CNS 738: Clinical Mental Health Practicum
Wake Forest University
Spring 2012

University Supervisor: Philip Clarke, Ed.S, NCC, LPC
Philip’s Contact info: clarkepb@wfu.edu

University Supervisor J. Robert Nations, D. Min., AAMFT, ACPE
Bob’s Contact Info: bnations@centenary-ws.org

Office Hours: By appointment

Practicum Overview

The Counseling Practicum is a second semester pre-internship experience designed to help students further develop their individual counseling and group-work skills under careful supervision. The Practicum includes a minimum of 165 hours of field experience in a community or school setting plus individual/pair and group supervision by faculty. The hours break down as follows:

- 200 Total Hours broken down as follows:
  - 165 total hours of work in a school or community setting over a period of one semester (an average of 11 hours per week for 15 weeks). These hours should include:
    - a minimum of 70 hours of direct individual client contact
    - a minimum of 10 hours of group work
    - a minimum 7 hours of supervision by the site supervisor.
  - 14 hours of individual or paired supervision by a faculty member
  - 21 hours of group supervision (one & one-half hours per week) by program faculty with other students

Course Description

The practicum is a highly individualized learning experience that provides opportunities for growth in skills, knowledge, and personal development. Practicum meetings will be composed of various experiences to be determined by the needs, abilities, and concerns of the group members and supervisor. Activities will be designed to facilitate growth in specific counseling skills, case conceptualization skills, self-awareness, and professional identity development.

Examples of activities include:
- Role playing
- Case presentations
- Peer consultation, including giving and receiving feedback
- Selected assigned readings about current issues
- Self-assessment

Course Objectives and Expectations

1. Entering and Belonging: Become familiar with the site in which you are working. Spend time becoming aware of the complex interactions that characterize the organization. Learn about policies, schedules, forms, and procedures. Your site supervisor will introduce you to staff members. As soon as you have finalized your schedule for being on site, please give me a copy with telephone numbers and other contact information.
2. **Professional Behavior:** You and your site supervisor need to determine your site work hours and any scheduled time off – treat this just like a professional job. You are their employee in legal terms and need to follow all their policies and procedures (e.g., dress code, timeliness to work, confidentiality regulations, ethics, professional conduct, etc.). Remember you will also be asking for recommendations in the future for jobs, licensure, etc., so think about how you want to be remembered.

3. **Field Experiences:** As the semester proceeds, you will have opportunities to practice providing direct service with clients. At least 10 of those hours should involve group counseling. Your experiences will include four different roles:

   - **Observer:** This is the "watch and learn" approach. Look and note things that work well or not as well. Determine how your style is similar to or different from that you are observing.
   - **Participant/Observer:** In this case, you are primarily an observer, but you might also participate some of the time. Your timely assistance may be appropriate. Follow the lead of the counselor.
   - **Co-leader:** In some cases, you might share equal responsibility with the on-site counselor. Typically, you and the counselor will reach an agreement about who will initiate the process and who will provide primary leadership and support.
   - **Leader:** In this case, you lead the individual or group counseling session by yourself (with supervision).

4. **Confidentiality:** Information shared during group and individual supervision is confidential and should be treated as such. If you think there is a need to break confidentiality (i.e., duty to warn), consult with your faculty supervisor first.

5. **Skills:** Concentrate on observing and building some essential counseling skills rather than concerning yourself about all the things a counselor might do. Some areas of concentration include:
   - **Individual Counseling.** Develop your basic counseling and interviewing skills with individuals. Learn to structure a counseling session and to follow the lead of the client and build a helping relationship. Keep progress notes for all individual counseling sessions in accordance with the site requirements. If you are in an observing or co-leading role, discuss your observations with your site supervisors and with me.
   - **Group Counseling.** Observe then co-lead groups before leading them yourself. Be prepared to show your overall plan for the groups, your method of evaluating the groups, and your reactions to the group leadership experience.
   - **Consultation.** Participate in at least one consultation experience, if possible. This may include parent consultation, consultation with school personnel, peer review at the site, or consultation with other agencies (when appropriate).

**Student Responsibilities**

1. **Insurance:** Obtain professional liability insurance prior to beginning the practicum.

2. **Consent-to-tape forms:** Make sure your site has a written consent-to-tape form. Please bring a copy of the consent form to your faculty supervisor. If the site doesn’t have such a form, you will need to create one. Your site supervisor and I will help you develop one. Talk with your site supervisor about taping issues. Some sites have special requirements or circumstances. Obtain permission to audio- or videotape counseling sessions during your first session with a client. If the client is a minor, the form needs to be signed by a parent or legal guardian. Due at your first individual/triadic supervision session.
3. **Professional disclosure statement:** Work with your site and university supervisor to develop a professional disclosure statement, which identifies you as a practicum student from Wake Forest University. *Due at second individual/triadic supervision session.*  
CMHC: A.2.4.7.8; B.1.2; C.5.9; D.1.4.7.9

