



North Carolina Central University
"Communicating to Succeed."

School of Education
"Preparing Educators for Diverse Cultural Contexts for the 21st Century."

The School of Education's Vision: To become an international community of scholars who are culturally responsive educators and practitioners.

Counselor Education Program (CEP) Mission

The mission of North Carolina Central University is to prepare students academically and professionally to become leaders to advance consciousness of social responsibility in a diverse, global society. In accordance with the larger institution, the mission of the North Carolina Central School of Education is "to prepare educational professionals to serve and inspire excellence in teaching, administration, counseling, communication, technology, community outreach, and other related services". Central to this aim is "the development of leaders who promote social justice and dedicate themselves to the well-being of a global society". The Counselor Education Program prepares counselors to work in mental health, school, and career counseling settings who promote social justice and responsibility, serve as leaders in a diverse and global community, and respond to the complexity of human needs across the lifespan. To this end, the program emphasizes increasing awareness, knowledge, and skills in interacting with economically, socially, and culturally diverse populations. Our partnerships with local agencies and schools foster an understanding of multicultural and diverse populations and counseling interventions that promote empowerment.

www.nccucounseling.com

Syllabus CON 5390.OL4

Internship in Counseling – Spring
2025 Wednesdays 5-7:30PM
3 or 6 Credit Hours

Instructor: Richard Tyler-Walker, PhD, LCMHCS

Phone: 919-491-4012

Email: rtylrwa@ad.nccu.edu (Best way to contact me.)

Office Hours: After Class or by appointment.

Land acknowledgment:

Your instructor wishes to acknowledge that in Durham, NC, we are on land that was the traditional territory of multiple indigenous groups, including the Eno, Occaneechi, Lumbee, and Tuscarora nations.

COURSE FORMAT & MEETING TIME:

This course will be presented online weekly. You are **required** to meet with the group for supervision with **Professor Tyler-Walker on Wednesdays from 5PM until 7:30PM** and as scheduled for individual supervision (3 occurrences). Please arrive at the meetings on time. Course documents will be housed in **Canvas and Google Drive**. Please check Canvas for course information and updates. Individual meetings in addition to scheduled group meetings will be scheduled as needed at the request of the instructor or at student request.

CREDIT HOURS:

This course may be taken for 3 credit hours or 6 credit hours. It is your responsibility to ensure you are registered for the appropriate number of hours based on your plan of study and consultation with your advisor.

REQUIRED TEXTS & READINGS:

none

RECOMMENDED TEXTS:

American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed.). Arlington, VA: Author. ISBN-10: 0890425760

Erford, B. (2014). *Mastering the National Counselor Exam and the Counselor Preparation Comprehensive Exam*. Pearson Higher Ed. ISBN: 9780135201619

Forester-Miller, H., & Davis, T. E. (2016). Practitioner's guide to ethical decision making (Rev. ed.). Retrieved from <http://www.counseling.org/docs/default-source/ethics/practitioner's-guide-toethical-decision-making.pdf>

Gehart, D. R. (2016). *Theory and treatment planning in counseling and psychotherapy*. ISBN 13: 9781305089617; DIGITAL ISBN-13: 9781305533875; ISBN-10: 1305089618

Johnson, S. L. (2018). *Therapist Guide to Clinical Intervention: The 1-2-3's of Treatment Planning*. Third Edition, San Diego: Academic Press.

Kaplan, D.M., France, P.C., Herman, M.A., Baca, J.V., Goodnough, G.E., Hodges, Spurgeon, S.L., and Wade, M.D. (2017). [New concepts in the 2014 ACA Code of Ethics](#). *Journal of Counseling and Development*, 95, 110- 120.

McCarney, S. B. & Wunderlich, K. C. (2014). *Pre-Referral Intervention Manual* (4th ed.). Columbia, MO: Hawthorne Educational Services, Inc. ASIN: B00HNHNVY0

Reichenberg, L. W., & Seligman, L. (2016). *Selecting effective treatments: A comprehensive, systematic guide to treating mental disorders*. ISBN-13: 9780470889008; ISBN-10: 0470889004

Stone, D., & Heen, S. (2015). *Thanks for the feedback: The science and art of receiving feedback well (even when it is off base, unfair, poorly delivered, and, frankly, you're not in the mood)*.

Unbound Medicine (2020). *DSM-5 Differential Diagnosis (DDx) App*. (Demonstration

of the App: <https://www.youtube.com/watch?v=SoptBZXSKKA>)

Discount code: nccu Discount link: <https://www.unboundmedicine.com/inst/nccu>

Ventura, E. (2017). Casebook for DSM-5: Diagnosis and Treatment Planning. New York: Springer Publishing Company.

ATTENDANCE POLICY FOR THIS COURSE

NCCU Attendance Verification Policy: Before Financial Aid is disbursed each semester, NCCU must confirm that you have begun attendance in all of your courses. Your instructor must validate your attendance for each course.

COURSE PREREQUISITES & CATALOG DESCRIPTION

Prerequisites: Phase 2 completion and a B or better in CON 5371 and CON 5372. This class provides an opportunity for advanced candidates in counseling to demonstrate the ability to perform all counseling duties and responsibilities with individuals and groups in their applied sites. The internship is a 600-hour field placement experience.

COURSE GOALS:

The purpose of this course is for students to engage in professional practice in their designated specialty area and apply the foundational and contextual skills learned in previously or concurrently completed coursework.

Professional practice provides for the application of theory and the development of counseling skills under supervision. These experiences will provide opportunities for students to counsel student-clients who represent the ethnic and demographic diversity of their community. The internship provides an opportunity for the student to perform, under supervision, a variety of counseling activities that a professional counselor is expected to perform. Begun after successful completion of the practicum, the internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area.

The overall internship is a 600-hour field placement experience. Forty percent (40%) of your time spent at your site should be direct contact with clients (240 direct hours for a 600-hour internship; 120 direct hours for a 300-hour internship) [CACREP Std. 4. U.,V.]

COURSE WEBSITE:

All content is posted or linked on Canvas which is the Learning Management System used by NCCU (<https://www.nccu.edu/canvas>). Every student has a username and password issued by the University. You are required to log on to Canvas per week in order to view course content which includes lectures from the instructor, supplemental lectures, web links, as well as other content. You are also required to submit assignments via Canvas during the semester. Non-canvas assignments will not be scored unless otherwise stated. If you have questions about your Canvas account, please call Canvas or the IT department at 919-530- 7676.

<https://www.nccu.edu/canvas>

COUNSELOR EDUCATION PROGRAM OBJECTIVES

The program develops counselors who:

- Develop a theoretically solid philosophy of practice;
- Apply knowledge, skills, and dispositions consistent with the ACA Code of Ethics;
- Formulate a professional identity that responds to the needs of their client populations;
- Utilize cultural competence in practice;
- Act with expertise in individual, group, and family counseling with diverse clients on personal, social, emotional, career, and educational issues that impact development across their lifespan;
- Develop leadership ability and advocate to meet client needs and to remove individual and systemic barriers to development;
- Build and sustain collaborative partnerships with stakeholders for promoting social justice, equity, and access;
- Utilize appropriate assessment tools and procedures;
- Consult with others concerning the developmental needs of culturally diverse clients;
- Integrate research data into evidence-based practice.

Please review the NCCU Counseling Website: www.nccucounseling.com. You are responsible for all material included in the [student handbook](#). You are expected to demonstrate dispositions that align with expectations of behavior for professional counselors. You may also find it helpful to review the links to learn [how to get started in an online course](#).

CACREP STANDARDS ADDRESSED IN THIS COURSE
CON 5390 STUDENT LEARNING OUTCOMES FOR ALL STUDENTS in INTERNSHIP

2024 CACREP STANDARDS The counselor trainee will be able to:	METHOD FOR OBTAINING OUTCOME	METHOD FOR EVALUATION OF OUTCOME
Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship. (4.B)	University Insurance Policy for Clinical Placement Students	University Insurance Policy for Clinical Placement Students
Students are provided information defining the roles and responsibilities of supervisors, including emergency procedures, frequency of consultation. (4.H, I)	MOA, Site Supervisor Orientation, Instructor Professional Disclosure Statement	MOA with documentation of University Insurance, Signature of Site Supervisor submitted before start of classes; Instructor's Professional Disclosure
1. Produce program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients. (4.C)	Placement, Supervision meetings, Site visits	Recordings with Tape Critique; Weekly/Group Supervision, Supervisor evaluation; Hours Log;
2. Formative and summative evaluations of the student's counseling performance and ability to integrate and apply knowledge are conducted as part of the student's practicum and internship. (4.F)	Field Placement Experience, Supervision Meetings, Project, Site visits, Supervisor Evaluations	Supervisor evaluation; Instructor Evaluation in University Individual Supervision Goals Review; Tape Critique; Weekly Logs; Group Supervision/Class Meeting attendance; Site Visit/Call conducted by instructor
3. Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship. (4.D)	Placement, Supervision Meetings, Site Presentation	Supervisor evaluation, Journal, Hours Log, Recordings, Site Presentation
4. 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. (4.U)	Placement	Supervisor evaluation, Hours Log

