

**SUL ROSS STATE UNIVERSITY**  
**ED 7316—Practicum in Guidance and Counseling**  
**Syllabus**  
**Fall 2018**

Welcome to ED 7316— Practicum in Guidance and Counseling. The Education Department has established procedures governing counseling practicum's that include specific requirements for you to receive credit and a grade for your practicum. Within this syllabus, you will find the information, instructions, and forms required for successful completion of this course. As you read through the following material, please pay special attention to the following:

**YOU MUST CHECK YOUR SUL ROSS EMAIL EACH DAY!**

- **You** are responsible for finding an appropriate site at which to serve your practicum. *You may not begin practicum hours until your university supervisor (your ED 7316 instructor) approves the practicum, has received, and accepted your forms.*
- If you are a school counseling student or plan to pursue school counselor certification, this practicum (ED 7316A) *must* be completed in a school setting. If you are interested in continuing your education and completing the academic requirements toward LPC, you will be required to complete a second practicum in an upcoming semester. That practicum (ED 7316B) must be completed in an agency setting rather than in a school setting. This is to provide you experience in both school and agency settings.
- If you are completing academic requirements toward LPC, and you are not a certified teacher seeking school counselor certification, you are required to complete ED 7316A in an agency setting rather than in a school. You will be required to complete a second practicum (ED 7316B) in an upcoming semester in a different agency or practice setting than the one you utilize for ED 7316A. This is to provide you varied experiences in the field of counseling. If it is necessary to have two agency placements in order to accrue the required hours, both sites must be approved by your university supervisor, and you must submit all forms for each site for approval prior to accruing any hours for that site. (Make copies of the forms for each site supervisor to complete.) At the conclusion of your practicum, both site supervisors must submit the signed On-Site Supervisors Final Report.
- **BEFORE BEGINNING YOUR PRACTICUM**, you must complete and submit to your university practicum supervisor your Practicum Personal Data Sheet, Waiver and Liability Release, Supervision Agreement and Proof of School Counseling Certification of Site Supervisor. (See page 6 and Attachments 1, 2, & 3).

- You must also obtain liability insurance and complete and submit the proof of liability insurance form (Attachment 4) with a copy of your policy to your university supervisor. **This must be done before you begin your Practicum.** To obtain insurance, contact the Texas Counseling Association. You will need to join the association to be eligible for their student liability insurance. Access the website at [www.txca.org](http://www.txca.org) and click on “Join/Renew” to find the application for membership and insurance.
- **YOU MAY NOT BEGIN THE PRACTICUM BEFORE THE START OF THE SEMESTER; you must have received approval from your university supervisor, and your documents must also have been received and accepted by your university supervisor.**
- Note that you will need multiple copies of the log summary sheet (Attachment 5).
- Note that materials may be submitted **before** listed due dates, but they **must** be submitted in time to be **received** by your faculty supervisor **no later than** the listed due dates.
- All of your work must be uploaded to blackboard. If you email me your work please also ensure that a copy is uploaded to blackboard.

**If you have any questions, please contact your university supervisor.**

## **Education 7316A—Practicum in Guidance and Counseling**

### **PROGRAM LEARNING OUTCOMES**

**This course contributes to the following required program learning outcomes:**

1. Students will demonstrate their ability to apply within guidance and counseling, their knowledge of human development, diversity, and factors that affect students'/clients' ability to achieve their potential.
2. Students will demonstrate their ability to plan, implement, and evaluate a developmental guidance program; this program will incorporate assessment, as well as individual and group counseling services utilizing appropriate theoretical frameworks, techniques, and interventions to address personal, interpersonal/social, educational, and career needs.
3. Students will demonstrate the ability to communicate and collaborate effectively with others in the school, with students' parents, and/or with the community in order to facilitate student/client success, and will demonstrate the ability to apply ethical, legal, and professional standards.

### **SCHOOL COUNSELOR STANDARDS**

#### **School Counselor Standard I**

Learner-Centered Knowledge: The professional school counselor must have a broad knowledge base.

