

CLC6636—PRACTICUM IN COUNSELING
ASHLAND THEOLOGICAL SEMINARY—Ashland
Summer Semester 2017
Day and Time: TBA

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COURSE DESCRIPTION:

The Practicum is an opportunity for students to acquire additional counseling skills, experience, and other expertise as counselor trainees. For the first time, students will have the opportunity to employ learned techniques, theoretical knowledge, and other abilities to help actual clients. Clinical skills emphasized in this course include, but are not limited to, establishing a therapeutic relationship, assessment, diagnosis (using the DSM-5), case conceptualization, counseling techniques, utilization of supervision and case consultation, and case presentation skills. Students will be presented with further opportunities to improve self-awareness within the counseling process, including the identification of strengths, limitations, and challenges for further development.

STUDENT LEARNING OBJECTIVES: In this class, you will,

1. Use helping skills in preparation for work with actual clients (D.1, D.2, D.4, D.5, D.6, D.8);
2. Develop your identity as a counselor, especially in the refinement of the Core Counseling Characteristics (B.1, D.9);
3. Develop initial skills in establishing therapeutic relationships, assessment (including diagnosis), treatment planning (including case conceptualization), treatment implementation, and evaluation of the counseling process and outcomes (D.1, D.2, D.4, D.5, D.6, D.7, D.8);
4. Demonstrate sensitivity to the needs of clients from various socioeconomic, gender, racial, ethnic, sexual orientation, religious, and physical ability backgrounds. You will also demonstrate sensitivity to legal and ethical issues in counseling by applying information learned thus far to issues raised in your work with clients as well as in class discussions (B.1, D.2, D.5); and
5. Demonstrate skills in using individual and group supervision effectively; establishing and maintaining collegial relationships; giving and receiving feedback with peers, the small group Adjunct Instructor, and supervisors; and improving critical self-reflection and evaluation (A.8, B.1, B.2, D.9).

KNOWLEDGE BASE:

CACREP—The material in this course is designed to meet the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) curriculum standards for masters training. The specific standard (Section 3: Professional Practice, F-I) states that *“Students complete supervised counseling practicum experiences that total a minimum of 100 clock hours over a full academic term that is a minimum of 10 weeks.”*

Ohio Educational Requirement for Admission to the Examination for Professional Counselor

Licensure—This course meets the Ohio Administrative Code (OAC) requirement for Practicum—4757-

13-01(A)(4)(c)(i-ii).

TEACHING STRATEGIES FOR STUDENT LEARNING:

This course will utilize a variety of learning approaches including, but not limited to lectures, small group discussions, reflections, and assignments designed to help foster your critical thinking skills.

REQUIRED ASSIGNMENT PRIOR TO STARTING PRACTICUM COURSE:

In preparation for the first class session, closely read and review 1.) this syllabus, 2.) the “*Clinical Mental Health Counseling (CMHC) Practicum Handbook*,” 3.) the “*ACA Code of Ethics*,” 4.) “*(Overview for the) Counselor Trainee*” (see below), and 5.) “*C.T. Frequently Asked Questions*.” Bring any questions or concerns you have from these to the first class and be prepared to discuss the readings. Also complete and bring with you the “*Possible Key Topics for Practicum*” (see below).

REQUIRED READINGS:

1. American Counseling Association. (2014). *ACA code of ethics*.
2. *Clinical Mental Health Counseling (CMHC) Practicum Handbook*. Available for download from the ATS webpage (as well as all forms necessary for the Practicum experience).
3. *(Overview for the) Counselor Trainee*. (included below).
4. McMinn, M. (2011). *Psychology, Theology, and Spirituality in Christian Counseling: Revised and Updated*. Tyndale House, ISBN: 978-0-8423-5252-9.
5. Association for Counselor Education and Supervision (ACES). (2011). *Best Practices in Clinical Supervision*, <http://www.acesonline.net/resources/best-practices-clinical-supervision>
6. Association for Spiritual, Ethical, and Religious Values in Counseling (ASERVIC, 2009). *Competencies for addressing spiritual and religious issues in counseling*. <http://www.aservic.org/resources/spiritualcompetencies/>

CLASS STRUCTURE: You will meet regularly in small groups where the focus will be upon your growth as a professional counselor. This will be accomplished primarily through discussion of class assignments and of your site experience, as well as through interactions within the group.