5.Participate in at least 240 clock hours of direct counseling services, including experience leading groups (4.V)	Placement	Recordings, Supervisor evaluation; Journal; Hours Log; Project; Class discussion; last journal entry, reflection of experience leading and/or co-leading group
6. Interact weekly (averaging one hour per week of individual and/or triadic supervision) throughout the internship, usually performed by the onsite supervisor. (4.W.1-3)	Placement meetings with site supervisor	Supervisor evaluation, Journal, Hours Log
7. Meet an average of 1 1/2 hours per week for group supervision provided (on a regular schedule throughout the internship) by a program faculty member. (4.X.1)	Supervision meetings	Supervision meeting attendance, Journal, Hours Log
8. Site supervisors have a master's degree, preferably in counseling, two years of post-graduate experience, knowledge of program's expectations, requirements, and evaluation procedures and are provided professional development opportunities. (4.K, P.1-6)	MOA, Site Supervisor Orientation, Site Visits/Calls	MOA with documentation of University insurance; Site Supervisor Orientation; Site Visit/Call conducted by instructor; Webinars and CE certificates

Key Performance Indicators for Internship

Core Area	Student Learning Outcomes (SLO): Knowledge (K) or Skill (S)	Key Performance Indicator (KPI)/ Signature Assignments (Cannot be changed)
Social and Cultural Identities and Experience	Students will demonstrate use of culturally appropriate practices, skills and interventions including Multicultural and Social Justice Counseling Competencies. (K & S)	CON 5390: Internship: <i>Assignment: Case Conceptualization Presentation-Multicultural Considerations</i>
Human Growth and Development	Students will demonstrate knowledge of psychosocial factors that affect people throughout the lifespan. (S).	CON 5390: Internship in Counseling: <i>Assignment: Case Presentation (2nd)</i>
Group Counseling and Group Work	Students will demonstrate leadership skills in group counseling and facilitation of group components, including group process. (K & S);	CON 5390: Internship: <i>Assignment: Two group sessions are required of which one will be recorded or observed in a live format by either university or site supervisors. Final score CSDAT (Group Section)</i>
Assessment and Diagnostic Processes	Students will demonstrate skills in assessment, diagnosis and in implementing and interpreting assessment. (S)	CON 5390: Internship in Counseling: <i>Assignment: Case Presentation (Tape 4) Emphasis on assessment used</i>
Research and Program Evaluation	Students will articulate the importance of evidence-based practice and critique research to inform counseling practice. (K)	CON 5390: Internship in Counseling – <i>Final Defense (Pre-Req CON 5371: Practicum)</i>

Key Performance Indicators Specific to Specialty Area

Clinical Mental Health Counseling <i>(Only those who are completing a CMHC and/ or Addiction internship)</i>	Students will demonstrate culturally appropriate clinical assessment, diagnostic skills, treatment planning and application of appropriate treatment modalities to a broad range of psychological disorders as well as mental and emotional concerns. (S)	CON 5390: Internship in Counseling: <i>Assignment: Final Defense CMHC (Section III)</i>
Professional School Counseling <i>(Only those who are completing a School internship)</i>	Students will identify and evaluate the academic, career, and/or personal/social development of all K-12 students, including those with special needs (K).	CON 5390: Internship in School: <i>Assignment: Tape Review/Recordings (Tape 4)</i> *Tape critique must highlight the academic, career, and/or personal/social development of K-12 students.
Career Counseling <i>(Only those who are completing a Career internship)</i>	Students will demonstrate the use of career development theory, assessment, techniques and technology to career counseling (S).	CON 5390: Career Internship <i>Assignment: Case presentation (2nd)</i>

TRACK SPECIFIC STANDARDS ADDRESSED IN THIS COURSE

*****In addition to the standards identified above, this course also addresses each of the Clinical Mental Health Counseling Standards (5C), School Counseling Standards (5G), and Career Counseling Standards (5B) by providing an opportunity for students to apply foundational skills clinically, reflect on their own practice, and have their work evaluated by an experienced professional. Standards are assessed as listed above and methods of evaluation include each of the graded assignments listed later in this syllabus.

Assignment	Career Counseling	Clinical Mental Health Counseling	School Counseling
Professional Disclosure Statement	5.B.2.j ;	5.C.2.c,d,i,k,l,m	5.2.n,l
Skills Assessment	5.B.3.b,	5.C.3.b;	5.G.3.d,e,f
Ethics Presentation	5.B.2.j ;	5.C.3.b;	5.G.2.n; 5.3.
Tape Critiques	5.B.3.b,	5.C.3.b;	5.G.3.d,e,f
Hour Log of Professional Practice (including group demonstration)	5.B.2. d; 5.B.3. a,b,c,d,e,f,g	5.C.3.a,b,c,d,e	5.G.3.a,b,c,d,e,f, g,h,i,j,k,l,m,n,o
Case Presentations	5.B.3.a,b,c,d,e,f,g	5.C.3.a,b,c,d,e	5.G.3.c,d,e,f, g,h,I,j,k,l,m,n,o.
Final Defense	5.B.3.a,b,c,d, e,f,g	5.C.3.a,b,c, d,e	5.G.3.c,d,e,f, g,h,I,j,k,l,m,n,o.

SCHOOL COUNSELING PRACTICE STANDARDS ADDRESSED IN THIS COURSE

SPECIALTY SPECIFIC PRACTICE STANDARDS	ASSIGNMENT	Assignment /artifact description
5.G.3.a Development of school counseling program mission statements and objectives	Site Presentation; Reading .	<p>The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information regarding the development and components of a comprehensive school counseling program.</p> <p>Students will read <i>Counselor or Educators: Strengthening the Professional Identity of School Counselors</i> and apply it to journal prompts related to the development of counselor identity and using technology to advertise our role (i.e, Journals titled tweet, advocacy, school counselor identity).</p> <p>Reading (https://www.counseling.org/resources/library/VISTAS/vistas06_online-only/Webb er.pdf)</p>
5.G.3.b. Design and evaluation of school counseling programs	Site Presentation, Needs Assessment; Reading	<p>The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information on the development/components of a comprehensive school counseling program, including generating a developmentally appropriate needs assessments.</p> <p>Students will read <i>Counselor or Educators: Strengthening the Professional Identity of School Counselors</i> and complete journal prompts related to counselor identity (i.e., Journal titled school counselor identity). Reading found here: (https://www.counseling.org/resources/library/VISTAS/vistas06_online-only/Webb er.pdf)</p>

		Students will develop a needs assessment for their site through the completion of a Journal Google Survey)).
5.G.3.c.Core curriculum design, lesson plan development, classroom management strategies, and differentiated instructional strategies	Site Presentation	The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information on the development/components of a comprehensive school counseling program, including the selection or creation of curriculum for large group lessons (pka large group guidance).
5.G.3.d. Interventions to promote academic development	Tape Critique, Group Supervision Meetings, Skills Presentation, Professional Growth Plan	<p>Students will evaluate their counseling sessions through the use of a Tape Critique (see Syllabus Appendix B).</p> <p>Students will verbally explain interventions used on their sites to address academic outcomes for student-clients.</p> <p>Students will develop a skills presentation focused on a counseling skill designed to meet student-client goals and improve counseling relationships.</p> <p>Students will develop a Professional Growth Plan (NC) in concert with their site supervisor (i.e. Journal 3 PGP) listing their individual goals for their internship placement.</p>
5.G.3.e. Use of developmentally appropriate career counseling interventions and assessments	Tape Critique, Group Supervision Meetings, Navigator/CFNC Journal	<p>Students will evaluate their counseling sessions through the use of a Tape Critique (see Syllabus Appendix B).</p> <p>Students will verbally explain interventions used on their sites to address career counseling goals for student-clients.</p> <p>Students will examine two career related websites and contrast their usefulness for their student client population. (Journal Navigator/CFNC)</p>

<p>5.G.3.f. Techniques of personal/social counseling in school settings</p>	<p>Tape Critique, Group Supervision Meetings, Skills Presentation, Site presentation</p>	<p>Students will evaluate their counseling sessions through the use of a Tape Critique (see Syllabus Appendix B).</p> <p>Students will verbally explain interventions and theoretical approaches to address the personal/social needs of student-clients.</p> <p>Students will develop a skills presentation focused on a counseling skill designed to meet student-client goals and improve counseling relationships.</p> <p>Students will identify and list referral sources used for student clients to access external counseling resources.</p> <p>The site presentation requires students to research their chosen internship site and list referral sources.</p>
<p>5.G.3.g. Strategies to facilitate school and postsecondary transitions</p>	<p>Navigator/CFNC Journal</p>	<p>Students will examine two career related websites and contrast their usefulness for their student client population. (Journal Navigator/CFNC)</p>
<p>5.G.3.h. Skills to critically examine the connections between social, familial, emotional, and behavior problems and academic achievement</p>	<p>Tape Critique, Group Supervision Meetings, Skills Presentation</p>	<p>Students will evaluate their counseling sessions through the use of a Tape Critique (see Syllabus Appendix B).</p> <p>Students will verbally explain interventions and theoretical approaches to address the personal/social needs of student-clients.</p> <p>Students will develop a skills presentation focused on a counseling skill designed to meet student-client goals and improve counseling relationships</p>

5.G.3.i. Approaches to increase promotion and graduation rates	Site Presentation, Professional Growth Plan	The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information on the development/components of a comprehensive school counseling program, including describing promotion/graduation rates.
		Students will develop a Professional Growth Plan (NC) in concert with their site supervisor (i.e. Journal 3 PGP) listing their individual goals for their internship placement.
5.G.3.j. Interventions to promote college and career readiness	Professional Growth Plan, Navigator/CFNC Journal	<p>Students will develop a Professional Growth Plan (NC) in concert with their site supervisor (i.e. Journal 3 PGP) listing their individual goals for their internship placement.</p> <p>Students will examine two career related websites and contrast their usefulness for their student client population. (Journal Navigator/CFNC)</p>
5.G.3.k. Strategies to promote equity in student achievement and college access	Site Presentation; Readings; Journal	<p>The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information on the development/components of a comprehensive school counseling program, including addressing diverse learning, cultural difference, and equitable practices.</p> <p>Students will read and respond to <i>Motivating Reluctant Teachers during Intervention Team Meetings</i>.</p> <p>Students will view and respond in a journal format to the web-based content entitled <i>Strategies for When Teachers Over Refer Students</i>.</p>

