



**James I Perkins College of Education  
Human Services Department  
Counselor Education Program  
COU 595.020 – Internship in Counseling  
Fall 2019**

**Course Credits:** 3-6 hours  
**Course Time & Location:** Wednesday, 6:00-8:30, HSTC 229  
 Students who are serving in an internship one hour away may attend group supervision via Zoom.

**Instructor:** Le'Ann L. Solmonson, Ph.D., L.P.C.-S, CSC  
**Office Location:** Human Services Building, Room 228  
**Office Phone:** (936) 468-1065  
**Office Hours:** Tuesday 1:00 – 4:30  
 Wednesday 4:30 – 5:30  
 others by appointment  
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**Course Description:**

A post practicum field placement requiring a minimum of 600 clock hours of supervised counseling experience. Placements may include such settings as rehabilitation centers, schools and community agencies. Your internship is the culmination of the academic sequence leading to your degree in counseling that should provide you with a supportive, structured learning environment for acquiring clinical experience and practical on-the-job training. In addition to on-site experience and supervision, you will participate in class meetings with other interns to discuss placement experiences.

**Course Justification:**

This supervised field experience requires students to be fully engaged in the work of a practicing counselor for a minimum of 600 hours, including a minimum of 240 hours of direct services to clients. In addition, students are required to engage in one hour of individual supervision a week and attend the group supervision class for 2.5 hours a week. Readings will be assigned based on the individual needs of the clients being served.

**Texts/Readings:**

Reading will be assigned based upon the individual client cases and professional development needs.



**Program Learning Outcomes*****Professional Orientation and Ethical Practice (CACREP 2.F.1)***

Students will be able to articulate the elements related to professional identity including; the history and philosophy of the counseling profession, the value of professional organizations, the need for legal and ethical practice, and advocating for the profession and clients that are served.

***Social and Cultural Diversity (CACREP 2.F.2)***

Students will demonstrate multicultural awareness, knowledge, and skills necessary for competency in working with a diverse population.

***Human Growth and Development (CACREP 2.F.3)***

Students are able to demonstrate an understanding of development across the lifespan and the impact on normal and abnormal functioning.

***Career Development (CACREP 2.F.4)***

Students are able to utilize career development theory in the development of individualized and developmentally appropriate career development activities and interventions.

***Counseling and Helping Relationships (CACREP 2.F.5)***

Students are able to demonstrate the skills necessary to engage in an effective and therapeutic helping relationship.

***Group Counseling and Group Work (CACREP 2.F.6)***

Students demonstrate competency in preparing and facilitation of group counseling.

***Assessment and Treatment Planning (CACREP 2.F.7)***

Students demonstrate the ability to identify effective assessment strategies in order to facilitate treatment planning.

***Research and Program Evaluation (CACREP 2.F.8)***

Students will demonstrate an understanding of research methods to inform evidence-based practice.

**Intended Learning Outcomes/Goals/Objectives:**

Through the activities and objectives in COU 595 students will become prepared, competent, successful, caring and enthusiastic counseling professionals. They will continue to develop a sense of service, leadership, professional and intellectual growth. Through regular class attendance, writing projects, and discussions students will gain academic excellence within the subject area with an emphasis on life-long learning and development. Students will also be given the opportunity for collaboration and be encouraged toward openness to new ideas. Ethics, integrity and service within the counseling profession and following the American Counseling Association guidelines will also be integrated into all aspects of the course. As described in this syllabus, COU 595 follows the mission, vision and core values of the College of Education and Stephen F. Austin State University which is aligned with the counseling curriculum, clinical experiences, and assessments. Because there are numerous CACREP and CORE Standards assessed in this course, the specific standards are listed in the Internship Manual. They will be assessed through the mid-term and final CIT evaluations. This course is designed to meet **SACS, SBEC, and CAEP standards.**

**A complete list of standards assessed in Internship can be found in the Internship Manual and on the CIT evaluation documents for each specialty area. Standards are based upon the individual specialization tracks and are aligned with CACREP and CORE practice standards.**

Any violation of the ACA Code of Ethics, Intern policies, or legal statute may result in a failing grade in the course and/or removal from the program. In the event this occurs, the Counseling faculty will be consulted, as well as the Department Chair.

