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 699
COUNSELING INTERNSHIP (FIRST, SECOND, AND THIRD SEMESTER)
All WebEx sections follow the same course format

I. COURSE DESCRIPTION
This course involves an intensely supervised experience in the student’s designated program area at an approved site. Students are required to complete a total of 600 clock hours of counseling and related services, 240 of which are direct client contact hours. While gaining direct service experience with clients, students regularly meet with an approved supervisor. Student counseling performance is evaluated throughout the internship. Written and oral presentations are a basic part of the group supervisory process with a Liberty faculty member via technology. The student’s professional development along with the dynamics of the counseling relationship, diagnosis, treatment, and legal/ethical issues are primary areas of focus.

II. RATIONALE
This Counseling Internship course involves participation in a planned clinical experience in an approved agency or other setting under an approved supervisor. The internship is the culminating experience of the MA licensure programs. The purpose of the Counseling Internship is to provide a supervised, field-based, work experience that allows students to:
- Further continue to integrate and synthesize counseling theories and techniques
- Develop more fully the personal qualities, characteristics, and behavior of a professional counselor;
- Develop more advanced clinical reasoning and conceptualization skills.

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

IV. 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

V. REQUIRED MATERIALS FOR LEARNING
A. Microsoft Office Word (preferred; Microsoft Office is available at a special discount to Liberty University students)
B. Video Recording Device – Please ensure that the device is operating properly and test it before hand- if students do not have this equipment (or a web cam) then you can contact mediaservices@liberty.edu regarding checking out a video camera.

VI. MEASURABLE LEARNING OUTCOMES
Upon successful completion of this course, the student should be able to:
A. Demonstrate the skill of establishing rapport and effective working relationships with client(s). Measured by supervisor evaluations.
B. Demonstrate the ability to conduct a psychosocial history that includes client background information, behavioral observations, and current functioning, quality of relationships, and resources and challenges. Measured by supervisor evaluations.

C. Develop client case conceptualizations that lead to accurate diagnosis using the DSM. Measured by supervisor evaluations.

D. Develop treatment plans that will motivate clients through the use of evidence-based strategies for clients’ identified problem(s). Measured by supervisor evaluations.

E. Maintain an effective counseling process and relationship until the client(s)’ problem(s) have been resolved. Measured by supervisor evaluations.

F. Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling. Measured by supervisor evaluations.

G. Document clinical work in a way that meets the standards of the counseling site, third-party payers, and the state in which the student is working. Measured by supervisor evaluations.

H. Demonstrate and apply the American Counseling Association’s Code of Ethics. Measured by quiz and supervisor evaluations.

VII. COURSE REQUIREMENTS AND ASSIGNMENTS

COURSE REQUIREMENTS:

A. Log 240 clock hours of direct client contact

B. Weekly individual and/or triadic supervision with the approved site supervision that averages one hour/week

C. An average of 1 1/2 hours per week of faculty group supervision via WebEx during internship (as measured by attendance and participation in weekly classes).

D. Participation in a variety of professional activities and resources (e.g., record keeping, assessment evaluation, information, and referral, in-service, and staff meetings.

E. Develop program-appropriate audio/video recordings for feedback during site and/or faculty supervision or live supervision during a client session. Students will submit two to three recorded sessions for feedback during supervision and faculty group supervision as well as to present case presentations during supervision.

* Students utilizing live observation in lieu of taped sessions will also be required to have a pseudo client to allow faculty the ability to assess clinical skills.

F. Evaluation of the students’ counseling performance (as measured by quarterly, midterm, and final evaluations by the site and faculty supervisor.

ASSIGNMENTS:

A. Complete 600 total hours of a supervised clinical training experience, with at least 240 hours required for direct client service; 25 hours required for individual supervision (IS); 25 hours required for group supervision (GS) and 310 hours are required for Related Activities (RA). (L.O.: A-G)

   a. Individual Supervision is a time for students to meet and go over clients directly with their supervisor and only their approved supervisor.

   b. Group supervision will be when a student meets with their approved supervisor and other colleagues at their site discussing clients. Additionally, students will attend a 1.5 hour required weekly face-to-face (via the internet program WebEx) supervision session with the faculty supervisor. Attendance is
mandatory. Day and time TBA. Students are allowed a maximum of 3 absences during the semester.

c. Related Activities can be office work, telephone calls to clients, writing progress notes, and billing insurance companies. (L.O.: A-G).

d. Note: Individual Supervision must be provided by their approved supervisor. Group supervision include both faculty supervision and group supervision with their approved supervisor and other colleagues at their site discussing clients. (L.O.: A-G).

 Students will keep track of their hours each week using the LU Internship Log provided in BB under Course Content>Assignment Instructions. Students will provide the logs to the site supervisor. Supervisor verification of the number of hours completed will be on the evaluations due at weeks 4, 8, 12, and 16. It is highly recommended that students keep a personal copy of their logs so they are available if requested in the future by the internship office or a state licensure board. If students do not finish the required hours, students must seek approval to register (and pay) for an additional semester of the course. Students may register for the course for up to three semesters.