CACREP CMHC STANDARDS MET IN THIS COURSE INCLUDE:

- A.8 – Understands the management of mental health services and programs, including areas such as administration, finance, and accountability.
- B.1 – Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling.
- B.2 – Applies knowledge of public mental health policy, financing, and regulator processes to improve service delivery opportunities in mental health counseling.

CACREP CMHC STANDARDS (continued):

- D.1 – Uses the principles and practices of diagnosis, treatment, referral, and prevention of mental and emotional disorders to initiate, maintain, and terminate counseling.
- D.2 – Applies multicultural competencies to clinical mental health counseling involving case conceptualization, diagnosis, treatment, referral, and prevention of mental and emotional disorders.
- D.4 – Applies effective strategies to promote client understanding of and access to a variety of community resources.
- D.5 – Demonstrates appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling.
- D.6 – Demonstrates the ability to use procedures for assessing and managing suicide risk.
- D.7 – Applies current record-keeping standards related to clinical mental health counseling.
- D.8 – Provides appropriate counseling strategies when working with clients with addiction and co-occurring disorders.
- D.9 – Demonstrates the ability to recognize his or her own limitations as a clinical mental health counselor and to seek supervision or refer clients when appropriate.

REQUIREMENTS/GRADING:

Professionalism—This class provides you with further opportunities for professional growth.

Professionalism in class and at your Practicum site is expected and involves much more than you simply showing up. Therefore, expectations for this class include;

- promptness (arriving to class on time and meeting class requirements when due),
- preparation (e.g., actively reading and processing assigned materials for each class session),
- presence (e.g., as evidenced by your in-class verbal and non-verbal behavior),
- positive participation (during class and at your site), and
- professionalism (in your manner and conduct; in your submitted work, etc.).

Attendance at all face-to-face class sessions is expected. Regardless of the reason for absence, if you miss more than the equivalent of two class sessions, you may be required to do additional work, receive a lower grade or withdraw from the class (at the professor's discretion). It is your responsibility to acquire missed materials and/or handouts from other students. You are encouraged to monitor your professionalism and course engagement and to seek feedback from others (e.g., the professor, site supervisor, other students) as deemed prudent.

You will need to assume primary responsibility for success in the Practicum. To do so, 1.) carefully and closely read, review, and heed the course syllabus and the *Clinical Mental Health Counseling (CMHC) Practicum Handbook* and 2.) never be shy about asking questions or approaching the Professor for help. Doing so will not communicate that you are somehow "lacking" or are a "poor student." Instead, asking questions and seeking help will communicate that you are serious about succeeding and are willing to do what it takes. This is a message you definitely want to communicate.

Participation in field activities and student liability insurance—You are required to a.) secure a suitable site and supervisor (LPCC-S/PCC-S) for your Practicum before the beginning of the current semester (unless a "preferred site" is provided for you by the program), b.) regularly accrue Practicum hours during the semester, c.) cooperate with assigned site tasks and procedures, and d.) be receptive to direction by field supervisors.

Prior to counseling **any** clients, **you must have purchased student liability insurance, which must be maintained current throughout the Practicum.** Proof of insurance (i.e., photocopy of policy) must be submitted to the small group leader the first day of Practicum class. Students generally purchase such insurance through student membership in a professional organization (e.g., ACA) or through a private insurer. You are referred to the CMHC Practicum Handbook for specifics on beginning the Practicum. See your small group Instructor. Ms. Hord, or Dr. Reuschling for further clarification.

Professional Presentation or Client case study—You will either,

- a. select a topic from the assigned readings or a list of “Key Topics for Practicum” (which will be compiled after the first week of group) and prepare a professional presentation to share in the Practicum small group (using provided guidelines) **or**
- b. present a case study of an actual client (using provided guidelines).

