

M.Ed. Counseling Program

Practicum in Counseling Handbook and Syllabus



Practicum in Counseling

Handbook and Syllabus



Department of Education
Counseling Program
2623 Garner Field Road
Uvalde, Texas 78801

EDUC 7316 Practicum in Counseling
Handbook and Syllabus
3 semester credit hours

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Student Availability and Office Hours:
Available to meet with students by appointment in Uvalde
Available for virtual assistance via Collaborate, email, text or voice Monday-Friday 10:00 a.m. – 8:00 p.m.
Available at other times and locations by appointment

Practicum Overview

The ***Practicum in Counseling*** (EDUC 7316) is designed to provide the advanced graduate student in the Counseling Program with a closely supervised experience to facilitate further development as a professional counselor in a variety of work settings. The practicum experience requires dedication, a willingness to risk new behaviors and experiment with new methods, assumption of personal responsibility, and a major commitment of emotional and physical energy.

Practicum Purpose

The purpose of this fieldwork experience is to provide students with supervised practice in guidance, counseling, and psychotherapy to enhance their skills and development as professional counselors. This practicum experience will provide the counselor-trainee with opportunities to work directly under the supervision of a qualified professional who will provide feedback and assistance.

Note: The practicum counselor must provide the University Practicum Instructor (Field Supervisor) with proof of liability insurance before beginning the direct-contact experiences of practicum by completing and returning the Insurance Verification Form. *(Students continuing the practicum experience from a previous semester are not required to resubmit the practicum documentation.)*

Practicum Prerequisites

This practicum course can only be taken after successful completion (i.e., a grade of B or better) of *Techniques of Counseling I* (EDUC 6321) and *Group Counseling* (EDUC 7315), the completion of a minimum of 36 semester credit hours of required counseling courses, and the approval of the University Instructor. Before engaging in direct counseling contact, the practicum counselor must show proof of professional liability insurance.

Practicum Structure

Practicum is not structured like a traditional course. The counselor-trainee's primary responsibility is to practice counseling in a school, agency, or institutional setting. To successfully complete this three-semester credit hour practicum, each trainee must complete a minimum total of 100 clock hours of counseling experience, with a minimum of 40 direct-contact clock hours (face-to-face counseling). When all requirements have been met, the counselor-trainee will be granted a final letter grade which signifies completion of the required experience. The practicum counselor is responsible for maintaining regular weekly contact with the University Instructor via weekly group supervision meetings on Collaborate Ultra, online blog, telephone, email, or in-person meetings. Practicum counselors who are not able to complete all specified requirements in a given semester will be awarded a grade of "PR" (In-Progress) for that semester of practicum work and they will have up to one calendar year to complete all specified requirements. Once all requirements have been completed, and the **Practicum Portfolio** submitted to the University Instructor, the grade of In-progress (PR) will be changed to a final letter grade. Exemplary completion of all requirements of the practicum will earn the student a final grade of "A." Students are encouraged

to pace the practicum work in appropriate balance with other career and life demands.

Student Learning Objectives

Upon successfully completing this fieldwork experience, students will be able to:

1. Demonstrate professional counseling skills, at the entry level of competence, under the supervision of experienced professionals. *Assessment of this objective will be conducted by the Practicum Counselor Evaluation, the Comprehensive Counseling Experiences and Recordkeeping, and instructor observation of video recorded counseling sessions.*
2. Identify and describe the basic principles of human growth and development, and how these principles impact the counseling process. *Assessment of this objective will be conducted by the Practicum Counselor Evaluation, the Comprehensive Counseling Experiences and Recordkeeping, and instructor observation of video recorded counseling sessions.*
3. Formulate and implement counseling hypotheses and treatment plans that reflect a keen awareness of the theories, techniques, and procedures relevant to the counselor's emerging integrated personal approach to counseling. *Assessment of this objective will be conducted by the Practicum Counselor Evaluation, the Practicum Experience Record, the Comprehensive Counseling Experiences and Recordkeeping, Comprehensive Self-Evaluation, and instructor observation of video recorded counseling sessions.*
4. Initiate, maintain, and successfully terminate professional counseling relationships in both small groups and individual settings in a professional and ethical manner. *Assessment of this objective will be conducted by the Ethical Practice Agreement, the Practicum Counselor Evaluation, the Practicum Experience Record, the Comprehensive Counseling Experiences and Recordkeeping, Comprehensive Self-Evaluation, and instructor observation of video recorded counseling sessions.*