<p>5.G.3.l. Techniques to foster collaboration and teamwork within schools</p>	<p>Site Presentation; Readings; Journal</p>	<p>The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information on the development/components of a comprehensive school counseling program, including organizational structure and team collaboration practices.</p> <p>Students will read and respond in a journal format to an article entitled <i>Motivating Reluctant Teachers during Intervention Team Meetings</i></p>
<p>5.G.3.m. Strategies for implementing and coordinating peer intervention programs</p>	<p>Site Presentation, Professional Growth Plan; Reading ; Journal</p>	<p>The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information on the development/components of a comprehensive school counseling program.</p> <p>Students will develop a Professional Growth Plan (NC) in concert with their site supervisor (i.e. Journal 3 PGP) listing their individual goals for their internship placement.</p> <p>Students will read and respond in journal format to Reading (NC DPI MTSS link)</p>
<p>5.G.3.n. Use of accountability data to inform decision making</p>	<p>Site Presentation, Professional Growth Plan, Journal</p>	<p>The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information on the development/components of a comprehensive school counseling program including data sources and uses in CSCP development and outcome data used..</p> <p>Students will develop a Professional Growth Plan (NC) in concert with their site supervisor (i.e. Journal 3 PGP) listing their individual goals for their internship placement.</p> <p>Students will develop a needs assessment for use at their site. (Journal Google survey needs</p>

		assessment)
5.G.3.o. Use of data to advocate for programs and students	Site Presentation, Professional Growth Plan, Reading (Amicus Brief Gavin-Grimm), Journal	<p>The site presentation requires students to research their chosen internship site via websites, interviews, and informal conversations to compile information on the development/components of a comprehensive school counseling program including data sources and uses in CSCP development and outcome data used.</p> <p>Students will develop a Professional Growth Plan (NC) in concert with their site supervisor (i.e. Journal 3 PGP) listing their individual goals for their internship placement and outcome data used.</p>
		<p>Students will develop a needs assessment for use at their site. Students will review an Amicus Brief and respond to advocacy prompt in journal format (Journal Google survey needs assessment & Amicus Brief)</p>

CAREER COUNSELING PRACTICE STANDARDS ADDRESSED IN THIS COURSE

Standard	Assignment(s)	How the Assignment(s) Addresses the Standard
5B3a: intake interview and comprehensive career assessment	<ul style="list-style-type: none"> · Professional practice · Session recording/Case Presentation 	<p>Students should be able to conduct an intake assessment and comprehensive career assessment with at least one client at their placement site. The hour log of professional practice should indicate the evidence that this has been completed. It is possible that a student may have the opportunity to record and present one of their efforts toward an intake interview or career assessment.</p>
5B3b: strategies to help clients develop skills needed to make life-work role transitions	<ul style="list-style-type: none"> · Professional practice · Session recording/Case Presentation · Skills Presentation 	<p>Students should be able to work with at least one client at their placement site to help them develop skills needed to make life-work role transitions. Students record and present their work with at least one client developing skills. For the skills presentation assignment, students develop a brief oral presentation and include a demonstration/practice exercise regarding their work with a client helping them develop skills needed to make a life-work role transition.</p>

5B3c: approaches to help clients acquire a set of employability, job search, and job creation skills	<ul style="list-style-type: none"> · Professional practice · Session recording/Case Presentation 	Students should be able to work with at least one client at their placement site to help them acquire a set of employability, job search, and/or job creation skills. Students record and present their work with at least one client regarding these approaches.
5B3d: strategies to assist clients in the appropriate use of technology for career information and planning	<ul style="list-style-type: none"> · Professional practice · Session recording/Case Presentation 	Students should be able to work with at least one client at their placement site to assist them in the appropriate use of technology for career information and planning. Students record and present their work with at least one client regarding these strategies.
5B3e: approaches to market and promote career counseling activities and services	<ul style="list-style-type: none"> · Professional practice · Community Engagement Project 	At their placement site, students should be able to practice and demonstrate approaches to market and promote career counseling activities and services. For the Community Engagement Project, a student may develop a plan to assist their site with better promotion or marketing of their services. This is a project initiated through conversation between the student and the site supervisor. The general purpose of the project is for the student to engage with the therapeutic or educational community in some way and give back to the site and related communities.

<p>5B3f: identification, acquisition, and evaluation of career information resources relevant for diverse populations</p>	<ul style="list-style-type: none"> · Professional practice · Community Engagement Project 	<p>At their placement site, students should be able to have time to identify, acquire, and evaluate career information resources relevant for diverse populations. For the Community Engagement Project, a student may develop a plan to assist their site with identifying, acquiring, and evaluating career information resources relevant for diverse populations. This is a project initiated through conversation between the student and the site supervisor. The general purpose of the project is for the student to engage with the therapeutic or educational community in some way and give back to the site and related communities.</p>
<p>5B3g: planning, implementing, and administering career counseling programs and services</p>	<ul style="list-style-type: none"> · Professional practice · Community Engagement Project 	<p>At their placement site, students should be able to have time to plan, implement, and administer career counseling programs and services. For the Community Engagement Project, a student may develop a plan to assist their site with planning, implementing, and administering programs and services. This is a project initiated through conversation between the student and the site supervisor. The general purpose of the project is for the student to engage with the therapeutic or educational community in some way and give back to the site and related communities.</p>

CLINICAL MENTAL HEALTH COUNSELING PRACTICE STANDARDS ADDRESSED IN THIS COURSE

Practice Standards	Name of Assignment or Activity	Description of how this standard is addressed/assessed
3.C.4. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management	<ul style="list-style-type: none"> ● Case Presentations ● Tape Critique and Analysis ● Group Discussion: (Caseload Management) 	As a part of the Case Presentation, CMHC Interns are required to complete two individual clinical intake assessments with two clients in the field. CMHC Interns demonstrate they are able to understand and diagnose clients presenting issues and problems using the Individual Clinical Intake Assessment and Comprehensive Clinical Assessment (CCA). The results of the assessment help interns identify the specific DSM-5 diagnosis and ICD codes and develop evidence-based goals for treatment and interventions for the clients as evident in their tape critiques and analysis. Further, the university supervisor shall lead a discussion on caseload management. Interns discuss how they will use caseload management with current clients and/or clients in the future. Reflection of Caseload Management will be written in Week 2 journal entry. (See Question 2B on the Tape Critique/Analysis Form, Comprehensive Clinical Assessment and Individual Intake Assessment Forms)
3. C.5. techniques and interventions for prevention and treatment of a broad range of mental health issues;	<ul style="list-style-type: none"> ● Tape Analysis-Critique ● Group Discussions ● Case Presentations 	During weekly group discussions, CMHC Interns discuss real-life clinical cases from their field site experiences including symptom presentation, diagnostic criteria, treatment, interventions implemented at the site and evidence-based approaches that cover a broad range of mental health issues. (See Question 4 and 8 on the Tape Analysis form)
3.C.6. strategies for interfacing with the legal system regarding court-referred clients	Group Discussion on legal system interaction	During group discussion, the instructor and students discuss the degree to which legal processes will impact the treatment and consider issues that may impact the client functioning in treatment, and the implications of treatment interventions on the legal processes. (See ACA Counseling Today's https://ct.counseling.org/2015/10/stuck-in-the-middle/ or look in Canvas for pdf article.) As evident by CMHC Intern's reflection in the Journal for Week 2.
3.C.7. strategies for interfacing with integrated behavioral health care professionals	Group Discussion on <i>integrated behavioral health</i> .	The instructor and CMHC interns discuss how clinicians from different backgrounds interact to deliver integrated behavioral and primary health care, and the contextual factors that shape such interactions..
3.C.8. strategies to advocate for persons with mental health issues	Group Discussion on advocacy efforts	The instructor and students discuss strategies to advocate for persons with mental health issues.

COURSE POLICIES AND EXPECTATIONS

Counseling Department Attendance Policy for Internship Class:

Aside from successfully completing the required site internship hours and obtaining an hour of weekly supervision from site supervisors, student interns are also required by CACREP to have weekly group supervision from the university internship supervisor. *Interns may not miss more than 2 class meetings. If a student misses more than 2 internship class meetings, they can be dropped from the course and/or not receive a passing grade for the course.*

*Please note that for field experience courses, such as this internship course, attendance policies are more specific than the university attendance policy listed later in this syllabus.

Student Liability Insurance through NCCU notice:

Students are required to obtain liability insurance through student membership in their choice of professional organizations to include American Counseling Association (ACA), American Mental Health Counselors Association (AMHCA), and American School Counselor Association (ASCA).

Academic Honesty Policy

North Carolina Central University views academic honesty as a critical value protecting the transmission of knowledge. Academic dishonesty is a serious violation and includes providing/receiving unauthorized assistance with papers, projects, and exams; presenting, as one's own, another's words/ideas without acknowledgement; presenting the same papers/projects for credit in two classes without explicit professor permission; and using undocumented internet information. Academic dishonesty will result in a grade of "F" in the course.