B. **Pass 2 Quarterly Supervisor Evaluations**
   (L.O.: A-G). The approved supervisor will complete a 1st Quarter Evaluation and a 3rd Quarter Evaluation in LiveText. Students who do not receive passing evaluations during the course will work with the supervisor(s) and the Liberty University Internship faculty to develop a plan to correct any deficits. (See Calendar in Blackboard for due dates).

C. **Pass one Midterm Counselor Competencies Scale and one Final Counselor Competencies Scale.**
   The approved supervisor will complete a Midterm Evaluation and a Final Evaluation in LiveText. Faculty Supervisors will also complete a Counselor Competencies Scale in LiveText. Students who do not receive passing evaluations during the course will work with the supervisor(s) and Liberty University internship faculty to develop a plan to correct any deficits. An “NP” in the practicum/internship due to unethical or improper behavior at a site results in expulsion from the Department of Counselor Education and Family Studies. (See Calendar tab in Blackboard for due dates).

D. **Pass two open book/note quizzes**
   The purpose of the quizzes is to test the student’s knowledge of the Internship Manual and the American Counseling Association’s Code of Ethics. The exams are multiple-choice, true-false, open-book, timed exams.

E. **Case Presentations**
   Students will participate in Group Supervision via WebEx with Faculty Supervisor. Each student will complete two approximately 35 minute (with 10-15 minutes for discussion including time for questions, treatment plan, & diagnosis discussion) case presentations during (class time) group supervision. These case presentations will include a treatment plan, an ethics section, and a multi-cultural section. See the appendix for detailed instructions.

F. **Complete Course Requirements checklist located in Week 1 Module**
G. Complete State Requirement checklist

H. Complete Student Evaluation of Site and Supervisor Form

I. Submit Copy of liability insurance at the beginning and end of the semester

J. Therapy Charts Instructions

This assignment is to help you become familiar with utilizing therapy charts and begin introducing you to EHR’s (Electronic Health Records). EHR’s are becoming the norm within the profession to help manage patient records, keep up with best practices, and stay on top of insurance claim requirements.

For this assignment, you will need to complete the following:

- Log onto therapycharts.com and view the video demonstration provided.
- Using Therapy Charts, work through two clients.
- Create two clients using pseudo information.
- Download and save your client charts to upload in the assignment link provided in Module/Week 8 and Module/Week 14.

**It is strongly encouraged to utilize Therapy Charts as often as possible, using pseudo information for clients, to help you gain additional training to familiarize yourself with EHR’s.

K. Complete at least two taped counseling sessions with verbatim transcriptions

This will involve getting informed consent from your site and client, recording and submitting a session to the professor, and transcribing and analyzing a 5-8 minute portion of the session. The transcription form is available via the blackboard courseroom.

For the purposes of faculty supervision and site supervision interns must record two counseling sessions to submit to site supervisors and two counseling sessions to be presented during WebEx Faculty Group Supervision.

The session due dates correspond with the student presentation date. The session is due the week of the students’ case presentation (see the case presentation schedule/course chart for exact dates; the schedule will be in alphabetical order). Students will submit a verbatim form with a five to eight minute segment of the recorded session. Faculty will provide feedback on this portion of the session.

L. Peer Supervision

The peer review may be accomplished by having 2 or 3 students set up a WebEx meeting, with one student being the host and inviting two other students. Peer Supervision is 90 minutes and should be divided equally amongst you and your classmates to share about a client(s) and your experience. Your Faculty Supervisor does not need to be present. Your Faculty Supervisor may change the date of the peer review to coincide with other things that they have planned.

**Caution:** Do not include your site’s information, nor identifying information about your clients during this time. You may meet via WebEx or telephone.
VIII. COURSE GRADING AND POLICIES

A. Scale:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>P (Pass)</td>
<td>Must meet all of the requirements below.</td>
</tr>
<tr>
<td></td>
<td>• Completes all assigned work.</td>
</tr>
<tr>
<td></td>
<td>• Receives a passing grade on all verbatims</td>
</tr>
<tr>
<td></td>
<td>• Attended and participated in WebEx Faculty Group Supervision and Peer Supervision</td>
</tr>
</tbody>
</table>

NP (No Pass): If you fail to meet any of the above requirements.

