement | Dr. Brown |  |
| 08.28 | Clinical Documentation  
Treatment Planning  
Case Conceptualization  
*Course Objective(s): 3,4,6*  
Supervision Contract  
Professional Disclosure Statement  
Learning Contract  
Practicum Log | Dr. Brown |  |
| 09.04 | Becoming a Professional  
Early Successes & Derailments  
*Dillon (Chapters 1 & 2)*  
*Course Objective(s): 3,4,5*  
Practicum Log | Dr. Brown |  |
| 09.11 | Engaging With Clients & Getting Started  
*Dillon (Chapter 3)*  
*Course Objective(s): 3*  
Diagnostic Assessment Form  
Practicum Log | Dr. Brown |  |
| 09.18 | Professional Relationships  
*Dillon (Chapter 4)*  
*Course Objective(s): 3,4,5*  
Practicum Log | Dr. Brown |  |
| 09.25 | Assessment & Contracting  
*Dillon (Chapter 5)*  
*Course Objective(s): 3*  
Treatment Plan  
Practicum Log | Dr. Brown |  |
| 10.02 | Middle Phase of Work  
When the Work Doesn’t Work  
*Dillon (Chapters 6 & 7)*  
*Course Objective(s): 3,4*  
Annotated Bibliography  
Practicum Log | Dr. Brown |  |
| 10.09 | Common Mistakes in Ending  
*Dillon (Chapter 8)*  
*Course Objective(s): 3,4,6*  
Formative Evaluation  
Learning Contract Update #1  
Practicum Log | Dr. Brown |  |
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<td>10.16</td>
<td>Nature of Therapist-Patient Relationships</td>
<td><em>Yalom (Chapters 1-25)</em></td>
<td>3</td>
<td>Case Evaluation Report, Practicum Log</td>
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<td>10.23</td>
<td>Use of Self &amp; Self-Disclosure</td>
<td><em>Yalom (Chapters 26-40)</em></td>
<td>3,4</td>
<td>Practicum Log</td>
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<td>10.30</td>
<td>Exploring Ultimate Concerns</td>
<td><em>Yalom (Chapter 41-51)</em></td>
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<td>Practicum Log</td>
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<td>11.06</td>
<td>Issues in the Conduct of Therapy</td>
<td><em>Yalom (Chapter 52-76)</em></td>
<td>3,4</td>
<td>Client File Audit, Practicum Log</td>
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<td>11.13</td>
<td>Dreams in Therapy</td>
<td><em>Yalom (Chapters 77-83)</em></td>
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<td>Theoretical Orientation Paper, Practicum Log</td>
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<td>11.20</td>
<td>NO CLASS – THANKSGIVING BREAK</td>
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<td>11.27</td>
<td>Hazards &amp; Privileges of Being a Therapist</td>
<td><em>Yalom (Chapters 84-85)</em></td>
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<td>Dr. Brown</td>
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<td>12.04</td>
<td>Course Wrap-Up &amp; Final Thoughts</td>
<td>Theoretical Orientation &amp; Integration</td>
<td>4,6</td>
<td>Summative Evaluation, Site Evaluation (by CT), Supervisor Evaluation (by CT), Learning Contract Update #2, Practicum Log</td>
<td>Dr. Brown</td>
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<tr>
<td>12.11</td>
<td>NO CLASS – Final Examination Week</td>
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