With AI becoming a tool for students and educators around the world please remember about this academic policy. While **ChatGPT** and other AI programs are useful tools for brainstorming and creating starting points for projects, students are not permitted to generate writing of papers or intellectual property from such programs and are required to write their own material.

Policy on Incomplete Grade

Grades of "Incomplete" are not assigned in this course or other field experience courses in the Counselor Education Program.

For other courses in CEP, however, students who desire to receive a grade of "Incomplete" should submit a written request to the instructor. Students may be given a grade of "Incomplete" (I) at the discretion of the instructor when not all of the work required in the course has been completed for reasons beyond the control of the student (At least 80% of the work for the course should be completed). All "Incomplete" grades must be completed according to the agreement between the student and the instructor within the deadline established by the instructor, not to exceed one calendar year from the end of the semester in which the student was enrolled in the course. In general, incomplete grades will not be assigned for counseling internship.

Confidentiality

Much of our class discussion and most of the written work you do for this class will contain information about clients, and sometimes sensitive information about your supervisor and internship site. All of this information is privileged. We share responsibility for maintaining its confidentiality and protecting the privacy of our clients, classmates, host sites, and sometimes supervisors and other professionals.

Guidelines for fulfilling our responsibilities in this regard include the following matters.

- Written materials (e.g. journal entries, special projects, tape critiques, etc.) referring to clients should either refer to them by initials only or by a pseudonym. If the materials are copied and contain the client's name, the name should be blocked out with a black felt tip pen if possible so that you cannot see the name.
- Video and audio recordings of client counseling sessions should be kept secure and should be erased after instructional and supervisory reviews are completed.
- Video and audio recordings should not be sent via email. You will submit them via Google Apps for Education as directed by your university/faculty supervisor.
- Classroom/office doors will be closed when we are discussing cases or viewing videos of actual clients. This includes scheduled and impromptu supervision or consultation meetings.
- Guests such as students from other environments or classes, prospective students, family members, or children may not be brought to class. This means, they may not be in the same room/meeting space with you while you are meeting with your university supervisor.
- Your assignments and Final Defense should be uploaded into Canvas. Any time you mention a client in your project, you should utilize either their initials or a pseudonym.
- All client records are the property of your internship site. No client records or files of information from your internship site are to be kept in your personal possession (e.g. your car or home or stored on your personal electronic devices) except for the temporary necessity of carrying selected copies of information on which identifying information has been removed or thoroughly covered.
- Any departure from strict adherence to this must be fully disclosed and agreed to by your site supervisor and your campus supervisor. This includes retaining copies of records belonging to the site. Violations of this policy may have significant legal and ethical consequences and may put the completion of your internship at risk.
- All written materials from your internship setting (typically copies of case notes and treatment plans) should be returned to the files of your internship site after being reviewed by the faculty supervisor/instructor and returned to you. If they are not returned to the files of your internship site, they are to be destroyed. Under no circumstances are any of these site-based materials to remain in your personal possession.

Respect

- Your instructor strives to embrace the *love ethic* (bell hooks, 2000) in each class. The love ethic means that multiple components of love – “care, commitment, trust, responsibility, respect, and knowledge” – are embraced throughout our lives, including at work, in the classroom, and with people we encounter. Your instructor invites you to practice the love ethic in this course and in your life, as well.
- Students are expected to assist in creating and maintaining an environment that is conducive to learning. All members of the learning community will demonstrate such respect by refraining from distracting, discourteous, or harmful behavior.
- Cell phones must be turned off and stowed prior to the start of class. If you are expecting an emergency call, please advise the instructor prior to class. Be respectful of others in the class with respects to your phone.
- Students are expected to practice classroom confidentiality: in other words, whatever is discussed in the virtual classroom is expected to remain in the virtual classroom. Failure to practice classroom confidentiality may result in failure or dismissal from the course.
- Emotional safety is paramount in a class of this nature. Disrespecting another's racial, gender, religious, sexual identity; attacking another's point of view; etc. will not be tolerated.

TECHNICAL SPECIFICATIONS & EXPECTATIONS FOR SYNCHRONOUS VIDEO SUPERVISION

Technical Specifications related to our Course Supervision

- Individual meetings will be held using ZOOM video conferencing software. It is available (for free) in desktop, laptop, tablet, and smartphone formats.
- If you will use a desktop or laptop computer, you can enter a test meeting at any time (to test your equipment):
- If using a smartphone or tablet, download the ZOOM app. Search your app store for “ZOOM”.
- Connection will require a private, stable, high-speed internet connection. Use of cellular phones in open spaces is not appropriate for this course.
- Please make sure that you have a working microphone and video camera enabled on whatever computer or device that you will use to connect. Video and audio are required. Once you enter the meeting space, you will need to activate or enable both your audio and video.

Responsibilities and Requirements for Video-based Individual Supervision

- Each student is responsible for ensuring that they have the software and devices necessary to participate in every supervision meeting. Please make other arrangements if your devices or internet connection are not working properly. There is always (for the most part) a solution.
- For each person (student and supervisor/instructor) it is recommended to use headphones or earbuds for every supervision meeting. This is important for technical reasons (to reduce audio feedback), but it is also important for confidentiality purposes.
- When participating in supervision, students should be at a location that provides a private, stable, high speed internet connection.
- When participating in a supervision meeting, the student should be located in a private and closed room (i.e., behind a closed door). Try NOT to be located in a public setting, where others may hear the conversation. If at home, you will need to ensure that you have a private and undisturbed environment in which to meet. If your computer is located in a common room, you will need to ensure that you are meeting during a time in which no one else is home. You will be playing recordings of your counseling sessions during individual supervision meetings, and you MUST ensure the confidentiality of your client recordings.
- Turn off (or mute) all telephones, televisions, music players
- Please treat each supervision meeting as you would if you had an appointment scheduled with your faculty supervisor at a campus location. The technology that is used to hold our meetings can be a bit deceptive regarding boundaries, because: you may be located in a familiar and relaxing environment (e.g., your home) o you do not have to travel to a campus or professional location for supervision
- People have been known to dress very casually (e.g., pajamas), conduct other household chores while meeting for supervision (e.g., washing dishes), or show up late for a scheduled meeting. A good rule to live by: Do not dress in any way – or engage in any activities – that you wouldn’t do if you were physically sitting beside the faculty supervisor/instructor on campus or meeting with the Chancellor, or University President in their office.
- You are required to maintain appropriate professional boundaries related to our supervision time. Show up on time for our meetings, dress appropriately, and stay focused and attentive to our conversation. Failure to present yourself appropriately will result in a reduction of participation points or being counted as absent from the course meeting.

GRADED COURSE ASSIGNMENTS & OTHER REQUIREMENTS

MOA and Proof of Liability Insurance

Please upload a copy of each on Canvas even though you have given a copy to Dr. Blount. **MOA's for Spring 2025 will be due Friday January 31, 2025.**

Professional Practice

In order to successfully complete this course, you must practice counseling for the designated number of hours. At least 40% of hours must be direct, face to face, contact with clients/students in your setting. So, for students enrolled in 300 hours of internship, you must accrue at least 120 direct contact hours/180 indirect hours. For students enrolled in 600 hours of internship, you must accrue at least 240 hours of internship/360 indirect hours **Please consult your Memorandum of Agreement for start and end dates for your internship site.** You are expected to be present and actively working at your site through the entirety of the agreement, even if you have already completed the required hours. Group counseling experience (e.g., large group lessons (e.g. guidance lessons for school counselor) is required as part of the internship experience. (see Section 4 E of the 2024 CACREP Standards). **If groups are not already established at the site, students must develop and facilitate a group in concert with their site supervisor.**

Students will dispose of recordings immediately following case presentations. A digital recorder is a preferred method of recording clients with an informed consent form signed.

Site Supervision

You must participate in weekly, individual, on-site supervision with your on-site supervisor totaling one hour per week. Your site supervisor should have their final formal internship evaluation submitted to the faculty supervisor one week prior to the last day of classes. They may complete either the printed copy of the evaluation – or the online version (when it is available) at www.nccucounseling.com/supervisors/. The faculty supervisor will use the site supervisor's final evaluation as an element of the overall final evaluation by the faculty supervisor.

University Faculty Supervision Group Supervision (100 points)

There will be group supervision meetings (minimally averaging 1.5 hours per week) with your university supervisor. Attendance is mandatory. ***Missed meetings can result in failure of the course, and may preclude the ability of instructors to endorse forms for licensure or certification.*** During these group supervision meetings, we will review audio recordings. Students/Candidates will provide feedback to fellow group members, present cases/clients that they are seeing, and discuss readings/topics regarding their internship and professional development. Remaining time will be devoted to discussion of topics of interest to the group.

- Attendance at all meetings is worth **100 points**. **Each missed group supervision meeting may result in a reduction of score by 5 points. Additional missed meetings may result in failure of the course. Incidences of tardiness, inappropriate attire, failure to adhere to group expectations, or other dispositional issues may result in reduction of points at the instructor's discretion.**

University Individual Supervision (75 points)

We will meet one on one at least *three times* (**25 points each**) throughout the semester to discuss your goals for the internship experience as well as your progress and development over the course of the semester. We will review audio/video recordings as needed during these meetings. This is an opportunity for you to highlight what you are doing well and ask for assistance on areas for growth.