### Course Requirements and Expectations:

The requirements are directed to assuring that you have the types of experiences that will produce a capable, competent professional counselor, regardless of which setting you have chosen. There are a number of requirements that you must meet to successfully complete your internship experience. These requirements are found in detail in your copy of the **Counseling Program Internship Manual**.

**The following paperwork the must be completed and returned prior to being allowed to accrue hours:**

1. **Affiliation Agreement** This must be signed by your site designee and university officials. Agreements are good for 5 years. If a current agreement is on file, you will not need to complete this form.
2. **The Counseling Intern Agreement**
3. **Statement of Site Supervisor Credentials** (p. 21-22 of Internship Manual), along with a copy of the supervisor's license/certification and a resume/vita verifying years of experience
4. **Intern Data Form** This form provides contact information on your site and your supervisor.

### Required Documentation

1. **The Internship Log** is a chronological record of daily activities showing actual clock hours spent in various counseling activities. I have provided you with an electronic file that will total your weekly and total hours. You will also need to maintain a detailed daily log of activities (This can be in the format of your choice). **Your weekly log should be signed by your on-site supervisor and turned in each week during class.** Daily logs should be available for review upon request of your site or university supervisor.
2. **The Weekly Supervision Log Form** is to document supervision activities and recommendations, as well as give formative assessment information on a weekly basis. **It is to be signed and returned weekly.**
3. **Weekly Journal** – each student will write a weekly journal utilizing the Integrative Processing Model format explained in the article provided in D2L. There is also a template for the journal in D2L.

### Assessment (Copies of all forms can be found in D2L)

1. The site supervisor will do **two live observations and complete the form provided.** One will need to be done prior to mid-term and the second one prior to finals week.
2. The site supervisor will complete the mid-term and final evaluation in Livetext.
3. The University supervisor will conduct **three site visits and observations** to provide feedback utilizing program forms. For school counselors, one observation must be a classroom guidance lesson and the other will be individual or group counseling. For Clinical Mental Health and Clinical Rehabilitation, the observations can be an intake, assessment, or individual or group counseling. Interns need to obtain permission for the supervisor to be present prior to the observation.

**Supervision**

1. Interns will participate in one hour of individual/triadic supervision with the site supervisor each week.
2. Interns will participate in two and a half hour weekly group supervision class with the University supervisor each week. Students who are serving in an intern site at least one hour from campus may attend group supervision via Zoom.

Failure to attend supervision may result in a loss of hours for the week.

**Other requirements**

3. Each student will complete a learning plan that outlines professional growth goals for the internship experience. An article explaining the format of the learning plan can be found in D2L.
5. All students will complete 3 hours of approved professional development related to the counseling profession during the semester. Proof of attendance will be required and should be turned in by the date indicated on the calendar.
6. Each student will present a case to the class in order to engage in consultation with other professionals. A schedule will be established the first night of class.
7. Students will finalize all documents in the Livetext portfolio.

**Observations**

The University Supervisor will complete three site visits for each intern. The first site visit will be to an orientation to the site and the site supervisor. The second and third will be for the purpose of observing the intern working with clients. Following each observation, the University Supervisor will provide feedback to the intern utilizing the observation evaluation form.

The site supervisor will conduct two live observations of the intern. One should be conducted prior to mid-term and one prior to the final week of the internship. Feedback sessions should be conducted utilizing the appropriate forms.

**Grading:**

The internship course is based on a pass/fail method of evaluation. ***Grades are assigned based upon successful completion of the 600 hours of supervised experience, which includes 240 hours of direct client contact.*** The university supervisor assigns the final grade, however, input from the on-site supervisor is vital. As detailed below and in the **Internship Manual**, you will be required to submit two (2) on-site supervisor evaluations of your professional and personal performance during the semester.

There are several documents that must be completed prior to final grades being posted. Sign in to LiveText and click on the Forms tab at the top. You will complete the following:

1. Candidates Final Disposition Checklist
2. COU 595 CIT Evaluation of On-site Supervisor
3. COU 595 CIT Field Placement Evaluation
4. COU Program Completer Survey

Final grades will not be posted until all paperwork is returned and Livetext forms and digital portfolio are completed.