#### **School Counselor Standard II**

Learner-Centered Skills: The professional school counselor applies the knowledge base to promote the educational, personal, social, and career development of the learner.

#### **School Counselor Standard III**

Learner-Centered Process: The professional school counselor participates in the development, monitoring and evaluation of a developmental school guidance and counseling program that promotes learners' knowledge, skills, motivation, and personal growth.

#### **School Counselor Standard IV**

Learner-Centered Equity and Excellence for All Learners: The professional school counselor promotes academic success for all learners by acknowledging, respecting

#### **School Counselor Standard V**

Learner-Centered Communications: The professional school counselor, an advocate for all students and the school, demonstrates effective professional and interpersonal communication skills.

### **School Counselor Standard VI**

**Learner-Centered Professional Development:** The professional school counselor pursues continuous professional development, demonstrating a commitment to learn, to improve the profession and to model professional ethics and personal integrity.

### **COURSE OBJECTIVES**

The *practicum* is designed to provide the student intern with an opportunity to experience the process of guidance and counseling services in an actual working situation under the supervision of a certified and/or licensed professional counselor or equivalent. The practicum will include a **minimum of 160 hours**, of which at least **80 hours** must be **direct service to clients**, that is, individual, group, career/vocational, and family counseling; appraisal/assessment; and when appropriate, consultation. The other **80 hours are indirect hours**, and consist of paperwork and preparation for working with clientele within the realm of counseling. **PLEASE NOTE THAT FOR LICENSURE-BOUND STUDENTS (LPC), THE STATE INDICATES A PREFERENCE FOR 100 DIRECT HOURS PER PRACTICUM. This would decrease the indirect hours to 60 hours per internship.** On completion of this experience, the intern should be competent to assume the role of a counselor in the setting in which the practicum was completed. The choice of setting and the competence of the on-site supervisor will greatly affect the resulting competency of the student intern, and should be carefully considered when the intern chooses the site.

#### **Minimum competencies of the intern at completion of the practicum include:**

1. The ability to develop a guidance/counseling program for a school or agency similar to that in which the practicum was completed;
2. The ability to provide individual, group, vocational, and assessment counseling services, and in addition, demonstrate the ability to provide efficacious consultation and referral services;
3. The ability to conduct a full and appropriate evaluation of any given client with analysis and rationale for the services needed;
4. The ability to provide clear and accurate interpretation of assessment data when appropriate;

5. The ability to work as an ethical counselor according to the American Counseling Association Code of Ethics, and where appropriate, the American School Counseling Association Code of Ethics.

## **DEFINITIONS**

The following **definitions**, in congruence with those supplied in the Texas Administrative Code, Chapter 681 “Professional Counselors” will apply:

**Individual counseling** [with individual clients]—utilizes interpersonal, cognitive, cognitive-behavioral, behavioral, psychodynamic, and affective methods and strategies to achieve mental, emotional, physical, social, moral, educational, career, and spiritual development and adjustment through the life span.

**Group counseling** [with 2 or more clients]—utilizes interpersonal, cognitive, cognitive-behavioral, behavioral, psychodynamic, and affective methods and strategies to achieve mental, emotional, physical, social, moral, educational, career, and spiritual development and adjustment through the life span.

**Assessing and appraising [Testing and Appraisal]**—utilizes formal and informal instruments and procedures, for which the counselor has received appropriate training and supervision, in individual and group settings for the purposes of determining the clients’ strengths and weaknesses, mental condition, emotional stability, intellectual ability, interests, aptitudes, achievement level and other personal characteristics for a better understanding of human behavior, and for diagnosing mental problems; but does not permit the diagnosis of a physical condition or disorder. [Note: Certified school counselors do not diagnose mental problems; licensed professional counselors do not administer projective testing. All formal appraisal is to be conducted under supervision of site supervisor.]