- Growth Oriented Goals: Reflecting on your experience in practicum or your previous internship experience, what do you need to work on? What would you like to focus on for supervision?
- In addition to the development of individual counseling skills, during internship, you must lead or co-lead a counseling or psychoeducational group. In the last journal entry, please reflect upon your experience leading and/or co-leading a group (CACREP Standard 3.E.)
- **Initial Goals**
- **Midterm Goals Update**
- **Final Goals Update**

Professional Disclosure Statement Final Version (20 points)

For this assignment, continue to develop a professional disclosure statement for your counseling practice. Incorporate any feedback from supervision and your own further clarification. For information about professional disclosure statements for licensed counselors, please refer to your state licensure board for details and instructions. When you submit the PDS please include the link to the instructions. All students will prepare a disclosure statement relevant to their work.

- Professional Disclosure Statements are **due by the end of the 10th week of class**

Final Defense for Graduating Students (Pass or Re-Present based on Rubric)

All students graduating this semester will be required to create a presentation (i.e. PowerPoint, Prezi, etc.) to present in front of the internship University Supervisor/faculty for the Final Defense. The presentation should demonstrate competency in the program curriculum in particular your Degree Program Learning Outcomes and curriculum. You will choose either a client from your case load at your current site **OR** 1 out of 4 case studies, which have been developed by the directors of the specialty programs. You will be given the Honor Code agreement, case studies, questions, and instructions by your instructor within the first week of the semester, if you are graduating. You will inform your instructor if you will use a client or a client from one of the case studies.

You will answer a series of questions based on your client or the person(s) in the case study. Students are asked to utilize information and skills learned in both core and specialty area classes. Your presentation should include references to specific knowledge, skills, material and/or assignments presented in those classes. Include your assessment process and diagnostic impressions and how this informs your treatment plan. You may also supplement your presentation with scholarly research existing within the literature. This presentation should be no more than 20 minutes. Your instructor will evaluate your presentation at that time and give you feedback. If you are not successful in passing the FD, then you must re-present and re-do a portion of or all of your presentation based on your client or select the existing case study to demonstrate mastery of PLOs. If you are graduating, you must pass the Final Defense to successfully complete the internship course.

- Final Defense Presentations are due **Week 14 & Week 15 (Presentations Week 14 & 15 depending on number of students graduating.)**

Ethics Presentation (20 points)

For this assignment, each of you will choose a situation or scenario based on the work at your internship over the course of the semester, reflect on how you came to a decision, and share about it with the class. In order to facilitate this, read A Practitioner's Guide to Ethical Decision Making to learn about ethical decision making and/or other resources about ethical decision-making models.

- **Ethics Presentations are due**

Log of Internship Hours (100 points)

You are required to submit a scanned **copy** of the signed log of your hours at your site on a weekly basis. The copy for the previous week is due **on Monday night of each week**. You are encouraged, however, to submit logs at the end of the business week. The log sheet (to be duplicated each week) can be found on the course website. You are responsible for completing all areas of the log. Logs should include hours for the week as well as total hours for the current internship course experience to date. *Failure to submit a copy of your log by the due date each week may result in a 5-point reduction for that week's log and may result in a failing grade for the course.* You must submit each weekly log via Canvas or Google by the date specified each week, and **upload the final completed/aggregate log to Canvas**.

Submit a PAPER COPY of the final aggregate log to your instructor and UPLOAD your completed log with signatures on each week and the final page to Canvas by the date specified at the end of the course.

- **Weekly logs are due on Monday by 11:59 pm**
- **Final Aggregate Log is due by December 2, 2024**
- Weekly logs are worth approximately 6 points. **The final log is worth 50 points.**

Session Recordings/Tape Reviews (*25 points)

Upload /share a minimum of 6 recordings for review over the course of the semester. For 300 hour internships, the requirement is a minimum of 6 recordings. For 600 hour internships, the requirement is a minimum of 6 recordings. Additional recordings may be requested or required by your faculty supervisor to facilitate, evaluate, and encourage growth opportunities in your clinical practice.

You are required to audio record your sessions over the course of the semester. Recordings must be of the raw data of your work. This means it should not be edited or altered in any way. **Recording reviews will be presented in supervision.** It is preferred that you record at least two clients/students multiple times, but your university supervisor may reserve the option to provide you with other instructions. Clients must provide written permission for you to record their session prior to you recording the session. You must ask every client for permission; a sample permission form is available on the Department of Counselor Education's website (www.nccucounseling.com/studetns/).

Some recordings will be listened to during group meetings, typically clips of 4-10 minutes. Please do not provide any information that might identify the client in the recording. Every effort should be made to start recording at your site as soon as possible, and to follow the timeline for due dates of recordings. Ideally, you want to wait to submit your next session, until after you have had a chance to discuss your recording with your university supervisor. It is not acceptable to record all 6 sessions during a short span of time. *Recordings submitted for review must be from sessions that have occurred within the 7-14 calendar days prior to submission.* Students will dispose of tapes immediately following case presentations. A digital recorder is a preferred method of recording clients with an informed consent form signed.

Submit a minimum of 6 digital recordings (see departmental website for recommended digital voice recorder) with a digitally written critique of your skills. **You are required to listen to your own recordings in their entirety and evaluate the recording prior to submitting it.** Critique forms are

available on the course website and within this syllabus. You should spend quite a bit of time listening and learning from your recordings before they are ever submitted to your instructor. Be detailed – and honest with yourself in your self-critique. A critique is not simply a time where you point out what you think you did correctly. It is about learning from what you have done in order to identify how to improve your work. **Please review Appendix B** for a template format to follow.

Each student will sign up for one Wednesday to do a **Case Presentation (50 Points)** based on one of your clients and your recording. Please review **Appendix C at the end of the syllabus** for a format to follow. **Please have both your tape critique and Case Presentation written up by Class on the day you will present.** We will not listen to your tape without the written critique; be prepared to give a brief oral presentation to the supervision group about your case/recording. Have your recording cued to a section that you would like feedback. There is a sign-up list in **Canvas to Select the Class for your Presentation.** Case Presentation is worth 30 Points.

All tape critiques MUST be uploaded to Canvas or Google in order to receive credit for the submission. Please ensure the tape critique form is properly labeled and has the file name of the recording you will have uploaded to Google Apps for Education/Google Drive.

*****DO NOT** email your recording or critique as an attachment to the instructor, as email is not a secure means of information exchange. It is your responsibility to ensure the security of all client information.

Each recording and critique are worth up to 20 points. For recordings not presented during group supervision, the faculty supervisor/instructor will listen to your recording and provide you with feedback (your critique form will be sent back to you with comments in Canvas). Any recordings deemed to be “below standard” by the faculty supervisor will need to be repeated. You will be notified if recordings need to be repeated, and individual assistance will be provided to ensure you understand the skills required for “at standard” work. *at least 6 recordings are required of all interns, whether it is a 300-hour internship or a 600-hour internship.

Recordings/Reviews are due as listed in the course schedule on course schedule.

EVALUATIONS

Site Supervisor Midterm and Final Evaluations (150 points: 75 points each)

You must submit a midterm and final evaluation of your internship experience from your site supervisor. Forms can be found on the NCCU Counseling Program website: www.nccucounseling.com. You are encouraged to meet with your site supervisor to review your evaluation, discuss your strengths, and areas for improvement. **UPLOAD A SCANNED, SIGNED COPY TO Canvas or Google.** Original copies need to be delivered or mailed to your instructor at NCCU.

- **Site Supervisor Midterm Evaluations are due end of week 8**
- **Site Supervisor Final Evaluations are due by 4/26/25**

Faculty Supervisor Midterm and Final Evaluations

Together we will complete a mid-term and final evaluation of your internship experience. Site supervisors and counselor educators serve as coaches, mentors, and evaluators in your academic and professional preparation. Forms can be found on the NCCU Counseling Program website: www.nccucounseling.com. **UPLOAD A SCANNED, SIGNED COPY TO Canvas.** Original **copies need to be personally delivered or mailed to your instructor at NCCU.**

- **Faculty Supervisor Midterm Evaluations are due weeks 8**
- **Faculty Supervisor Final Evaluations are due 4/26/25**

Dispositions Assessment

Counselor educators are responsible for preparing counseling students that have the required knowledge, skills and professional dispositions to become effective professional counselors. During your clinical internship experience, we will work together to assess your continued growth in providing an empathic and supportive counseling environment for your clients, characterized by positive professional behavior, beneficence, adherence to ethical standards, and flexibility. Professional dispositions also include the attitudes, values, and beliefs demonstrated through both verbal and nonverbal behaviors of counselors when interacting/counseling/consulting with students, families, colleagues, and communities. These positive behaviors support counselor learning and development and positive client outcomes.

Dispositions and academic preparation are areas of evaluation on your site supervisor's evaluations. We will use these evaluations to discuss your current readiness for the field of professional practice, as well as create an environment designed to demonstrate the importance of continued professional development and supervision to support your ongoing growth in the counseling field. See below for more information on professional dispositions assessed from observable behaviors(s) in the work setting and educational setting/classroom.

Professional Dispositions	Dispositional Descriptors
Professional Ethics	Adheres to the ethical guidelines of the ACA, AMHCA, ASCA, NCDA, APA, and NBCC.
	Behaves in a professional manner towards supervisors, peers, & clients (includes appropriate dress, timeliness & attitudes). Able to collaborate with others.
Emotional Stability & Self-control	Demonstrates emotional stability (i.e., congruence between mood & affect) & self-control (i.e., impulse control) in relationships with supervisor, peers, & clients.
Professional & Personal Boundaries	Maintains appropriate boundaries with supervisors, peers, & clients.
Knowledge & Adherence to Site Policies	Demonstrates an understanding & appreciation for <i>all</i> counseling site policies & procedures.
Record Keeping & Task Completion	Completes <i>all</i> weekly record keeping & tasks correctly & promptly (e.g., course assignments, case notes, psychosocial reports, treatment plans, supervisory report).
Multicultural Competencies	Demonstrates awareness, appreciation, & respect of cultural difference (e.g., race, ethnicity, spirituality, sexual orientation, disability, cognitive ability, SES, etc.)