**Tentative Course Outline/Calendar**

<b>Date</b>	<b>Topics Covered</b>	<b>Assignments Due</b>	<b>Target Hours Direct/Indirect at end of week</b>
8/28	What to Expect From Supervision Supervision activities		17/23
9/4	Legal Issues in Counseling Supervision activities	Learning Plan Due Read Supervision article	34/46
9/11	Ethical Issues in Counseling Supervision activities	Journal 1 <b>Bring a copy of the current ACA Code of Ethics and LPC Rules to class with you.</b>	51/69
9/18	Creative Arts in Counseling Supervision activities	Journal 2	68/92
9/25	Case Conceptualization Supervision activities	Journal 3 Read Case Conceptualization Article in D2L.	85/115
10/2	Suicide Prevention and Intervention Dr. Solmonson out – CACREP Site Visit	Journal 4 Read Suicide Article in D2L	102/138
10/9	EMDR Supervision activities	Journal 5	119/161
10/16	Case Consultation	Journal 6 <b>Mid-semester evaluations due</b>	136/184
10/23	Case Consultation	Journal 7	153/207
10/30	Case Consultation	Journal 8	170/230
11/6	Case Consultation		187/253
11/13	TCA Professional Growth Conference, Dallas All students are encouraged to attend		204/276
11/20	Case Consultation		221/305
11/27	THANKSGIVING – No Class		
12/4	Next Steps – Licensure/Certification, Job Hunt, Choosing a Supervisor	<b>Professional Development verification due</b>	238/328
12/11	Q & A, Reflections Final Meeting	<b>Final evaluations and logs due</b>	240/360

**Schedule is tentative and is subject to change.****Course Evaluations:**

Near the conclusion of each semester, students in the College of Education electronically evaluate courses taken within the COE. Evaluation data is used for a variety of important purposes including: 1. Course and program improvement, planning, and accreditation; 2. Instruction evaluation purposes; and 3. Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the COE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

**Student Ethics and Other Policy Information:**

**Attendance** - Class attendance is required. CACREP requirements are that you must participate in one hour weekly supervision sessions with your on-site supervisor and one and a half hours of weekly supervision with the University Intern Supervisor. Any absences must be cleared with the professor prior to class and only occur in the event of an emergency. Attendance at your intern site should indicate high levels of professionalism. You are to arrive on time and minimize any absences. If you are going to be late or absent, you must notify your supervisor. **Absence from supervision may result in a loss of accrued hours for that week.**

**Students with Disabilities** - To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004/468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/> . Location: Human Services Building, room 325. Phone: (936) 468-3004.

**Academic Integrity** - Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

*Definition of Academic Dishonesty*

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work that has

been purchased or otherwise obtained from an Internet source or another source; and ( 2) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic\\_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

Plagiarism an extremely serious offense with severe consequences including failure to receive credit for the assignment, removal from the class, and/or removal from the university. Most students who plagiarize do so unintentionally. However, that does not lessen the consequences. The following websites have excellent information regarding plagiarism and proper citation methods. I strongly recommend that you review this information.

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#original>

<http://www.msresource.com/format.html>

<http://owl.english.purdue.edu/owl/printable/589/>

**Any assignment that contains plagiarism (whether intentional or not) will not receive credit and no additional opportunity will be given to recover the lost points. I have gone to great lengths to explain plagiarism in the Getting Started module in order to prevent you from making an unintentional mistake.**

**Withheld Grades Semester Grades Policy (A-54)** Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

### **Acceptable Student Behavior**

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**Electronic Devices** – Out of respect for the learning environment, please turn off all electronic devices prior to entering the classroom. This does not mean place them on vibrate. Students should also refrain from sending or receiving text messages during class.

