

CNS 7796/CN7797/CNS7798
INTERNSHIP IN COUNSELING I, II & III
ASHLAND THEOLOGICAL SEMINARY
DETROIT COUNSELING PROGRAM

Fall 2020 - Wednesdays, 6:00-6:30 PM via Zoom
September 2 – December 17, 2020

0.5 CREDITS

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I. COURSE DESCRIPTION:

An internship is a post-practicum, on-the-job experience in professional counseling which enables the student to refine and enhance basic counseling skills and to integrate professional knowledge and skills. The internship involves work with bona fide clients and is under the tutelage of an on-site supervisor who is an independently licensed mental health professional.

The intern is provided an opportunity to move from student to professional while receiving placement supervision. Student learning is also enhanced by weekly meetings with fellow interns and the internship liaison. In CNS 7796 the student will engage in her initial Internship experience, and in CNS 7797 and CNS 7798 she will continue the experience of an “on-the-job” internship in professional counseling under the oversight of an on-site supervisor.

II. Student Learning Objectives (SLOs) (with DLOs)

This course format consistently meets the same quality, assessment, learning outcomes and requirements of the traditional semester course format.

At the completion of this course, the student intern should be able to:

1. Discuss the profession of counseling including history, professional roles, organizational structures, ethics, standards, and credentialing. (KO 1)
2. Describe an understanding of boundaries and the limitations to competency. (PAO 1)
3. Act professionally as generally recognized within the counseling profession. (PAO 4)
4. Recognize and discuss one’s own limitations as a professional counselor and seek supervision or refer clients when appropriate. (PSO 3)

III. Knowledge Base

Michigan Educational Requirement for Admission to the Examination for Professional Counselor Licensure. This course meets the Michigan Administrative Code (SOAHR) requirement for Internship – R338.1753 Rule 3 (3).

IV. COURSE REQUIREMENTS

A. Textbooks and Other Materials

Hodges, Shannon. (2015). *The counseling practicum and internship manual, Second Edition: A resource for graduate counseling students*. New York: Spring Publishing Co. ISBN: 978-0826128430.

B. Attendance

According to the *Student Handbook*, attendance at all class sessions is expected, unless the professor has been notified in advance. Any student missing the equivalent of six class hours will be required to do additional work, receive a lower grade or withdraw from the class; this is at the discretion of the professor. **This policy also includes tardiness.**

Professionalism: It is the belief of program faculty that there are parallels between how the student approaches academic training and the student's future professional conduct in the field of counseling.

Participation: Internship is a hands on/practical application class. Participation is mandatory in order for the student to gain the optimum results of the class.

C. Insurance

Students must present proof of having purchased liability insurance on file or have communicated any specific personal concerns with the instructor in order to pass this class.

D. Assignments/Assessment of Student Learning

Note: Log sheets, evaluations, journal forms, summary forms and other pertinent documents will be provided either in class or through Blackboard.

1. Internship students will complete a treatment progress and termination verbatim from their internship site and present them in class on assigned dates. **30% of grade**
2. Personal Counseling experience paper. Write a 3-5 page reflection depicting the experience of being a client, some of your resistances to counseling, what it felt like selecting a counselor, and three of the most pertinent insights gained from counseling thus far. Incorporate these thoughts into a paper showing your awareness and empathy for what clients go through as they begin and undergo counseling. Share also what you have integrated as a counselor as a result of your own counseling experience. How did your experience as a client assist you as a counselor at your internship site?
Paper Due: November 18, week 12 **30 % of grade**

3. **Maintain Internship Site/Liability Insurance** and provision of the completed documentation and affiliation agreement.
 - a. First year students will complete appropriate documents required for approval of internship site.
 - b. Second year students will complete appropriate documentation and affiliation agreement if they have changed their internship site.
The internship site setting can include a medical, prison, community agency, community mental health agency, or private clinical practice. The student must be supervised by a clinician who possesses no less than a Master's level degree in a related field and has a Michigan license. The supervisor must be a trained supervisor OR approved by the director of counseling.
 - c. All students will provide proof of liability insurance by September 16.
 - d. Second year students will complete required internship hours and weekly review of documentation.

Application materials must include upon submission the following: Affiliation Agreement, Supervision Agreement (who, how often & length), documentation of student's liability insurance, curriculum vitae for primary and /or secondary supervisor, and internship log and evaluation forms for second year students. **Failure to comply with this requirement will result in an automatic drop from the course.**

All Documentation Due: December 9, week 15 40% of grade

V. CALCULATION OF GRADE & CONNECTION WITH LEARNING OUTCOMES

<i>Assignments</i>	<i>Learning Outcomes</i>	<i>Percent of Final Grade</i>
Verbatims	1,2,3,4	30%
Personal Counseling Experience Paper	2,4	30%
Internship Progress & Documentation	1,2,3,4	40%

A. SEMINARY GRADING POLICY: Internship classes are graded on a Pass/Fail basis.

VI. TENTATIVE COURSE SCHEDULE (*subject to change*)

<i>Week #</i>	<i>Date(s)</i>	<i>Lecture/Topic</i>	<i>Readings/Assignments</i>
1	September 2	Introduction	