For whichever option is selected, as a part of your presentation you will lead the group in a discussion of the case or presentation. No more than forty (40) minutes will be allotted for presentations and case studies. Further details and signup opportunities will be provided in class.

Evaluation of Practicum participation (CACREP CMHC A.8, B.1, B.2, D.1, D.2, D.4, D.5 D.6, D.7, D.8, D.9) —Learning to apply counseling skills is a complex endeavor that improves with experience and training. You are encouraged to remember that at this stage of your personal and clinical development, you are at the beginning of the journey and are not expected to be an expert in counseling. To aid in your development, evaluations will be collected from the field supervisor(s), the small group Instructors, and you will be asked to also evaluate yourself (using the Christian Counselor Effectiveness Characteristics form).

GRADES: Practicum will be a **Pass/Fail** course with no letter grade assigned.

Assignment	Learning Outcomes	Grade
Professionalism	1,2,3,4,5	P/F
Presentation/case study	1,3,4	P/F
Paperwork	1,2,3,4,5	P/F

LATE ASSIGNMENTS:

Failure to complete and submit assignments on time may, at the discretion of the professor, result in your not passing the course. The small group Instructor must be notified in advance of any absences or any difficulties in meeting due dates for assignments.

COURSE SCHEDULE:

Week	Topic	Reading and Other Assignments
1	Introduction, overview of key documents; Explore the "Possible Key Topics for Practicum"	Syllabus, "CMHC Practicum Handbook," "ACA Code of Ethics," "(Overview for the) Counselor Trainee," "CT Frequently Asked Questions"; Complete the "Possible Key Topics for Practicum"; Submit Proof of insurance
2	The person of the counselor: self-care, addressing anxiety, & spiritual formation	McMinn, Chapter 1
3	Counseling techniques; building, monitoring, maintaining the therapeutic alliance	McMinn, Chapter 2 Presentation, Case studies begin
4	Suicide	McMinn, Chapter 3 Presentation, Case study
5	Treatment planning overview	McMinn, Chapter 4 Presentation, Case study
6	Optional "Key Topics for Practicum" #1; Integrating spirituality into counseling	McMinn, Chapter 5 ASERVIC Competencies
7	Mid-term course evaluation – "What should we keep/start/stop doing?" to improve the Practicum experience?	McMinn, Chapter 6 Presentation, Case study
8	Supervision "best practices"; Stoltenberg's IDM Model	ACES "Best Practices in Clinical Supervision"
9	Optional "Key Topic" #2	McMinn, Chapter 7 Presentation, Case study
10	Documentation	McMinn, Chapter 8, Conclusion Presentation, Case study
11	Optional "Key Topic" #3	Presentation, Case study
12	Optional "Key Topic" #4	Presentation, Case study
13	Optional "Key Topic" #5	Presentation, Case study
14		Presentation, Case study All Paperwork Due
15		Wrap Up; Instructor's CCEC

PRACTICUM PAPERWORK:

From the beginning of the Practicum, you will need to document your work as outlined in the Practicum Handbook. Listed below is the paperwork required to pass the class. If paperwork is not completed and submitted, you will not pass Practicum and must provide Dr. Reuschling a written plan for completion and submission date. Should you be unable to complete the required 100 hours in the current semester, you will continue with the Practicum in the next semester and must notify the

PRACTICUM PAPERWORK (continued):

group Instructor and Dr. Reuschling by week 14 of insufficient hours for completion. In this case, you will submit all the paperwork listed below EXCEPT for the Verification of Completion of Practicum Hours form.