5. Utilize and appropriately interpret a variety of assessment devices for personal, education, and career counseling purposes. *Assessment of this objective will be conducted by the Practicum Experience Record.*
6. Work with other professional personnel in a comprehensive counseling approach to meet the individual needs of clients. *Assessment of this objective will be conducted by the Practicum Counselor Evaluation, the Practicum Experience Record, the Comprehensive Counseling Experiences and Recordkeeping, Comprehensive Self-Evaluation, and instructor observation during university-based clinical supervision.*
7. Utilize published resources and community agencies in assisting persons with personal, educational, or career needs. *Assessment of this objective will be conducted by the Practicum Counselor Evaluation, the Comprehensive Counseling Experiences and Recordkeeping, Comprehensive Self-Evaluation, and instructor observation during university-based clinical supervision.*
8. Demonstrate a commitment and loyalty to professional counseling ethics, statutory standards of professional practice, and client confidentiality. *Assessment of this objective will be conducted by the Ethical Practice Agreement, the Practicum Counselor Evaluation, the Comprehensive Counseling Experiences and Recordkeeping, Comprehensive Self-Evaluation, and instructor observation during university-based clinical supervision and the clinical review of the video recorded counseling sessions.*
9. Organize, integrate and present case study information, maintain appropriate counseling records, and make appropriate reports to teachers, principals, parents, psychologists, social workers, and other professionals as requested. *Assessment of this objective will be conducted by the Practicum Counselor Evaluation, the Practicum Experience Record, the Comprehensive Counseling Experiences and Recordkeeping, Comprehensive Self-Evaluation, and instructor observation during university-based clinical supervision and the clinical review of the video recorded counseling sessions.*
10. Recognize personal and professional limitations and the ability to make appropriate referrals that enhance the achievement of a client's unique counseling goals. *Assessment of this objective will be conducted by the Ethical Practice Agreement, the Practicum Counselor Evaluation, the Comprehensive Counseling Experiences and Recordkeeping, Comprehensive Self-Evaluation, and instructor observation during university-based clinical supervision and the clinical review of the video recorded counseling sessions.*
11. Collaborate and work effectively under the direction of supervisory personnel. *Assessment of this objective will be conducted by the Practicum Counselor Evaluation, the Comprehensive Self-Evaluation, and instructor observation during university-based clinical supervision.*

12. Initiate and maintain a positive and professional working relationship with the University Instructor of the *Practicum in Counseling*. *Assessment of this objective will be conducted by the Practicum Experience Record and instructor observation during university-based clinical supervision.*
13. Cultivate a personal life style that is genuine, authentic, and mindful, yet at the same time communicates a commitment to personal values. *Assessment of this objective will be conducted by the Practicum Counselor Evaluation, Comprehensive Self-Evaluation, and instructor observation during university-based clinical supervision and the clinical review of the video recorded counseling sessions.*
14. Model professional identity and development by participating in learning experiences beyond the minimum requirements of the degree plan, and by maintaining involvement in the Graduate Counseling Club, as well as professional counseling organizations such as the Texas Counseling Association and/or the American Counseling Association. *Assessment of this objective will be conducted by the Professional Liability Insurance Coverage, the Practicum Counselor Evaluation, Comprehensive Self-Evaluation, and instructor observation during university-based clinical supervision.*

Counseling Program Objectives: Student Learning Outcomes

Upon successful completion of the Counseling Program, the candidates for the degree of Master of Education in Counseling, will clearly and unambiguously demonstrate to the Counseling faculty that they:

- ✿ Understand traditional and contemporary personality and counseling theories and can apply appropriate counseling interventions and strategies in individual and small group counseling.
- ✿ Identify and utilize basic assessment principles related to standardized assessments and designing an appropriate treatment plan.
- ✿ Comprehend the role and function of the counselor in a variety of work settings.
- ✿ Know and apply the professional standards of practice and the relevant code of ethics.
- ✿ Attend to their own personal growth, as well as that of their students and clients, through utilizing supervision, valuing interpersonal feedback, and engaging in mindful self-examination.
- ✿ Possess the knowledge and skills necessary to practice as a highly competent counseling professional.
- ✿ Employ personal self-awareness and professional sensitivity to the divergent values, behaviors, traditions, and counseling needs of all students and clients regardless of gender, sexual orientation, socioeconomic status, age, ability, language, religion, ethnicity, or race.
- ✿ Engage in compassionate cultural sensitivity by applying core counseling concepts, mindfulness-based skills, and professional practices with diverse populations, in particular, the bilingual and bicultural students and clients living in the South Texas border region.
- ✿ Model intellectual curiosity and a strong personal commitment to continually expanding their counseling knowledge and proficiency through lifelong learning and professional development.