Motivated to learn and develop / Initiative	Demonstrates engagement in learning & development of their counseling competencies, through reading, professional development, conference attendance/participation
Flexibility and Adaptability	Demonstrates ability to flex to changing circumstance, unexpected events, & new situations/demands on time.
Openness to Feedback	Responds non-defensively & alters behavior in accordance with supervisory feedback and coaching.
Genuineness and Congruence	Demonstrates ability to be present and “be true to oneself”

COURSE EVALUATION & GRADING

Assignment/Activity	Due date *	Points Available
Professional Practice and Preparation		
Professional Disclosure Statement	Week 10	20
Ethics Presentation	2/19/25	20
Internship Hours Logs		
Weekly Logs	Mondays**	100
Final Logs	4/28/25	75
Recordings & Case Presentation		
Tape Review/Recording #1	Week 3	20
Tape Review/Recording #2	Week 5	20
Tape Review/Recording #3	Week 7	20
Tape Review/Recording #4	Week 9	20
Tape Review/Recording #5	Week 11	20
Tape Review/Recording #6	Week 13	20
Case Presentation based on one of your recordings	Chosen Class	50
Evaluation		
Attendance/Participation/Dispositions in Group Sup		100
Initial Goals		25
Midterm Goals		25
Final Goals		25
Site Supervisor Evaluations		
Midterm Evaluations	Week 8	75
Final Evaluations	4/28/25	75
University Supervisor Evaluations		
Midterm Evaluations	Week 8	75
Final Evaluations	4/28/25	75
Total Points Available		860

***Due Dates listed by Week mean that assignment is due by Day 7 (Sunday) at 11:59 pm.**

****Due Dates listed as Mondays mean that the assignment is due each Monday by 11:59pm.**

Letter Grade	Point Value
A	769-860
B	683-768
C	597-682
F	0-596

***An “I”/Incomplete Grade will not be given for this course.**

In order to successfully complete this course, **you must complete every assignment, have satisfactory evaluations of your clinical work and dispositions, regardless of the points earned on any assignment, and have a satisfactory assessment of your adherence to legal and ethical standards.** You must upload all documents to Canvas or Google Drive in order to receive credit for an assignment and complete the course. **Please review Appendix D for a summary of items.**

FINAL DEFENSE INSTRUCTIONS (for graduating students)

The Final Defense is used to measure track PLOs as a required culminating experience for graduating students only. Each graduating student will be required to prepare a 20-minute presentation (e.g. PowerPoint, Prezi, etc.) demonstrating their knowledge and skills according to the Specialty Area Program Learning Outcomes. Currently, dual majors are required to complete only one of these. Students will use either a client whom they are working with or one of the case studies developed by the director of the specialty area. Students **MUST** address **ALL** questions even if their client is not presenting with that issue. **ALL** aspects of the PLO questions must be incorporated as if your client was dealing with the issue—students must extrapolate.

Students are expected to be at the Surpasses (Score of 5) or Meet Standards (Score of 4) level by Phase III (Final Defense). A score of 3 or lower indicates that the student must re-present. The presiding faculty will create a developmental plan which indicates the student's weaknesses from the presentation. You are to adhere to the Honor Code. Please see Canvas for the documentation to complete the Final Defense.

(Instructor reserves the right to adjust the schedule and assignments)

Week	Dates	Schedule of Supervision and Related Events	Due by Monday, 11:59pm
1	1/15/25	Group Supervision <ul style="list-style-type: none"> • Introductions • Syllabus Review • Discussion of the following: difference between practicum/internship, case conceptualization, course expectations, course topics to cover. 	<ul style="list-style-type: none"> • Goals • Weekly Log • Provide copy of MOA/ Proof of Liability Insurance
2	1/22/25	Group Supervision <ul style="list-style-type: none"> • Discussion of Case Presentation Format • Site Concerns, Onboarding, Forms 	<ul style="list-style-type: none"> • Weekly Log
3	1/29/25	Group Supervision <ul style="list-style-type: none"> • Clinical Documentation • Case Presentations/Recording Reviews 	<ul style="list-style-type: none"> • Recording & Tape Review #1 • Weekly Log
4	2/5/25	Group Supervision <ul style="list-style-type: none"> • Case Presentations/Recording Reviews • Special Topic: Professional Identity and Caseload Management 	<ul style="list-style-type: none"> • Weekly Log
5	2/12/25	Group Supervision <ul style="list-style-type: none"> • Case Presentations/Recording Reviews • Special Topic: Social Justice/ Broaching 	<ul style="list-style-type: none"> • Recording & Tape Review #2 • Weekly Log

6	2/19/25	Group Supervision • Case Presentations/Recording • Special Topic: OPEN	• Weekly Log • Ethics Presentation
7	2/26/25	Group Supervision • Case Presentations/Recording • Special Topic: OPEN	Recording & Tape Review #3 • Weekly Log
8	3/5/25	Group Supervision • Case Presentations/Recording Reviews	• Weekly Log • Midterm Progress Evaluation/ • Site Supervisor Midterm Evaluation
9	3/12/25	• Spring Break – No Class	
10	3/19/25	Group Supervision • Case Presentations/Recording Reviews	• Weekly Log • Recording & Tape Review #4
11	3/26/25	Group Supervision • Case Presentations/Recording Reviews	• Weekly Log • Recording & Tape Review #5
12	4/2/25	Group Supervision • Case Presentations/Recording Reviews	• Weekly Log • Final Draft Professional Disclosure Statement
13	4/9/25	Group Supervision • Case Presentations/Recording Reviews	• Recording & Tape Review #6 • Weekly Log

14	4/16/25	Group Supervision • Final Defense Presentations	• Weekly Log **Documents are due by next class **
	4/26/25	Group Supervision • Final Defense Presentations	**Documents are due today ** • Final Aggregate Log • Last Day of MOA is 4/28 (can submit log at that date) • SOE Data and Verification form • Student Evaluation of Placement (online)
	4/28/25	Individual Supervision: Final evaluation	Final University Supervisor Evaluation

*Case presentations will be scheduled in the first-class meeting. **All course documents must be submitted by April 25, 2024 at 11:59 PM. If all documentation is not submitted by this date/time, students will be required to complete the internship course in its entirety.

Excerpts from the Counseling Student Handbook

Academic expectations and policies

The Counselor Education Program follows the universities policies regarding academic requirements. The University recognizes the grades that follow in the evaluation of the performance of graduate students:

A= Work of superior quality

B= Satisfactory passing work

C= Low passing work

I= Work that has not been fully completed. A grade of I is only given in extreme circumstances.

(This does not apply to a thesis. The work must be completed within one year of the grade or the course will have to be repeated for credit.)

W= Represents withdrawal from all courses for the semester

WC= Represents withdrawal from the course

F= Failure

NF= Represents a course in which the student stopped attending classes without officially dropping the class; counts as a failing grade

Dispositions

The NCCU Counselor Education Program is committed to admitting, retaining, and graduating students who are a good fit for the nature of the work of being a capable counselor. We have university policies surrounding academic expectations, GPA, and standing in the program. Each student is assigned an academic advisor who will regularly meet with them for academic planning and performance. Sometimes a student might find challenges with being in the role of a counselor. The student may recognize these difficulties or they may receive feedback from faculty and others in the field indicating the counseling role may not be the best career option and fit. We are concerned about the well-being of our students and their readiness to engage in the responsibilities and ethics of counseling. The faculty serves as gate-keepers for the counseling profession, meaning we are ethically bound to discern the best fit in terms of attitudes, characteristics, skills, judgment, and dispositions. We assess these non-academic but essential factors from the onset of applicant interest in the program and during the application interview.

In some cases, however, dispositions reveal themselves after admission is granted. Faculty discusses the progress of each student on a regular basis and any concerns are addressed with a plan of action for remediation and re-evaluation. The program also has formal points of review. One critical evaluation occurs at the Mid-Program Review which occurs after Phase I classes are completed and the student is moving from Pre-Practicum into Practicum. This review allows the faculty to endorse students for readiness to engage in field supervision. If the student is not assessed as ready for site placement, a remediation plan is put into action with a written contract specifying what needs to be done and within what timeframe. The advisor serves as the contact person as the action plan unfolds.

It is important that you understand the critical nature of the dispositions factor. As gate-keepers, faculty use best judgment in protecting the public from any questionable characteristic or behavior of a counselor-in-training that could impair professional and ethical service to clients. Faculty will give direct feedback when necessary and will direct the student toward resources that could help the student develop greater fit or redirect his/her career direction. The action plan could include not allowing the student to move ahead into supervised field experience. Faculty works with any student who is assessed to have these kinds of difficulties and options for remediation and remedy are given to the student with an appropriate time frame before another evaluation is made. **If at any time during the student's training with the program faculty receive information about unethical professional behavior or if the student is unwilling to comply with the requirements of the stated remediation plan in order to address fit for service, the student can be dismissed from continuation in the program.**

NCCU Policies and Resources

Adverse Weather: Please read <http://web.nccu.edu/publicrelations/EmergencyPlan.pdf> for the University's policy on adverse weather. Please follow the instructions as outlined in the University policy. In addition, announcements regarding scheduled delays or the closing of the university due to adverse weather conditions will be broadcast on local radio and television stations.