<input type="checkbox"/> Practicum Affiliation Agreement	Due before seeing clients
<input type="checkbox"/> Proof of Professional Liability Insurance	Due 1 st class (before seeing clients)
<input type="checkbox"/> "Possible Key Topics for Practicum"	Due 1 st class (before seeing clients)
<input type="checkbox"/> Supervisor's Evaluation of Student CT	Due the 14 th week
<input type="checkbox"/> Student's evaluation of site and supervisor	Due the 14 th week
<input type="checkbox"/> Practicum Logsheet of Hours	Due the 14 th week
<input type="checkbox"/> Student Self Evaluation (CCEC form)	Due the 14 th week
<input type="checkbox"/> Small Group Instructor Evaluation (CCEC form)	Due the 15 th week
<input type="checkbox"/> Verification of Completion of Practicum Hours form	Due the 14 th week or end of the Semester In which Practicum Hours are completed

ACADEMIC INTEGRITY POLICY:

Ashland Theological Seminary expects each student to uphold the Seminary's core value of academic excellence by contributing to an environment that is both challenging and supportive. In such an environment a student will neither seek nor offer improper assistance. All students have an obligation to be forthright in their academic endeavors and to respect ethical standards. The work that one submits for academic evaluation must be one's own, unless an instructor expressly permits certain types of collaboration. Academic integrity requires that each student will use one's own capabilities to achieve one's fullest potential and will neither offer nor accept aid that is not in keeping with regularly accepted standards of academic integrity. Failure to conform to this conduct shall constitute academic dishonesty. The full Academic Integrity Policy statement may be found in the Student Handbook.

SEMINARY WRITING CONSULTATION SERVICE:

The Seminary Writing Consultation Service can help you brainstorm, draft, and revise your writing assignments in your graduate Seminary classes. Masters-qualified Consultants can advise you online or in person. E-mail your request for assistance to swc_group@ashland.edu

Include the following information: Your name, the course # & professor's name, a brief description of the assignment, and your timeline.

For more information, visit: <http://seminary.ashland.edu/services/student-services/seminary-writing-consultation-services>

STUDENTS WITH DISABILITIES:

It is Ashland University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on a disability, please contact Disability Services at [419-289-5904](tel:419-289-5904), or send an email to dservices@ashland.edu. The Disability Services office and the course instructor will work together in order to establish accommodations and to meet your learning needs.

(Overview for the) Counselor Trainee

(from <http://cswmft.ohio.gov/Counselors/CounselorTrainee.aspx>)

Compiled by Mike Reuschling, Ph.D., LPCC-S, February 9, 2017

This is a brief overview of the law concerning counselor trainee approval. It is your responsibility to read the Laws and Rules for a full understanding of the requirements for CT approval. We strongly suggest you also read the counselor trainee's "frequently asked questions" before getting started.

A counselor trainee is an individual seeking licensure as a professional counselor. In order to qualify for training status they must be enrolled in a practicum or internship in a counselor education program. They must be of good moral character and complete the BCI & FBI background check. Counselor Trainees need to apply for the credential and provide proof of enrollment in a master's or doctoral-level counseling practicum or internship course for (the) current/future academic term(s) in order to receive training status. CT status needs to be updated with each quarter or semester, with the CT extension form, and updated proof of enrollment.

Students are not required by the board to have counselor trainee status to complete their practicum or internship requirements. However, the agency where you are working may need you to have CT status in order to bill for your services. If your CT status were to expire you might not be allowed to see clients. If your agency still lets you see clients, you may NOT identify yourself as a CT until the registration is active again.

When you are given CT status, the dates will reflect the beginning and end of the quarter or semester PLUS 8 EXTRA WEEKS. This 60 day grace period extends your CT status, which would otherwise expire on the last day of your quarter or semester. This extra time is to help you avoid waiting for your CT status to be updated. Therefore it is important that you submit your CT extension form at the end of your quarter or semester to avoid delays.

Counselor trainee can only be supervised by a LPC-S (practicum only) or LPCC-S (practicum or internship). These supervisors cannot list more than six training supervisees on their license. NOTE: An LPC-S cannot supervise the diagnosis and treatment of mental & emotional disorders, and can only supervise a CT for a non-dx/Tx practicum only.

Excerpt from 4757-17-01(E)(1)

Students enrolled in a practicum or internship prior to receiving their counseling degree are eligible for "counselor trainee" status as defined in paragraph (T) of rule 4757-3-01 of the Administrative Code, if they are doing so in Ohio. Students are not required by the board to have counselor trainee status to complete their practicum or internship requirements, including the provision of supervised counseling services, but may be required to obtain registration as a counselor trainee by the supervising agency as a condition of acceptance for practicum or internship. A student may also voluntarily choose to apply for registration as a counselor trainee.

