Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.
COURSE SYLLABUS
COUN 598
COUNSELING PRACTICUM

COURSE DESCRIPTION
Students will complete a supervised counseling-related experience in a professional setting. The primary focus is on the introduction to the counseling environment and the development of counseling related skills, ethics, and professionalism based on observation and exposure to the counseling field.

RATIONALE
This Practicum course involves participation in a planned clinical experience in an approved agency or other setting under an approved supervisor. During the Practicum experience, students are actively engaged in the field of professional counseling and they contribute to the cooperating agency by assisting its staff in carrying out many of the daily clinical activities of that agency. The purpose of the counseling Practicum is to provide a supervised, field-based, work experience for students.

I. PREREQUISITES
For information regarding prerequisites for this course, please refer to the Academic Course Catalog.

II. REQUIRED RESOURCE PURCHASE
Click on the following link to view the required resource(s) for the term in which you are registered: http://bookstore.mbsdirect.net/liberty.htm

III. ADDITIONAL MATERIALS FOR LEARNING
A. Computer with basic audio/video output equipment
B. Internet access (broadband recommended)
C. Microsoft Word
   (Microsoft Office is available at a special discount to Liberty University students.)
D. Practicum Fieldwork Manual (Available in Blackboard)

IV. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student will be able to:
A. Establish rapport, develop effective working relationships with client(s), and use basic counseling skills effectively.
B. Build a therapeutic relationship with clients, conduct assessment, develop treatment plans, and terminate the counseling relationship appropriately.
C. Conduct a psychosocial history that includes client background information, behavioral observations, current functioning, quality of relationships, client resources, and challenges.

D. Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling.

E. Apply appropriate documentation procedures related to mental health counseling in a way that meets the standards of the counseling site, the Practicum course, and the state in which the student is working.

F. Articulate the process of becoming a licensed professional in the counseling field and the understanding of maintaining a professional identity.

G. Apply the American Counseling Association’s Code of Ethics in a way that shows ethical reasoning.

H. Evaluate the effectiveness of the student’s role and function in the setting and in the supervisory relationship during the Practicum experience.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

A. Textbook readings and lecture presentations/notes

B. Course Requirements Checklist
After reading the Syllabus and Student Expectations, the student will complete the related checklist found in Module/Week 1.

C. Discussion Board Forums (2)
The student is required to provide a thread in response to the provided prompt for each forum. Each thread must be 250 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 1 other classmate’s threads. Each reply must be 150 words.

D. Supervised Clinical Training
The student must complete 100 total hours of a supervised clinical training experience, with a minimum of 40 hours spent in providing services to actual clients (face-to-face client contact). Direct client services include: doing individual, couple, and family counseling, group counseling, co-therapy, co-leading groups, and conducting intakes. The remaining 60 hours are dedicated to supervision and related activities. Supervision (S) includes 1 hour per week of individual and/or triadic supervision. Related Activities (RA) include observation of counseling and other counseling-related activities, staff meetings, counseling-related administrative work, writing progress notes, filing counseling-related files/documents, billing insurance companies, and telephone calls to clients. If the student fails to earn the required 100 hours, then he/she will not receive a passing grade and will be required to re-take the course. Review the Practicum Fieldwork Manual for additional requirements.

E. Student Evaluations (4)
The student’s supervisor(s) will complete 2 quarterly evaluations as well as a midterm evaluation and final evaluation. The student will download the evaluation forms located with the assignment instructions. The student must give the forms to their supervisor(s) to complete. Once the supervisor has completed the evaluations, the student must scan and submit the evaluations in Blackboard. If the student does not receive passing evaluations during the course, they will work with the supervisor and Liberty University Practicum faculty to develop a plan to correct any deficits. (Outcomes A, B, C, D, E, F, G)

F. Interview

The student will conduct an interview with a licensed counseling professional (LPC, LMFT, LMHC only). This person can be the Practicum supervisor, colleague from the Practicum site, or from the community. The purpose of the interview is to better understand the journey of becoming a licensed mental health professional. The student must ask at least 10 open-ended questions during the interview. Upon completion of the interview, students must record their questions and the answers of the interviewee and provide comments and reflections. The required length of the interview paper is 5–7 pages. (Outcome F)

G. Book Review

The student will review Anderson & Bolt’s text on *Professionalism: Skills for workplace success*. Students will summarize, respond, reflect, and act on the readings from Anderson & Bolt. The required length of the book review is 5 pages. (Outcome D)

H. Journal Article Review

The student must choose a journal article from a pre-approved list of professional, peer-reviewed journal articles found in the assignment instructions. The student must summarize, interact, and apply the journal article in the review. The required length of the review is 3 pages. (Outcome F)

I. Self-Reflections (2)

The student will complete a mid-term and final self-reflection paper.

The midterm self-reflection is intended to engage the student in the process of reflective learning while demonstrating self-awareness, self-evaluation, and the ability to develop a specific action plan that will aid the student in improving his/her knowledge and understanding of the counseling profession and his/her own personal counselor identity. The required length of the midterm reflection is 3–4 pages.