Practicum Requirements

A student's final grade in the *Practicum in Counseling* (EDUC 7316) will be based on the successful completion of the following:

1. Carefully review the ***Ethical Standards of the American Counseling Association*** and sign and submit the **Ethical Practice Statement** prior to logging contact hours
2. Select a practicum site and site supervisor, and complete the **Practicum Placement Form**, and return to the University Instructor prior to logging contact hours. Student counselors may choose to work at more than one practicum site. Complete the Practicum Placement Form for each site and supervisor and email to the instructor prior to logging contact hours toward the *Practicum* requirements.
3. Obtain professional liability insurance, complete the **Insurance Verification Form**, and email to the University Instructor prior to logging contact hours toward the *Practicum* requirements.
4. Develop and disseminate to all clients a personalized **Professional Disclosure Statement** (and a Spanish version if necessary), approved by both the site supervisor and the University Instructor, before engaging in direct contact with clients.
5. Successfully complete a minimum of 100 clock hours of practicum experience, which includes a minimum of 40 clock hours of direct contact. A minimum of 20 hours of direct contact in a volunteer (unpaid) capacity is required as part of the 100 clock-hour total for those practicum students who are participating in a paid practicum experience.
6. Maintain reflections over each 25 hours of completed practicum hours.
7. Maintain the **Weekly Practicum Log** of counseling-related experiences and complete an end-of-the-experience **Summary of Practicum Hours** (when you have completed all requirements); weekly logs and summary are due, as part of your final **Practicum Portfolio**, to the University Instructor, when you have completed all specified requirements. If you do not complete the practicum requirements at the end of the initial semester of enrollment, and you are granted an Incomplete (PR), you are not required to submit anything to the University Instructor.
8. Maintain contact with the University Instructor (through weekly group supervision on Collaborate Ultra, in person, via telephone or text, or via email) on a regular basis for the review and supervision of counseling skills.

9. Read various texts and articles posted on Blackboard and/or recommended by the University Instructor. This is an individualized requirement based on the practicum counselor's specific needs.
10. Engage in self-review and self-evaluation for at least one hour per week, and complete a comprehensive written **Self-Evaluation** which is to be included in the **Practicum Portfolio**. The final Self-Evaluation is a narrative of two to three pages in length that critically examines and discusses the practicum experience, personal strengths and weaknesses, acquired knowledge and skills, and goals for continued professional growth.
11. Include site supervisor's completed **Practicum Counselor Evaluation Checklist with recommendation** in the **Practicum Portfolio**. Student counselor's final grade is partially based on the site supervisors feedback and recommendation. Any unprofessional or unethical behavior on the part of the practicum student will result in the student's immediate removal from the *Practicum*; the student will receive a final grade of F; and the student will be denied enrollment in any future *Practicum* courses at Sul Ross State University Rio Grande College.
12. Include a completed **Evaluation of Clinical Supervisor** in the **Practicum Portfolio**. This instrument provides a platform for the Practicum Counselor to evaluate the supervision, guidance and mentoring of the Clinical Supervisor. The general objective of this evaluation is to provide the Clinical Supervisor with constructive feedback to help improve and enhance future supervisory processes and relationships. Practicum Counselors must complete this evaluation form at the end of the practicum experience and share the feedback with the Clinical Supervisor during an exit interview or final supervision session.
13. Include a completed **Practicum Site Evaluation** in the **Practicum Portfolio**.
14. Upon completion of all *Practicum* requirements, schedule an individual exit interview with the University Instructor. You will provide recordings and clinical documentations of your counseling work and the University Instructor will complete the **Practicum Skill Evaluation**, which must be included in the final **Practicum Portfolio**.
15. Finalize and submit to the University Instructor your complete **Practicum Portfolio**, if you have completed all stated requirements for the *Practicum*, on or before the first day of the university-specified final examination period.