2	September 9	Introduction to the Counseling Profession and the Internship	Hodges (Chapter 1)
3	September 16	Selecting and Applying for a Practicum/Internship	Hodges (Chapter 2) Verbatim
4	September 23	Ethical and Legal Issues	Hodges (Chapters 3) Verbatim
5	September 30	Clinical Issues in Practicum	Hodges (Chapter 4) Verbatim
6	October 7	Clinical Writing & Documentation in Counseling Records	Hodges (Chapter 5) Verbatim
7	October 14	Models of Supervision: (Classroom & Site Supervision)	Hodges (Chapter 6) Verbatim
8	October 21	Multicultural Issues and Considerations	Hodges (Chapter 7) Verbatim
9	October 28	Managing Stress During Your Practicum & Internship	Hodges (Chapters 8) Verbatim
10	November 4	Crisis Intervention in Practicum/Internship	Hodges (Chapters 9) Verbatim
11	November 11	Crisis Intervention in Practicum/Internship (cont'd)	Hodges (Chapters 9) Verbatim
12	November 18	Protecting Yourself During the Practicum/Internship	Hodges (Chapter 10) Counseling Experience Papers Due
13	November 25	NO CLASS Thanksgiving break	

14	December 2	Termination in Counseling: How to Say Goodbye	Hodges (Chapter 11) Verbatim
15	December 9	Completing the Practicum/Internship and Preparing for the Future as a Professional Counselor	Hodges (Chapter 12) Verbatim
16	December 16	Closing Activities – Next Steps	

VII. RECOMMENDATION FOR LIFELONG LEARNING

In order to continue to develop adequate practicum skills, each student should make every effort to read additional materials on the subject, in addition to those listed in the bibliography. Students also need to ensure that they complete their personal counseling and shape their personal commitment to lifelong personal counseling as alignment with self-care. Additionally, join and become actively involved in American Counseling Association (ACA) and Michigan Mental Health Counselors Association (MMHCA).

VIII. SEMINARY GUIDELINES

A. ATS Academic Integrity Policy

Ashland Theological Seminary seeks to model servant leadership derived from biblical standards of honesty and integrity. We desire to encourage, develop, and sustain men and women of character who will exemplify these biblical qualities in their ministry to the church and the world. As members of the seminary community, students are expected to hold themselves to the highest standards of academic, personal, and social integrity. All students, therefore, are expected to abide by the academic integrity standards outlined in the *Student Handbook*.

B. Ashland Multiliteracy Center for Writing, Speaking, And Digital Communication

The Ashland Multiliteracy Center for Writing, Speaking, And Digital Communication center can help you brainstorm, draft, and revise your writing assignments in your graduate Seminary classes. Masters and doctoral qualified Consultants can advise you online or in person.

To schedule an appointment, visit [Ashland Multiliteracy Center](#) and select “Online and Graduate” from the schedule menu.

C. Accessibility Resources and Accommodations

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 the Student Accessibility Center at [419-289-5904](tel:419-289-5904), or send an email to dservices@ashland.edu. The Student Accessibility Center office and the course instructor will work together in order to establish accommodations and to meet your learning needs.

D. ATS Grading Scale

GRADE	QUALITY	PERCENT	DESCRIPTION
A	4.0	97-100	SUPERIOR ACHIEVEMENT OF COURSE OBJECTIVES, DILIGENCE AND ORIGINALITY, HIGH DEGREE OF FREEDOM FROM ERROR, OUTSTANDING EVIDENCE OF ABILITY TO UTILIZE COURSE KNOWLEDGE, INITIATIVE EXPRESSED IN PREPARING AND COMPLETING ASSIGNMENTS, POSITIVE CONTRIBUTIONS VERBALIZED IN CLASS.
A-	3.7	92-96	
B+	3.3	89-91	
B	3.0	86-88	GOOD WORK SUBMITTED, COMMENDABLE ACHIEVEMENT OF COURSE OBJECTIVES, SOME ASPECTS OF THE COURSE MET WITH EXCELLENCE, SUBSTANTIAL EVIDENCE OF ABILITY TO UTILIZE COURSE MATERIAL, POSITIVE CONTRIBUTIONS VERBALIZED IN CLASS, CONSISTENCY AND THOROUGHNESS OF WORK COMPLETED.
B-	2.7	83-85	
C+	2.3	80-82	
C	2.0	77-79	ACCEPTABLE WORK COMPLETED, SATISFACTORY ACHIEVEMENT OF COURSE OBJECTIVES, DEMONSTRATING AT LEAST SOME ABILITY TO UTILIZE COURSE KNOWLEDGE, SATISFACTORY CLASS CONTRIBUTION.
C-	1.7	74-76	
D+	1.3	71-73	
D	1.0	68-70	PASSING BUT MINIMAL WORK, MARGINAL ACHIEVEMENT OF COURSE OBJECTIVES, POOR PERFORMANCE IN COMPREHENSION OF WORK SUBMITTED, INADEQUATE CLASS CONTRIBUTIONS.
D-	0.7	65-67	
F	0.0	BELOW 65	UNACCEPTABLE WORK RESULTING IN FAILURE TO RECEIVE CLASS CREDIT, INADEQUACY OF WORK SUBMITTED OR OF PERFORMANCE AND ATTENDANCE IN CLASS.

VIII. SELECTED BIBLIOGRAPHY

Baird, Brian N. (1996). *Internship, Practicum, and Field Placement Handbook, 4th. Edition*. New Jersey: Prentice Hall.

Boylan, John C. and Judith Scott. (2008). *Practicum and Internship: Textbook and Resource Guide for Counseling and Psychotherapy 4th. Edition*. New York: Taylor and Frances Group, LLC

Kirwan, William T. (1984). *Biblical Concepts for Christian Counseling*, Grand Rapids, MI: Bakers Books

Mitchell, R. W. (2001). *Documentation in counseling records, second edition*. American Counseling Association, Alexandria, VA ISBN: 1-55620-179-6

Sanders, Randolph K. (1997). *Christian Counseling Ethics*, Downers Grove, Ill: InterVarsity Press