LiveText is the data management system used by the Perkins College of Education (PCOE) for program improvement and to assess and monitor compliance to national accreditation standards. Required program assignments, designated by instructors and program coordinators, must be submitted within your LiveText account. Successful completion of this course and your degree requirements are dependent on the submission of all required LiveText assignments. **Failure to complete LiveText assignments will result in a grade of WH in the course.**

### **Other Course Information:**

**To complete Certification/Licensing Requirements in Texas related to public education, you will be required to:**

1. Undergo criminal background checks for field or clinical experiences on public school campuses; the public school campuses are responsible for the criminal background check; YOU are responsible for completing the information form requesting the criminal background check. If you have a history of criminal activity, you may not be allowed to complete field or clinical experiences on public school campuses. At that point, you may want to reconsider your major while at SFASU.
2. Provide one of the following primary ID documents: passport, drivers license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at [www.texas.ets.org/registrationBulletin/](http://www.texas.ets.org/registrationBulletin/) <<http://www.texas.ets.org/registrationBulletin/>>). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.
3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

### **Graduation**

**You should have already applied. If you have not, do so immediately!** If there were problems with your graduation audit, we would know by now.

1. Order regalia through the bookstore.
2. Students who are members of Chi Sigma Iota can order honor cords and stoles through CSI online. Students who are members of Sigma Phi Alpha will get honor cords and stoles the last night of class.

### **LPC License**

*Testing (Be sure to keep a copy of your results. NCE will not mail official results)*

You cannot apply to test until after your degree has posted. You will need to have a final transcript with your degree conferred.

Go to this website to apply for the NCE:

[http://www.dshs.state.tx.us/counselor/lpc\\_exam.shtm](http://www.dshs.state.tx.us/counselor/lpc_exam.shtm)

*Temporary License*

Once you have passed the NCE and taken the Jurisprudence exam (you can take this at any time. It is online and is a no fail exam), you can apply for your Temporary License. You cannot apply for your license until you have obtained an LPC supervisor. This link gives you directions:

[http://www.dshs.state.tx.us/counselor/lpc\\_temporary.shtm](http://www.dshs.state.tx.us/counselor/lpc_temporary.shtm)



I will give you a Practicum/Internship verification form the last night of class. **DO NOT LOSE THIS!** You will need it to apply for your license.

### **CRC Certification Testing**

All information on the CRC exam and certification can be found at <http://www.crccertification.com/>

### **CSC Certification and Testing**

If you have not already taken your certification test, you need to obtain clearance paperwork from me and submit the application to test to the Certification Office.

To apply for certification:

#### **Certificate recommendations require the following:**

- All coursework completed
- All grades posted
- Degree conferred on final transcript – (1-2 weeks after graduation)
- Field experience completed (internship)
- Certification tests completed for specific certificate (TEXES 152)\*
- An online application submitted to TEA ([www.tea.state.tx.us](http://www.tea.state.tx.us))
- Payment to TEA for the certificate and fingerprint check

#### **Dates to apply for certificates:**

- *December* graduates may begin applying November 1<sup>st</sup>
- *May* graduates may begin applying April 1<sup>st</sup>
- *August* graduates may begin applying July 1<sup>st</sup>

**Please note** – recommendation cannot be made by SFA until degrees have been conferred on the final transcript. If you are seeking certification only, recommendation cannot be made until all coursework/field experience is complete and grades are posted. Students should be notified by TEA that they have been recommended by SFA within 4-6 weeks of graduation/coursework completion.

#### **Application Procedures:**

- Go to the Texas Education Agency (TEA) website at [www.tea.state.tx.us](http://www.tea.state.tx.us)
- On the left hand side of the screen, click on the link for **Educator Certification**.
- On the left hand side of the screen, click on the link for **Educator LOGIN/ACCOUNT SET UP**
- After you have logged in to your account, click on **Applications** on the left side of the Educator Main Menu and select **Standard Certificate Texas Program**

- Answer questions on the applicant's affidavit
- Choose Stephen F. Austin State University as the entity
- Indicate specifically the certificate for which you are applying (EC-4 Generalist, 4-8 Math, 8-12 Life Science, etc.)
- Complete the remaining portion of the application and select SFASU University based, College Recommendation
- Submit your application
- Submit your payment and fingerprint fee
- After payment for fingerprints has been made, students will receive an email with instruction on how to make arrangements for the fingerprint scan

### **Case Consultation Requirements**

Each intern will present a case in class and lead the consultation process. The case consultation should include:

1. Demographics of the client
2. Presenting problem
3. Diagnosis (if appropriate)
4. Treatment goals
5. Interventions planned/attempted
6. Where additional help is needed from consultation process