The final self-reflection is intended to engage the student in the process of reflective learning while demonstrating self-awareness, self-evaluation, and the ability to develop a specific action plan that will aid them in improving his/her counseling skills. The required length of the final reflection is 5 pages. (Outcomes A, B)

J. Site and Supervisor Evaluation
The student will evaluate their site and supervisor near the conclusion of the course, using the form provided with the assignment instructions. (Outcome H)

K. Liability Insurance Facesheet

The student must submit a copy of liability insurance in order to prove that he/she has maintained liability insurance throughout the Practicum. (Outcome G)

L. Ethics Quiz

The quiz will cover the American Counseling Association (ACA) code of ethics. The student will have 45 minutes to choose the correct answer for 25 multiple-choice and true/false questions. The student must earn a minimum of 42 points on the quiz. The student is allowed up to 3 timed attempts on the quiz. (Outcome G)

VI. COURSE GRADING AND POLICIES

A. Points

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Course Requirements Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Board Forums (2 at 25 pts ea)</td>
<td>50</td>
</tr>
<tr>
<td>Student Evaluations</td>
<td></td>
</tr>
<tr>
<td>1st quarter</td>
<td>25</td>
</tr>
<tr>
<td>Midterm</td>
<td>125</td>
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<tr>
<td>2nd quarter</td>
<td>25</td>
</tr>
<tr>
<td>Final</td>
<td>150</td>
</tr>
<tr>
<td>Interview</td>
<td>100</td>
</tr>
<tr>
<td>Book Review</td>
<td>100</td>
</tr>
<tr>
<td>Journal Article Review</td>
<td>100</td>
</tr>
<tr>
<td>Self-Reflections (2 at 100 pts)</td>
<td>200</td>
</tr>
<tr>
<td>Site and Supervisor Evaluation</td>
<td>50</td>
</tr>
<tr>
<td>Liability Insurance Facesheet</td>
<td>25</td>
</tr>
<tr>
<td>Ethics Quiz</td>
<td>50</td>
</tr>
</tbody>
</table>

Total 1010

B. Scale


C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.

3. Assignments submitted two weeks late or after the final date of the class will not be accepted.

4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Tests/Exams

1. For timed tests/exams students are required to complete the exam within the assigned time. For students who exceed this time limit a penalty of 5 points will be deducted for each minute they exceed the assigned time limit.

2. Students must take the exam during the assigned module. A 5% deduction from the tests final grade will be assigned for each day the test is late.

3. No test will be accepted 7 days after original due date without written approval from the professor. This approval must be sought prior to tests due date.

E. Dual Relationship

The faculty is responsible to interact with counseling students in a supervisory capacity/role. As such, faculty may provide students professional principles, guidance, and recommendations as it relates to the context of the student-client setting. The faculty is responsible to avoid dual relationships with students such as entering a student-counselor or student-pastor relationship. Thus, the faculty does not provide personal counseling addressing student personal problems. If a faculty member perceives that a student is in need of personal or professional counseling, then that faculty member will recommend that the student pursue either pastoral or professional assistance from a counselor in their community.

F. Limits of Confidentiality

In the event of a student’s disclosure, either verbally or in writing, of threat of serious or foreseeable harm to self or others, abuse or neglect of a minor, elderly or disabled person, or current involvement in criminal activity, the faculty, staff, administrator, or supervisor will take immediate action. This action may include, but is not limited to, immediate notification of appropriate state law enforcement or social services personnel, emergency contacts, and notification of the appropriate program chair or online dean. The incident and action taken will become part of the student’s permanent record.

G. Disability Assistance

Students with a documented disability may contact Liberty University Online’s Office of Disability Academic Support (ODAS) at LUODAS@liberty.edu to
make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.
**COURSE SCHEDULE**

**COUN 598**


<table>
<thead>
<tr>
<th>Module/Week</th>
<th><strong>Reading &amp; Study</strong></th>
<th><strong>Assignments</strong></th>
<th><strong>Points</strong></th>
</tr>
</thead>
</table>
| 1           | Practicum Fieldwork Manual  
ACA Code of Ethics  
1 presentation | Course Requirements Checklist  
Class Introductions  
Ethics Quiz | 10  0  50 |
| 2           | Anderson & Bolt: chs. 1–2  
1 website | DB Forum 1 | 25 |
| 3           | Anderson & Bolt: ch. 3  
1 presentation | 1st Quarter Student Evaluation | 25 |
| 4           | Anderson & Bolt: ch. 4 | Interview | 100 |
| 5           | Anderson & Bolt: ch. 5  
1 article | Journal Article Review | 100 |
| 6           | Anderson & Bolt: ch. 6–7  
1 presentation | – | – |
| 7           | Anderson & Bolt: ch. 8  
1 presentation | Midterm Student Evaluation | 125 |
| 8           | 1 presentation | Midterm Self-Reflection | 100 |
| 9           | Anderson & Bolt: ch. 9–10  
1 website | DB Forum 2 | 25 |
| 10          | Anderson & Bolt: chs. 11–12  
1 presentation | – | – |
| 11          | Anderson & Bolt: chs. 13–14 | 3rd Quarter Student Evaluation | 25 |
| 12          | Anderson & Bolt: chs. 15–16  
1 presentation | Site and Supervisor Evaluation | 50 |
### Module/Week | Reading & Study | Assignments | Points
--- | --- | --- | ---
13 | Anderson & Bolt: Review chs. 1–16 | Book Review | 100
14 | 1 presentation | Liability Insurance Facesheet | 25
15 | 1 presentation | Final Student Evaluation | 150
16 | – | Final Self-Reflection | 100

**Total** | **1010**

DB = Discussion Board

**NOTE:** Each course week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.