Confidentiality and Mandatory Reporting

All forms of discrimination based on sex, including sexual misconduct, sexual assault, dating violence, domestic violence, and stalking offenses, are prohibited under NCCU's Sexual Misconduct Policy (POL 80.07.1). NCCU faculty and instructors are considered to be responsible employees and are required to report information regarding sexual misconduct to the University's Title IX Coordinator. The Sexual Misconduct Policy can be accessed through NCCU's Policies, Rules and Regulations website at www.nccu.edu/policies/retrieve.cfm?id=450. Any individual may report a violation of the Sexual Misconduct Policy (including a third-party or anonymous report) by contacting the Title IX Coordinator

at (919) 530-6334 or TitleIX@nccu.edu, or submitting the online form through <http://www.nccu.edu/administration/dhr/titleix/index.cfm>

Any action by a student that interferes with the education of another student or interferes with the operations of the University in carrying out its responsibility to provide a safe and conducive educational environment will be considered a violation of the NCCU Student Code of Conduct.

NCCU Attendance Policy

Class attendance is expected of students at North Carolina Central University and represents a foundational component of the learning process in both traditional on-campus and online courses. Students should attend all sessions of courses for which they are registered for the entire scheduled period and are responsible for completing all class assignments.

Instructors will keep attendance records in all classes. Instructors must clearly state on the syllabus how class attendance will factor into the final grade for the course. Faculty will include a written statement of the attendance guidelines in their course syllabi and will review the guidelines during the first class session. As of Fall 2017 NW and NF attendance grades will no longer be assigned. If a student misses three consecutive class meetings, or misses more classes than the instructor deems advisable, in addition to entering the information into Grades First, the instructor will report the facts to the student's academic dean for appropriate follow-up. Students who miss class to participate in university- authorized activities are given excused absences for the missed class time. It is the student's responsibility to inform the instructor of such activities at least one week before the authorized absence, and to make up all work as determined by the instructor.

Statement of Inclusion/Non-Discrimination

North Carolina Central University is committed to the principles of affirmative action and non-discrimination. The University welcomes diversity in its student body, its staff, its faculty, and its administration. The University admits, hires, evaluates, promotes, and rewards on the basis of the needs and relevant performance criteria without regard to race, color, national origin, ethnicity, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran's status, or religion. It actively promotes diversity and respectfulness of each individual.

Student Disability Services

Students with disabilities (physical, learning, psychological, chronic or temporary medical conditions, etc.) who would like to request reasonable accommodations and services under the Americans with Disabilities Act must register with the Office of Student Accessibility Services (SAS) in Suite 120 in the Student Services Building. Students who are new to SAS or who are requesting new accommodations should contact SAS at (919) 530-6325 or sas@nccu.edu to discuss the programs and services offered by SAS. Students who are already registered with SAS and who would like to maintain their accommodations must renew previously granted accommodations by visiting the NCCU Accommodate Website at <https://www.nccu.edu/sas/accessibility-services-and-accommodations> and logging into their Eagle Accommodate Student Portal. Students are expected to renew previously granted accommodations at the beginning of each semester (Fall, Spring & Summer sessions). Reasonable accommodations may be requested at any time during the semester for all students; however, accommodations are not retroactive. Returning semester requests for returning students are expected to be done within the first two weeks of the semester. Students are advised to contact their professors to discuss the testing and academic accommodations that they anticipate needing for each class.

Students identifying as pregnant or other pregnancy-related conditions who would like to request reasonable accommodations and services must register with SAS.

Other Campus Programs, Services, Activities, and Resources

Other campus resources to support NCCU students include:

- **Student Advocacy Coordinator.** The Student Advocacy Coordinator is available to assist students in navigating unexpected life events (e.g. short-term illness/injury, loss of a loved one, personal crises) and guide them to the appropriate University or community resources. Students may also receive assistance with resolving some emergency financial concerns; understanding NCCU policies, rules and regulations; or general problem-solving strategies. Contact Information: Student Services Building, Room G19, (919) 530-7492, studentadvocacy@nccu.edu.
- **Counseling Center.** The NCCU Counseling Center is staffed by licensed psychologists and mental health professionals who provide individual and group counseling, crisis intervention, substance abuse prevention and intervention, anger management, and other services. The Counseling Center also provides confidential resources for students reporting a violation of NCCU's Sexual Misconduct Policy. Contact Information: Student Health Building, 2nd Floor, (919) 530-7646, counseling@nccu.edu.
- **University Police Department.** The University Police Department ensures that students, faculty and staff have a safe and secure environment in which they can live, learn, and work. The Department provides a full range of police services, including investigating all crimes committed in and around its jurisdiction, making arrests, providing crime prevention/community programs, enforcing parking regulations and traffic laws, and maintaining crowd control for campus special events. Contact Information: 2010 Fayetteville Street, (919) 530-6106, nccupinfo@nccu.edu.
- **Veterans Affairs.** One of the goals of the faculty and the NCCU Veterans Affairs Office's (VAO) is to provide a welcoming and supportive learning experience for veterans. Specifically, the VAO's primary goal is to provide a smooth transition from military to college life for veterans, service members, and dependents. If you wish, please contact your professor and/or the Director of the VAO during the first weeks of class so that we may support and assist you. During your matriculation, the VAO is here to assist you with the VA Educational Benefits process and offer overall support to ensure academic progression towards graduation. For more information, please contact the VAO at 919-530-5000 or veteransaffairs@nccu.edu.
- **LGBTQA Resource Center** The Lesbian, Gay, Bisexual, Transgender, and Ally (LGBTQA) Resource Center at NC Central University serves as a vital link by which LGBTQIA+ individuals can find a sense of community and everyone can learn about LGBTQIA+ identities and culture.

Academic Integrity: Students are bound by the academic integrity policy as stated in the code of student contact. Therefore, students are required to uphold the university pledge to exercise honesty in completing assignments. Plagiarism of any kind (accidental or otherwise) will result in an automatic zero (0) for the assignment and a report to the Program Chair and Dean. Instructor uses plagiarism detecting software for all written assignments. Also, unless explicitly stated by the instructor, students are not allowed to collaborate on midterm and final exams.

See the website for an explanation of **NCCU Academic Integrity Honor Code:**

Students are also expected to adhere to the Ethical standards of the **American Counseling Association**. If you have not already familiarized yourself with ACA Ethical standards and the Universities policies on academic integrity, it is recommended that you do so.

Appendix A

CON 5390-OL1 Tape Critique/Analysis

*Please answer the question below for each tape submitted. Listen to the recording in its entirety prior to beginning this form. Please be thorough and do not rush through this reflective exercise. ***This form must be typed. *** Oral presentation in supervision worth 2 points.*

Student Counselor's Name _____ **Date of session** _____ **Client's Initials** _____ **Session #** ____ (with
this client/student) **Tape Submission #** _____ of 6

1) Description of student-client (presenting issue/topic) (2 points): [**For CMHC Interns: Please provide a general description of the client's feelings, symptoms, homework/practice report, concerns, problems expressed, thoughts, and any other relevant information reported by the client during the counseling session.]

2) Summary of session content (3 points):

- A) Presenting Issue: [**For CMHC Interns: Additionally, please include the results of your DDX process, including DSM & ICD code]
- B) Objectives for the session (identify at least 3) [**For CMHC Interns: Based on the diagnosis, please list goal(s) with 2 objectives per goal]
- C) Overall summary

3) Identify key themes of the session (client themes, themes on which you noticed or focused): (2 points)

4) What theoretical orientation(s) did you attempt to use in this session? Why did you try and work from that theory? *What is the evidence that you worked from that theory?* (2 points) [**For CMHC Interns: What techniques and interventions for prevention and treatment did you use? What was the client's reaction to intervention(s)?]

5) What was the most important moment of the session, and why? (if possible, provide the time in the session from your recorder's time counter): (1 point)

6) Identify at least three of your strengths in the session. (Please be specific and detailed. Identify time stamps in the recording where you demonstrated these strengths.) (3 points)

7) What areas do you need to improve? What do you need in order to do this? (Please identify specific counseling skills, be specific, and detailed. Identify time stamps in the recording where you noticed an area for improvement.) (2 points)

8) What are your plans for future session(s) with this student/client? [**For CMHC Interns: What goal and objectives will you focus on? What evidenced based techniques and interventions in the literature are recommend as best practices? With regard to homework/practice, what has the client agreed to do in order to put in practice what has been worked on during the session?] (2 points)

9) What led you to choose this recording or clip to present in supervision? (1 point)

10) What specific issues would you like to discuss about your work with this student/client during supervision? (*Be specific, simply asking what you did well or missed is insufficient*) (2 points)

*Please save your forms in this format: **YourLastName, Tape1.doc, YourLastName, Tape2.doc, etc**

Appendix C

CON 5390-OL1 Guidelines for Case Presentations

***The two recordings you submit for case presentations may be the same as two of your required tape reviews. Note, you will need to fill out both the tape review form and complete the written Case Presentation. [**For CMHC Interns: You must complete and submit one Comprehensive Clinical Assessment (CCA) and one Individual Intake Assessment. These forms are found online. After completing the assessment follow the instructions below.]*

In preparing for your case presentation, you should select a client with whom you are having some difficulty. Prior to our meeting, you should organize information about your client and your experiences with them. Prepare PowerPoint presentation or a typed summary of the information outlined below to distribute to the group at the time of the presentation. Please include a brief audio/video presentation of the chosen session of at least 7-15 minutes. Your introduction and review of the audio/video should last no more than 15 minutes. This leaves the majority of the time for feedback and comments from your peers and supervisor. Your case presentation should include the following kinds of information:

1. Client Demographics (consider using the ADDRESSING Framework)

- a. Age, gender identity, racial/ethnic identity, sexual orientation, immigration status, language, religious affiliation, disability status, educational/academic/vocational status, physical appearance, interpersonal style, etc.