**Career development counseling**—utilizes formal and informal counseling methods and appraisal instruments for the purpose of determining intellectual ability, interest, skill, aptitude, achievement, mental condition, emotional fitness, and other personal characteristics for occupational, vocational, and career selection and placement throughout the life span.

**Family counseling**—utilizes interpersonal, cognitive, cognitive-behavioral, behavioral, psychodynamic, affective, and family systems methods and strategies with families to achieve mental, emotional, physical, moral, social, educational, spiritual, and career developmental and adjustment through the life span.

**When selecting goals for your practicum and determining activity codes for your Log Summary Sheets, please refer to the above definitions.** Additional course definitions follow:

**Direct hours** are those hours accrued when the intern works directly, face-to-face, with individuals or groups in counseling activities. (Note: in ED 7316A, school counselor interns will incorporate direct guidance and counseling activities with students, parents, and system support individuals. Supervised telephonic contact with parents/guardians regarding students’ counseling issues may be considered direct hours, at the discretion of the site supervisor.) Hours accrued when directly administering a counseling-related assessment instrument to individuals or groups may be counted as direct hours; the time spent interpreting the instrument face-to-face with the individuals and/or family members may also be counted as **direct** hours.

**Indirect hours** are those hours spent in preparation for individual or group guidance or counseling activities, including preparation for career counseling activities, family counseling, and for assessment/appraisal. (For example, an intern's study of test manuals and test instructions would be considered **indirect hours**, but his actually administering the test in person and then visiting with the student to interpret results would be direct hours. Preparing materials for a grief small group would be **indirect hours**, but the actual time spent facilitating the group would be direct hours. Conducting an individual counseling session face-to-face would be direct hours, but documentation afterwards would be **indirect hours**. Leading a psycho-educational group for stress management would be direct hours, but copying handouts or setting up the room would be **indirect hours**. Other **indirect hours** include case conferences, staffing, writing case notes, and speaking with supervisors or other staff regarding clients.)

**Supervision**—each intern is required to meet for one hour, face-to-face, each week during the duration of the practicum with his/her **site supervisor** to review goals, to assess progress or challenges in counseling clients, to solicit direction or observe modeling in applying counseling skills, and to confirm the accumulation of direct and indirect hours. **Interns are also expected to stay in regular communication with the university supervisor** (refer to the participation requirement in this syllabus and to the instructions regarding submission of activity logs, reflections, and other documentation).

## **SUGGESTED MATERIALS FOR LPC STUDENTS**

Those students registered in ED 7316A who are **not** school counseling students and are instead interning in an agency setting, it is recommended that all LPC students access the National Board for Certified Counselor website at <http://www.nbcc.org/study> in order to gain information regarding NCE (National Counselor Exam) study programs to assist in preparation for the licensure exam (to be taken after the students have graduated from the university and who seek licensure through the Texas State Board of Examiners of Professional Counselors).

By accessing <http://www.nbcc.org/study> students may scroll down to the NBCC Official NCE Preparation Guide, which may be ordered for \$34.95. Although the NBCC does not guarantee or endorse the other vendors they have listed on this site, they have made available contact information about other preparation programs that can be purchased for study. Sul Ross State University does not offer recommendations or guarantees for any test preparation program or guide. Each student bears the responsibility for his/her own test preparation and results for the NCE, as this process is independent from the university.

## **HOW TO ARRANGE A PRACTICUM**

Prior to making any arrangements for a practicum, students should make an appointment with their university supervisor to discuss appropriate site possibilities.

**The following forms must be completed and submitted to your university supervisor no later than Friday, September 1st.**

- 1. Practicum Personal Data Sheet (Attachment 1)**
- 2. Waiver and Liability Release (Attachment 2)**

3. **Site Practicum Supervision Agreement (Attachment 3 and proof of site supervisors' certification)**
4. **Proof of Professional Liability Insurance (Attachment 4 and a copy of your insurance policy)**

## **SITE SUPERVISOR QUALIFICATIONS**

Students who are completing a practicum in an agency setting must have an on-site supervisor holding a license as a professional counselor (LPC) in Texas, or a licensed clinical social worker (LCSW), a licensed psychologist, a licensed psychiatrist, or a licensed marriage and family therapist (LMFT). On-site supervisors for school counseling interns must be certified as a school counselor in the State of Texas.