4. **Goals:** Develop and submit a written statement of individual learning goals for the practicum. Goals should be clearly and specifically articulated and should address issues in the following four areas: specific counseling skills, case conceptualization skills, self-awareness, and professional growth and development. *Due at the second individual/triadic supervision session.*  
CMHC: C.1.7.9; D.1.9; E.3; F.3; L.2

5. **Tapes:** Ideally, you will tape at least three client counseling sessions for review and critique (1 for case presentation, 1 for university supervisor review, 1 for peer review). If your site is amenable to additional taping, that will facilitate your learning.
   - Taping should comply with the host site’s policies.
   - Students should ensure that clients have signed proper release forms, which include the notification that such tapes may be used for educational purposes.
   - **Listen to your tape before giving it to the faculty supervisor or peer.****
   - Tapes should be accompanied by a **written analysis** of the taped session using the form provided in the syllabus.
   - Tapes must be audible and recorded on full-size tapes or in digital format.
   - Use an external microphone!
   - **Turn in tape for university supervisor review and peer review at least 48 hours prior to your supervision to give your supervisor and peer time to review it.**  
CMHC: A.2.5; B.1; C.5.7; D.1.2.5.7.9; F.2.3; G.1.2.4; H.1.4; L.1.2

6. **Case presentation:** Make at least one oral case presentation to the supervision group. Please provide group members with a write-up of your case using the same form you use for tape reviews by supervisors or peers. (These forms will be shredded after your presentation). Your presentation should be limited to one continuous segment of tape approximately 10 minutes long. Students will sign up for presentation dates. This will count as one of your required tapes.  
CMHC: A.2.5; B.1; C.5.7; D.1.2.5.7.9; F.2.3; G.1.2.4; H.1.4; L.1.2
7. **Assigned Reading Presentation:** Research a counseling topic related to your practicum experience (e.g., best practices with court mandated clients, stages of change, motivational interviewing with adolescent users) and assign **one journal article** related to that topic to your practicum group to read. Be sure to assign the article at least a week in advance so that your peers will have time to read it. Lead a 10-15 minute discussion of the article with your practicum group.

**CMHC:** A.1.3; C.1.5.9; E.3; H.1.2.3.4; I.1; J.1.3

8. **On-site supervision:** Meet regularly (preferably 1x/week for at least 30 minutes) with your site supervisor. If there are any issues that we need to be aware of, please notify one of us as soon as possible.

9. **Self-evaluation:** In lieu of a final examination, submit a self-evaluation paper (4-5 pages) that describes your personal and professional achievements during the practicum. Discuss what you learned as a result of this experience and include goals for your next clinical experience.

**CMHC:** A.5; B.1.2; C.1.9; D.1.2.3.4.5.7.8.9; F.2.3; G.1; L.1.2.3

10. **Participation:** Attend and actively participate in all weekly group and individual/paired supervision sessions. One absence in group or individual/paired supervision will be excused without penalty; however, more than one absence will result in a 10% deduction in your final grade, and more than two absences are unacceptable and may result in failure to receive credit for the course. Continual and/or excessive tardiness also will negatively impact your grade. If you are unable to attend a paired/individual supervision session, please let your university supervisor know as soon as possible.

11. **Forms:** There are several forms you will need to complete throughout the semester. Most forms are available online at [http://www.wfu.edu/counseling/studentforms.html](http://www.wfu.edu/counseling/studentforms.html). Make sure all necessary paperwork is turned in on time and before the final group meeting. Also see checklist at the end of the syllabus.

   a. **Learning Experience:** Develop and present a practicum contract signed by the student and the site supervisor, and approved by the university supervisor. (Form is not available online. An example will be handed out in group.) The contract should include the activities the practicum site will provide and the estimated amount of time for each. Also include any tasks that will be accomplished as part of the experience. Negotiation and modification of this contract may be required. Students should provide a copy of the completed, signed contract to the on-site and university supervisors **within two weeks of start of the practicum.**

   b. **Logs:** Maintain a weekly and monthly log recording your field experiences. Forms are available online. The log sheets should be turned in during group supervision the first Tuesday of each month.

   c. **Tape Review Form:** Included at the end of syllabus. Turn in with every tape.
d. **Site Evaluation Form and Site Description:** These forms are located online. They are to be completed at the end of the semester and turned into university supervisor.

e. **Evaluation of Faculty Supervisor:** Forms are available online. Forms should be mailed to the university by May 1.

f. **Site Supervisor Evaluation of Student:** Submit a mid-semester and end of the semester evaluation of student completed by on-site supervisor. Mid-semester evaluation due: Tuesday, March 6; Final evaluation due: Last individual session.