Excerpt from 4757-17-01(E)(g)(h)

Have the same scope of practice as a professional counselor in rule 4757-15-01 of the Administrative Code, but require much closer supervision during the training process;

(h) Counselor trainee status is not a substitute for licensure and is only valid at the school approved field placement site(s) where the student is completing his or her field placement, and through the dates listed on the board's online license verification system.

Excerpt from 4757-17-01(E)(2)

Counselor trainee status is not a substitute for licensure and is only valid at the school approved field placement site(s) where the student is completing his or her field placement, and through the dates listed on the board's online license verification system

“CT Frequently Asked Questions” – available at

<http://cswmft.ohio.gov/Counselors/CounselorTrainee/CounselorTraineeFAQ.aspx#8251-1-what-are-the-steps-to-counselor-trainee>

SUGGESTED READINGS (*NOT* required but intended to be of current and future help)

American Psychiatric Association (2013). *Diagnostic and statistical manual of mental disorders: DSM-5*. American Psychiatric Publishing.

American Psychological Association (2015). *APA Dictionary of Psychology* (2nd edition). American Psychological Association.

Corey, G. (2016). *Theory and practice of counseling and psychotherapy* (10th edition). Thomson Brooks/Cole.

Egan, G. (2013). *The Skilled Helper* (10th edition). Cengage.

Faiver, C., Eisengart, S., and Colonna, R. (2003). *The Counselor Intern's Handbook* (3rd edition). Brooks Cole.

Gersten, A. (2012). *Integrative Assessment: A Guide for Counselors*. Pearson.

Jones, S. and Butman, R. (2011). *Modern Psychotherapies: A Comprehensive Christian Appraisal* (2nd edition). IVP Academic.

Jongsma, A., Peterson, L., and Bruce, T. (2014). *The Complete Adult Psychotherapy Treatment Planner* (5th edition). Wiley.

McMinn, M. (2011). *Psychology, theology, and spirituality in Christian counseling* (2nd edition). Tyndale House Publishers.

McMinn, M. and Campbell, C. (2007). *Integrative Psychotherapy: Toward a Comprehensive Christian Approach*. IVP Academic.

McRay, B., Yarhouse, M., and Butman, R. (2016). *Modern Psychopathologies: A Comprehensive Christian Appraisal* (2nd edition). IVP Academic.

Mitchell, R. W. (2009). *Documentation in counseling records: An overview of ethical, legal, and clinical issues* (3rd edition). American Counseling Association.

Morrison, J. (2014). *DSM-5 Made Easy: The Clinician's Guide to Diagnosis*. The Guilford Press.

Reber, A., Reber, E., and Allen, R. (2009). *The Penguin Dictionary of Psychology* (4th edition). Penguin Books.

Zuckerman, E. (2010). *Clinician's Thesaurus: The Guide to Conducting Interviews and Writing Psychological Reports* (7th edition). Guilford Press.

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POSSIBLE KEY TOPICS FOR PRACTICUM

(Practicum will concentrate upon the person of the C.T., the C.T. in supervision, and client care)

Check and/or list **up to 5** topics that you are interested in exploring in this semester's Practicum group.

- Assessment (intakes; using the 5-fold model of assessment)
- Differential diagnosis (using the 5-fold model of differential diagnosis)
- Helpful case conceptualizations (including spiritual themes)
- Integration of McMinn's "Psychology, theology, and spirituality" in clinical counseling
- CBT
- Spiritual-religious "inoculation" (preparing for and navigating unsupportive clinical contexts while being "*wise as serpents, gentle as doves*," Matt. 10:16)
- Applied ethics (basic)
- Applied multicultural counseling (ASERVIC, AMCD competencies)
- Structured/directed case studies (possibly videotaped)

- Other: _____

- Other: _____

- Other: _____

Name (optional) _____