## **GOALS AND OBJECTIVES**

**Due by September 8th, the intern, in conjunction with the on-site supervisor, will develop four or five goals with accompanying objectives toward which to work (refer to page 5).** A **goal** is a broad, clear statement of an outcome the intern plans to achieve during the period of the practicum. An **objective** is a clear, specific, and measurable statement that identifies a step leading to the achievement of the goal. Ideally, if all the objectives are met, the goal automatically will have been attained.

1. The goals determined by the intern will provide the structure for both the 80 direct service hours and 80 hours of indirect service. **Goals MUST include (1) individual, (2) group, (3) assessment, and (4) another goal, preferably career counseling. Note: Career counseling is the REQUIRED 4<sup>th</sup> goal for school counseling interns.** Family counseling may also be included for LPC track students if appropriate for the setting.
2. After formulating the goals, the intern will develop objectives for each goal. **These objectives should be clear, specific, and measurable (example, one time per week).**
3. On completion of the above, both the student and the on-site supervisor will **sign off** on the goals and objectives to indicate their acceptance. The intern will provide a copy of these goals to the on-site supervisor and the university supervisor **by September 8th**. The university supervisor must approve the goals and objectives and may require revision prior to acceptance. The student should keep a copy of the goals and objectives for his or her own files.

## LOGS

### 1. Counseling Activity Log

Interns will keep an extensive counseling activity log recording activities conducted during the practicum. **This log should be considered confidential, with information that identifies individual clients omitted. You may use student/client initials, omit full names.**

This log should consist of two parts.

The **first section** will **describe the general counseling activities (completing the log)** conducted during the hours of this log.

The **second section** will consist of two or three paragraphs of the **intern's reflections** on the on-going process of counseling with clients. Please Refer to the University Practicum Handbook Rubric for Logs/Reflections on page 29. Reflections should include progress made with each stated goal.

Approximately **every forty hours of internship served**, the intern will send the counseling activity log and a summary sheet (Attachment 5) to the university supervisor. Specific due dates are listed within the assignment tab.

### 2. Final log/report

At the conclusion of the practicum, the intern will write a final report describing his or her progress toward attaining the stated goals and objectives. If a particular goal was not met, the intern will explain the reason, and will describe what was accomplished in place of that goal. This report should be comprehensive, professionally typed, and should include a final section of reflection on the practice

**December 8, 2018.**

## ON-SITE SUPERVISOR'S FINAL REPORT

The on-site supervisor will complete a final report evaluating the intern's progress through the practicum. This report must be received by the university supervisor before a grade will be given. The on-site supervisor's final report is due **NO LATER THAN December 10, 2018.**

## SITE VISITS BY THE UNIVERSITY SUPERVISOR

Each intern's university supervisor will make one on-site visits during the practicum (optional). The university supervisor will meet with the intern and the on-site supervisor during this site visit. The intern will be required to facilitate the appointment. The second site visit will be conducted, however, this visit will not be in person at your school, but will be conducted via Skype. This visit will only include your university supervisor and the intern. Skype is an online mechanism that allows us to see you via video conference as you speak into your computer; simultaneously, you can view your university professor. The computer utilized may be either a school computer or a personal laptop, whichever is most convenient (or allowed by the school). You can get more information at the following URL:

<http://www.skype.com/intl/en-us/get-skype/>

We will schedule a time for the second visit after we have completed your first, face-to-face site visit. Note: For the second, site visit (Skype), **only you**, need to be present. The intern will be responsible for calling the university supervisor once the Skype appointment has been set. My Skype information: barbara.tucker31

Both the intern and the on-site supervisor are encouraged to call the university supervisor if there are questions or concerns at any time during the practicum.