Note: Only those counselor-trainees who successfully complete all of the *Practicum* requirements during a given semester are required to submit a completed **Practicum Portfolio** to the University Instructor by the specified

date. Practicum counselors who plan to complete the practicum requirements in a future semester are not required to submit any documentation by the specified dates.

Practicum Counselor Reflections

The **Practicum Counselor Reflections** includes documentations and demonstrations of personal growth, struggle, awareness and professional/academic understanding. The reflections are expected to be completed and turned in per 25 hours of practicum hours completed. Reflections are based on the events and experiences practicum and supervision experiences. The level of analysis woven throughout your reflection entries must reflect a depth of awareness and introspection characteristic of graduate student insight and sophistication.

Your Reflections should include a detailed account of the activities and experiences encountered during your fieldwork experiences. Additionally, you will include your personal reactions, thoughts, and feelings about these experiences and adventures. Reflections should not be used as critiques of colleagues or supervisors, but rather thorough demonstrations of personal awareness and professional understanding. Practicum counselors must protect the confidentiality of clients and fellow staff members by using first names only. In your initial reflection, please tell me about your practicum plans for this semester, your personal and professional goals, and your expectations for the practicum. Additionally, in your initial reflection be sure and discuss your practicum site(s) and situation(s). You must protect the confidentiality of clients and fellow staff members by using first names only. In accordance with the *Ethical Standards of the American Counseling Association*, counselor reflections can only be viewed by fellow counselors, clinical supervisors and the university instructors.

Class Sessions

All counselor-trainees are required to participate in weekly group supervision meetings on the Collaborate feature of Blackboard. Weekly Collaborate meetings will be on Wednesday from possibly 4:30 – 5:30 p.m. and/or 5:30 p.m. to 7:00 p.m. Recommended readings, resources, blogs, presentations, and videos will be posted on Blackboard. All students are expected to regularly access the class site on Blackboard and participate fully in the virtual aspect of this field-based course.

Accessibility and Safe Learning Environment

RGC Disability Statement:

ADA Statement SRSU Disability Services. Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. RGC students seeking accessibility services should contact Paulette Harris, Executive Assistant to the Vice President and Dean, at 830-279-3023 or email pharris@sulross.edu. Ms. Harris's office is at 2623 Garner Field Road, Uvalde, TX 78801 (this is the mailing address, too).

RGC Library Information:

Library Information The Southwest Texas Junior College (SWTJC) Libraries at Uvalde, Del Rio, and Eagle Pass offer additional access to library spaces and resources. Del Rio, Eagle Pass, and Uvalde students may also use online resources available through SWTJC website, library.swtjc.edu. The SWTJC Libraries serve as pick-up locations for InterLibrary Loan (ILL) and Document Delivery from the Alpine campus. The Bryan Wildenthal Memorial Library in Alpine offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu. Off-campus access requires logging in with your LobolD and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or phone (432-837-8123).

SRSU Distance Education Statement:

Students enrolled in distance education courses have equal access to the university's academic support services, such as library resources, online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond

using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website. Directions for filing a student complaint are located in the student handbook.

Academic Integrity:

Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be punctual, prepared, and focused; meaningful and pertinent participation is appreciated. Examples of academic dishonesty include but are not limited to: Turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden.

Diversity Statement:

I aim to create a learning environment for my students that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, socioeconomic class, age, nationality, etc.). I also understand that the crisis of COVID, economic disparity, and health concerns, or even unexpected life events could impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. I do this to demonstrate my commitment to you and to the mission of Sul Ross State University to create an inclusive environment and care for the whole student as part of the Sul Ross Familia. If you feel like your performance in the class is being impacted by your experiences outside, please keep me informed.

American with Disabilities Act (ADA):

Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact the Student Services Specialist for the specific Campus.

Marketable Skills

1. Students will demonstrate analytical and critical thinking skills.
2. Students will demonstrate empathy and listening skills.
3. Students will demonstrate deductive and inductive cognitive skills

Scholastic Misconduct:

As with all University courses, instructors expect students to be engaged in learning the course content. Scholastic dishonesty seriously compromises this learning and is not tolerated. The penalty for scholastic dishonesty in this class depends on the circumstances. Penalties could range from consultation with the instructor and receiving a zero (0) on the assignment in question, to failing the course and facing the University charges of scholastic misconduct.