2. Presenting Problem

- a. Why is the client here? Why now? Is the presenting problem described by the client the same as what you see as a presenting problem?

3. Multicultural Considerations

- a. Client's values, spiritual beliefs, customs pertinent to presenting concern; client's cultural strengths that are supportive for growth/change; any biases or stereotypes that might impact the helping relationship; etc.

4. History of significant events

- a. Development of presenting problem
- b. Medical and health history
- c. Social, interpersonal history
- d. Education, vocational history
- e. Family background
- f. Previous counseling experience
- g. Trauma experiences or adverse childhood experiences (ACEs)
- h. History of oppression or discrimination experiences
- i. Legal involvement
- j. Any complicating factors that exist in the client's world

5. Conceptualization

- a. Assessment tools or screening instruments used in conceptualization (interviews, discussion with caregivers, screenings, etc.)
- b. DSM Diagnosis (if applicable) and can include V-codes
 - i. Include previous client diagnoses
- c. Documented learning or physical disabilities (or IEP or 504 plan)
- d. Conceptualization of presenting problem

- i. From your theoretical perspective, how would you conceptualize this client?
- ii. From a developmental perspective, how would you conceptualize this client?
- iii. Assess how the client's overall wellness has been impacted by the presenting problem.
(Think holistic view of wellness, including physical, social, creative, emotional, spiritual, etc. forms of wellness)
- iv. Client's strengths, interests, and level of functioning

6. Course of Counseling

- a. Treatment plan or wellness plan (see additional appendix)
- b. Progress to present (including how many sessions you have had)
- c. What have you done that has worked? That has not worked?
- d. Relationship
 - i. How do *you* feel when with this client? What emotions, thoughts, impulses come up for you in working with this client?
 - ii. How do you think your client sees you? How do you think your client experiences *you*?
 - iii. What are your expectations of one another in the counseling process?
 - iv. Metaphor for relationship?

7. Current difficulties, blocks, needs from group

- a. What aspect of the clip would you like the group to focus on?
- b. Particular difficulties you are having working with this client?

Appendix D

CON 5390-OL1 Internship in Counseling Checklist

All items must be completed in their entirety by the scheduled submission dates in order to successfully complete the internship course. This checklist is provided for your reference.

Required Forms/Documents

<p>_____ Liability Insurance</p> <p>_____ MOA</p> <p>_____ Counseling/ Recording Consent Form</p> <p>_____ Signed Supervision Disclosure Statement</p> <p>_____ Counseling/ Taping Consent Form</p> <p>_____ Signed Weekly Log</p> <p>_____ Aggregate Final Log</p>	<p>_____ Initial Learning Goals</p> <p>_____ Midterm Learning Goals</p> <p>Update _____ Final Learning Goals Update</p> <p>_____ Weekly Journal Entries</p> <p>_____ Student Evaluation of Placement (online)</p> <p>_____ SOE Data and Verification Form</p>
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Counseling Practice/Preparation

3 Credit Hour Requirements: Complete 300 Hours _____ Complete 120 Direct Hours _____

6 Credit Hour Requirements: Complete 600 Hours _____ Complete 240 Direct Hours _____

Submit a minimum of 6 recordings with tape reviews throughout the semester #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____

2 Case Presentations with written Case

Summary #1 _____ #2 _____

<p>_____ Ethics Presentation</p> <p>_____ Professional Disclosure Statement</p> <p>_____ Site Presentation</p>	<p>_____ Facilitate Group Counseling</p> <p>_____ For CMHC: Complete CCA</p> <p>_____ For CMCH: Individual Intake Assessment</p>
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Scheduled Supervision Meetings & Evaluation

Individual Supervision

_____ Initial Self-Evaluation/Learning Goals _____

_____ Midterm Narrative Goals Update _____

_____ Final Narrative Goals Update _____

_____ Virtual Site Visit

Site Supervision

_____ Midterm Evaluation by Site

Supervisor _____ Final Evaluation by Site Supervisor _____

Weekly Individual Supervision

Group Supervision Dates **Include Dates Here**

Additional CMHC Student and Faculty Resources

These resources are *not required* but are intended to be examples of forms used in the field.

Treatment Plan (CACREP 5.C.3.b)

<input type="checkbox"/> Initial Treatment Plan	<input type="checkbox"/> Updated Treatment Plan
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Date of Intake: _____

Date of Treatment Plan Creation: _____

Client Name:

Referral Source:

Reason for Referral:

Goals	Dates for Goal	Objectives	Interventions
	Date Goal Created: Projected Completion Date of Goal: Actual Completion Date of Goal:		
	Date Goal Created: Projected Completion Date of Goal: Actual Completion Date of Goal:		

	Date Goal Created:		
	Projected Completion Date of Goal:		
	Actual Completion Date of Goal:		

Number of
Recommended
Sessions:

Frequency of Sessions:

As part of our services to you today, the above recommendations have been made. Your signature indicates that you have participated in the development of this plan and understand the recommendations.

Client/Guardian

Date Counselor-In-

Training Date

Faculty/Individual Course Supervisor Date

Progress Notes Guidelines

1. Please make sure to complete all areas required and sign every case note with credentials if appropriate.
2. In the “**Type of Service**” section, make sure to indicate the appropriate recipient of services. The “**Other**” category is for you to indicate other modalities of contact with clients such as phone calls, letters, or any other forms of communication with clients approved by the clinical supervisor.
3. When writing your case notes, make sure to address as a minimum the following areas:
 - a. **Subjective Report:** In this section of the case note, provide a general description of the client’s feelings, homework report, concerns, problems expressed, thoughts, and any other relevant information reported by the client during the counseling session. Examples of specific ways of phrasing such reports are:
 - *The client reported ...*
 - *The client stated...*
 - *The client expressed...*
 - *The client declared...*
 - b. **Objective Report:** There are at least three types of information that you can report in this section of the case note: *Client’s objective reports* (description of specific objective information reported by the client such as mood scale reports, test results, surveys, and anything that the client has objectively measured), *clinician’s empirical observations* (any mental status information, adherence to treatment reports, strengths, assessment of progress towards goals/objectives, and interpersonal or physical findings relevant to treatment), and *outside documented reports* (mental health diagnostic reports, psychological reports, psychiatric reports, school reports, medical information and any other outside reports that would be relevant for treatment). When reporting empirical observations of the client’s mood it is recommended to use the formula:
 - *The client appeared to be _____ as evidenced by _____*
 - *The client seemed to be _____ as reflected by _____*
 - *The client gave the impression to be _____ as indicated by _____*
 - c. **Focus of the Session:** In this section of the case note, provide a brief description of the “working stage” of the counseling session. If clinically relevant, report on specific strategies for change, interventions, primary and secondary themes, activities, as well as goals and or objectives addressed (from the treatment plan). If possible, make sure to report on the client’s response to any strategy used. When reporting on the focus of the session it is recommended to use the formula:
 - *The focus of the session was _____*
 - *The target for this session was _____*
 - *The focal point of this session was _____*
 - *The goal or objective of the session was _____*
 - d. **Plan:** In this section of the case note, provide a brief description of the next steps to follow in working with this client. Report on what you expect to be the focus of the next session, the next goal or objective to be addressed, the next topic to be covered, etc. A regular formula when reporting on this section is:
 - *The plan is to continue working on _____*
 - *The next step in treatment is to _____*

- *In the next session, the focus will be on _____*
- *The goal or objective for next session is to _____*

e. **Homework/Practice:** In this section of the case note, describe what the client has agreed to do in order to put in practice what has been worked on during the session. A formula for reporting on this section is:

- As a homework, client is to _____
- HW: Client is to _____
- As a practice exercise, client will _____

4. As a counselor in training, you are expected to report systematically on every one of the areas identified in this progress note format (Subjective, objective, focus, plan & homework). This will help you develop a more structured approach in documenting the work that you do with your clients. You don't have to necessarily address all the components within each area but only those that are clinically relevant.
5. When you want to correct something that you have written use the "legal method". Draw a line across the word or phrase and initial it (^{BP}). Do not use "white-out" under any circumstance (See case note example).
6. Write your case note as a continuous paragraph without leaving any spaces between phrases or after a period. If you have left any spaces between lines draw a horizontal or diagonal line (if more than one empty writing line) over the open writing space and initial it. (-----^{BP}). This would be a legal protection for a clinical record so information cannot be added after the case note is complete.
7. If a client does not show up for a session or cancels a session document it in the case notes. Also, make sure to document any phone calls and any other attempts to reach your client. No case note should be left without a note or the corresponding signatures, particularly if the client has missed the session. When you call, remember not to leave any explicit messages unless the client has given consent to do so.

Progress Note

Date:	Time:	Session #:
Type of Service: <input type="checkbox"/> Individual <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> Group <input type="checkbox"/> Other:		
Subjective Report Objective Report (Client's objective reports, Clinician's empirical observations, test results, etc.) Focus of the Session (Intervention, Strategy for change, theme, activity, or objective addressed, etc.) Plan Homework/ Practice		
	Signatures:	
Counselor-in-Training Faculty Course Supervisor		