Each LPC-track intern's university supervisor is not required to make one face-to-face on-site visit during the practicum with the intern and the on-site supervisor. However, the decision to have an on-site visit is left up to the discretion of the University supervisor. The visits will be arranged by the university supervisor; the intern will be required to facilitate the appointments. Both the intern and the on-site supervisor are encouraged to call the university supervisor if there are questions or concerns at any time during the practicum.

## PARTICIPATION REQUIREMENT

**Each intern will be expected to stay in regular communication with his/her university supervisor and will be required to respond to emails and/or telephone calls initiated by the university supervisor within two days. If a timely response is not received, 10 points per**

**day will be deducted from your overall grade. (No Excuses)**

**REMEMBER:**

**KEEP COPIES OF ALL THE FORMS YOU SEND TO US AS WELL AS EACH OF YOUR LOGS. WHEN THE TIME COMES THAT YOU NEED TO COUNT UP YOUR TOTAL DIRECT AND TOTAL INDIRECT HOURS, YOU NEED TO BE ABLE TO DO THIS FROM YOUR OWN LOGS RATHER THAN ASKING YOUR UNIVERSITY SUPERVISOR TO DO SO.**

**DUE DATES AND CORRESPONDING POINTS**

- Attachments 1, 2, 3, 4, 5, 6, copy of your liability insurance policy, and a copy of your site supervisors school counselor certification certificate due Saturday, September 1, 100 points**
- Goals and Objectives, due Saturday, September 8, 100 points.**
- 1st set of 40 hours and corresponding reflection, due Saturday, September 29, 75 points.**
- 2nd set of 40 hours and corresponding reflection, due Saturday, October 20, 75 points.**
- 3rd set of 40 hours and corresponding reflection, due Saturday, November 10, 75 points.**
- 4th set of 40 hours and final reflection, due Saturday, December 8, 100 points.**
- Site supervisor's final evaluation, due Monday, December 10, 100 points.**

*We hope you have a successful practicum and look forward to working with you.*

*The Counseling faculty*

PRACTICUM PERSONAL DATA SHEET

INTERN NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

PRACTICUM SITE: \_\_\_\_\_

PRACTICUM SITE ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PRACTICUM SCHEDULE: DAYS OF THE WEEK \_\_\_\_\_

HOURS OF THE DAY \_\_\_\_\_

PRACTICUM SUPERVISOR: \_\_\_\_\_

SUPERVISOR'S ADDRESS (AGENCY/WORK ADDRESS): \_\_\_\_\_

\_\_\_\_\_

SUPERVISOR'S AGENCY PHONE NUMBER: \_\_\_\_\_

DETAILED DIRECTIONS FROM SUL ROSS TO PRACTICUM SITE (DRAW A MAP IF NECESSARY): \_\_\_\_\_

\_\_\_\_\_



## WAIVER AND LIABILITY RELEASE

### SUL ROSS STATE UNIVERSITY COUNSELING PRACTICUM

In order to be allowed to participate in the course ED 7316, and in the associated practicum of said course, the undersigned agrees to:

- (supervisor's initials) waive all claims for liability against Sul Ross State University, the Board of Regents, Texas State University System, their respective officers, agents, servants, and employees which arise from, or in any way be predicated upon acts or omissions, in connection with the course, or program. The undersigned agrees to hold harmless Sul Ross State University, the Board of Regents, Texas State University System, their officers, servants, and employees from any and all liability arising out of, or in any manner predicated upon, loss or damage to property, injury or death to the undersigned, which injury may occur in connection with the operation of the above described class and program, regardless of whether such injuries occur in whole, or in part, from the negligence of Sul Ross State University and/or its employees.
  
- (supervisor's initials) that participation in said course will make use of student experiences in the group in a classroom situation. Confidentiality of clients will be preserved but I hereby give my informed consent to use my performance experiences and further agree and consent professional observations and comments may be utilized for instructional purposes. The undersigned agrees to hold harmless Sul Ross State University, the Board of Regents, Texas State University System, their officers, agents, servants, and employees from any and all liability arising from, or in any way predicated upon acts or omissions, in connection with the activity described in this paragraph.
  