### Evaluation

Your internship grade will be based on the following:

- Logs and professional conduct on site 25%
- Group case presentation 25%
- Assigned Reading Presentation 15%
- Self-evaluation paper 20%
- Active participation in weekly group supervision 15%

(Readings, discussion, role play, assignments, and weekly attendance)

### Assignment Checklist

- Informed Consent for Taping (Due at first individual/triadic session)
- Professional Disclosure Statement (Due at second individual/triadic session)
- Learning Goals (Due at second individual/triadic session)
- Learning Experiences Contract (Due w/n 2 weeks of starting)
- Daily logs (Due at first Tuesday of each month in group supervision)
- Midterm Evaluation Form from Site Supervisor (Due March 6)
- 3 tapes with typed review to supervisor, peer, or for case presentation
  (Due at least 48 hours prior to supervision)
  - Tape 1
  - Tape 2
  - Tape 3
- Assigned Reading Presentation
- Final Evaluation Form from Site Supervisor (Due at final individual/triadic session)
- Evaluation of Practicum Experience (Due May 1)
- Site Description for WFU Notebook (Due May 1)
- Evaluation of Faculty Supervisor (Due May 1)
- 4-5 page Self-Evaluation (Due at final individual/triadic session)

### WEATHER:
In case of adverse weather, please listen for news announcements pertaining to Reynolda Campus – WFU, phone calls, or email notices. If in doubt, please call one of us by phone.
Disaster Planning/Catastrophic Event: In the event that campus meetings cannot be held due to inclement weather or pandemic or other disaster, please continue with the assigned readings and adhere to due dates of assignments. If the internet is available, please send assignments to clarkepb@wfu.edu or bnations@centenary-ws.org. Additionally, class materials or assignments will be emailed and Professor Clarke and Professor Nations will be available for normal office hours by email or by phone. Assignments can be mailed to the Department of Counseling care of Wake Forest University, Winston Salem, NC 27109.
TAPE REVIEW FORMAT
CNS 738

Your name: ___________________________ Supervisor: (OR Peer)
Tape #: 1 2 3 Client Initials:
Date of counseling session: _____________ Counseling session # with this client: ______

Brief client background information (demographics, presenting concern, client’s history of counseling, complicating factors, your general impressions of client, client’s strengths/level of functioning, preliminary diagnosis):

Brief summary of the session (theoretical approach, techniques used, focus in this session):

Conceptualization (your interpretation of what is happening with the client):

What you feel went well in this session, and why:

What you would have done differently, and why:

Issues you would like to discuss in supervision (it is important to complete this section thoughtfully):
Guidelines for Peer Supervision
(adapted from Benshoff & Paisley, 1996)

Please listen to the entirety of your peer’s taped counseling session and respond to the following prompts. Be prepared to provide your responses to these prompts when we meet together as a triad. You should read all of these prompts prior to listening to the tape and take notes while listening. In order to answer prompts one and four you may want to write down notes particularly on what the counselor says and the immediate response of the client. This can help give you a sense of whether the counselor tends to use questions, reflection, minimal encouragers, advice, or refocusing etc. I have used the terms client and student to refer to those you help because sites vary in this regard.

1. What did the counseling intern say and how did the client/student react?
2. What seemed to work and not work?
3. Was there a sense of purpose and direction in the counseling intern’s interventions?
4. What skills did the counseling intern use most?
5. What counseling theory or theories did he/she appear to be drawing from?
6. Were the skills and theory appropriate for the client/student and setting? What other skills or theories might be helpful with this particular or similar client/student?
7. How well did the counseling intern develop rapport and “stay with” the client/student throughout the session?
<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>ASSIGNMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 (Jan. 24)</td>
<td>Opening/Course syllabus What do you hope to get out of group supervision? Discussion of site assignments.</td>
<td>Meet together and review syllabus.</td>
</tr>
</tbody>
</table>
| Week 2 (Jan. 31) | Supervision expectations Ethical & Legal Issues General discussion of practicum experiences | Read Policy & Procedure Manual at site. Due:  
- Practicum Learning Experience Agreement (due w/n 2 weeks of starting practicum)  
- Informed consent for taping |
| Week 3 (Feb. 7) | Article discussions 1 & 2 | Due:  
- Professional Disclosure statement due  
- Time logs  
- Semester Goals Due (in individual/triadic supervision) |
| Week 4 (Feb. 14) | Article discussions 3 & 4 |                                                                  |
| Week 5 (Feb. 21) | Article discussions 5 & 6 |                                                                  |
| Week 6 (Feb. 28) | Case Presentation 1 | **TAPE 1 due to faculty supervisor** |
| Week 7 (March 6) | Case Presentation 2 | Due:  
- Time logs  
- Midterm evaluations (forms will be provided, we think!) |
| SPRING BREAK | SPRING BREAK |                                                                  |
| Week 8 (March 20) | Suicide Assessment (meet as combined group, James Raper, guest speaker) |                                                                  |
| Week 9 (March 27) | Self-Care Case Presentation 3 |                                                                  |
| Week 10 (April 3) | Guest Presenter/Topic TBA Meet as combined group |                                                                  |
| Week 11 (April 10) | Case Presentation 4 | Due: Time Logs |
| Week 12 (April 17) | Cases Presentation 5 Preparing clients for closure | **TAPE 2 due to peer** |
| Week 13 (April 24) | Case Presentation 6 |                                                                  |
| Week 14 (May 1) | Final Class | Due:  
- Evaluation Forms (of site & university supervisor)  
- Final evaluation of student from site  
- Site description  
Self-evaluation paper (Due at individual) |