B. Grade Scale Breakdown

P (Pass): 1010-800
NP (No Pass): 799-0

C. Weight:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Requirement Checklist</td>
<td>10</td>
</tr>
<tr>
<td>Liability Insurance submission (2 @ 25 each)</td>
<td>50</td>
</tr>
<tr>
<td>State Requirement Checklist</td>
<td>50</td>
</tr>
<tr>
<td>Case Presentations (2 @ 100 each)</td>
<td>200</td>
</tr>
<tr>
<td>Informed Consent Form</td>
<td>Complete/Incomplete (0)</td>
</tr>
<tr>
<td>Peer Supervision</td>
<td>Complete/Incomplete (0)</td>
</tr>
<tr>
<td>Peer Supervision Reflection</td>
<td>150</td>
</tr>
<tr>
<td>Therapy Charts (2)</td>
<td>Complete/Incomplete (0)</td>
</tr>
<tr>
<td>Videotaped sessions with verbatims (2 @ 100 each)</td>
<td>200</td>
</tr>
<tr>
<td>Quizzes (2 @ 50 points each)</td>
<td>100</td>
</tr>
<tr>
<td>*1st &amp; 3rd Quarter Evaluations</td>
<td>Complete/Incomplete (0)</td>
</tr>
<tr>
<td>Midterm Counselor Competencies Scale (CCS)</td>
<td>100</td>
</tr>
<tr>
<td>Final Counselor Competencies Scale (CCS)</td>
<td>100</td>
</tr>
<tr>
<td>Student Evaluation of Site &amp; Supervisor</td>
<td>50</td>
</tr>
<tr>
<td>Pass/No Pass (P/NP) Policy Quiz</td>
<td>Complete/Incomplete (0)</td>
</tr>
<tr>
<td>Total</td>
<td>1,010</td>
</tr>
</tbody>
</table>

*Please note the video recordings of the sessions that correspond with the case presentations are also due at the start of class on the day of the case presentation.

*All other assignments such as quarterly evaluations, mid-term evaluations, quizzes, and final evaluations are due the assigned week on Sunday by midnight.

IX. Class Policies

A. Academic Misconduct:

Academic misconduct is strictly prohibited. See the Graduate Catalog for specific definitions, penalties, and processes for reporting.

B. Disability Statement:
Online students with a documented disability may contact the LUO Office of Disability Academic Support (ODAS) at dlhsodas@liberty.edu to make arrangements for academic accommodations.

C. Drop/Add Policy:
Consult the Graduate Catalog for drop/add policies.

D. FN Policy:
Students who begin a course, but at some point in the semester cease attending, and do not provide official notification to withdraw, will be assigned a grade of “FN” at the discretion of the instructor, dated to the student’s last date of academic activity. A grade of “FN” will be assigned when a student stops attending and/or participating in a class for a period of 21 consecutive days or longer. “FN” indicates that the student ceased attendance and failed to complete the course objectives. The last date of attendance will be based upon the last date that a student submitted an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event).

E. Scheduling Policy:
Internship students may not take more than one week off during the semester.

F. Honor Code Policy:
Students are expected to adhere to the Graduate Student Honor Code

G. 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.

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

H. 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.
I. If students do not finish the required hours, students must seek approval to register (and pay) for an additional semester of the course. Students may register for the course for up to three semesters.

X. Other Policies

1. Conflict Resolution:
   Periodically, students may develop a concern regarding the class, an individual in the class, or the instructor. Students are expected to behave in a respectful and professional manner in their interactions with fellow students, and the professor. If a concern arises, you are encouraged to first address the concern with the individual involved. If this does not resolve the issue, then you are expected to voice your concerns to your instructor. If this does not resolve the concern, you will be given the name and email of the appropriate program director.

2. Email Netiquette:
   During this final phase of your graduate program, you are training to become a professional in the field and are seeing clients in a clinical setting. You are expected to communicate in a professional manner at all times whenever emailing your classmates, professor, or any employee of Liberty University. Because there is no accompanying tone of voice, facial expressions, or body language, email communication is more easily misinterpreted than face-to-face. Your emails should be courteous and well thought out to avoid knee-jerk responses that will be interpreted as “flaming” or sarcasm. Communicate complaints directly to the individual involved. Do not send a blanket email to everyone in the class or to administrative personnel until you have communicated your concerns directly to the person involved and allowed them time to respond. Do not post a message to the class on BB that is more appropriate for an individual. Avoid offensive language of any kind. It is important that you adopt a demeanor consistent with a professional counselor—using full sentences, proper grammar, and giving thought to your communication before writing, speaking, or sending an email. This means that text messaging shortcuts, typing in all caps or all lower letters, abbreviations, and unprofessional tones are inappropriate.

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

4. 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.
XI. BIBLIOGRAPHY


counseling skills, dispositions, and behaviors. *Counselor Education and Supervision, 51*, 189-206.


COURSE SCHEDULE
COUN 699- Third Semester

Internship Manual (Available in Blackboard)

August 19, 2013 –December 8, 2013

<table>
<thead>
<tr>
<th>Week/Module</th>
<th>Read &amp; Study</th>
<th>Assignments Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LU Internship Manual</td>
<td>Course Requirements Quiz Quiz</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hodges 4</td>
<td>PCR #1</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Student Quarter Evaluation #1</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Hodges 5</td>
<td>PCR #2</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Midterm Evaluation</td>
</tr>
<tr>
<td>9</td>
<td>Hodges 7</td>
<td>PCR #3</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Student Quarter Evaluation #3</td>
</tr>
<tr>
<td>13</td>
<td>Hodges 9</td>
<td>PCR #4</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Liability Insurance Face sheet</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Final Evaluation</td>
</tr>
</tbody>
</table>

*All assignments are due on Sunday at 11:59PM EST