- (supervisor's initials) to hold harmless Sul Ross State University, the Board of Regents, Texas State University System, their officers, agents, servants, and employees from any and all liability arising from the field practicum or which might be due to injuries resulting from the co-trainer's negligence. The co-trainer is any agency, institution, or facility outside the auspices of Sul Ross State University, which accepts responsibility for supervising a counseling intern student.

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Date

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Signature of Student

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Date

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Signature of Site Supervisor  
(please initial each guideline)

SITE PRACTICUM SUPERVISION AGREEMENT  
Counselor Education Program  
Box C-115  
Sul Ross State University  
Alpine, TX 79832

Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Agency/School: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ ext. \_\_\_\_\_ E-mail: \_\_\_\_\_

Best Times to Contact: \_\_\_\_\_

**This is to certify that I agree to supervise the counseling practicum of**

\_\_\_\_\_ at this agency/school from the dates of  
(name of intern)

\_\_\_\_\_ until \_\_\_\_\_.

**I understand that this will entail meeting for an hour of supervision for every week of the practicum served by the student intern. Further, I understand that this intern will be working with clients/students doing individual and group counseling as well as other categories of counseling and counseling-related work totaling 160 hours.**

Signed \_\_\_\_\_  
(supervisor's signature)

Date \_\_\_\_\_

**PROFESSIONAL LIABILITY INSURANCE  
FOR  
ED7316A and ED7316B  
PRACTICUM IN COUNSELOR EDUCATION  
AT SUL ROSS STATE UNIVERSITY**

**Student Intern's Name** \_\_\_\_\_

**Dates of Practicum** \_\_\_\_\_ **to** \_\_\_\_\_

**School/Agency** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSURANCE COMPANY/PROVIDER** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Policy Number** \_\_\_\_\_

**Period of Coverage** \_\_\_\_\_

**My signature certifies that the above information is true.**

\_\_\_\_\_  
**Signature of Student Intern**

\_\_\_\_\_  
**Date Signed**

**SEND TO:** (Your University Supervisor)  
**COUNSELOR EDUCATION**  
**Sul Ross State University**  
**Box C-115**  
**Alpine, TX 79832**





Briefly describe the particular strong points this intern has demonstrated during the practicum.

What suggestions do you have for this intern to further develop his/her professional abilities?

How would you describe this intern's potential to become an effective counselor?

Comments:

Suggested Grade Earned by Intern \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

***ED 7316A and ED 7316B-COUNSELING PRACTICUM***  
**Required Paper Work**

**These items must be submitted to your University Practicum Supervisor at the times they are due before a grade and credit for Practicum will be given.**

**Send all paper work to:**

**(Your University Supervisor)  
Sul Ross State University  
Counselor Education  
Box C-115  
Alpine, TX 79832**

**Student's Name** \_\_\_\_\_

**Year** \_\_\_\_\_ **Semester of Practicum:** \_\_\_\_ **Fall** \_\_\_\_ **Spring**

**Date(s) of Submission**

- |                                                                      |       |
|----------------------------------------------------------------------|-------|
| <b>1. Accurate Personal Data Sheet</b>                               | _____ |
| <b>2. Waiver and Liability Release Form</b>                          | _____ |
| <b>3. Supervisory Agreement</b>                                      | _____ |
| <b>4. Proof &amp; Copy of Professional Liability Insurance</b>       | _____ |
| <b>5. Goals and Objectives, signed by On-Site Supervisor</b>         | _____ |
| <b>6. Log Sheets for All Hours Served (each 40 hours)</b>            | _____ |
| <b>7. Reflections (submitted each 40 hours with Log Sheets)</b>      | _____ |
| <b>8. Final Report/Log from Intern, including reflection section</b> | _____ |
| <b>9. On-site Supervisor's Final Report</b>                          | _____ |

**Remember to mail initial paperwork to university supervisor in a 3 ring binder.**