



## Syllabus for School Counseling Internship

COU 692-001

School Counseling Internship (1-12 credits)

Spring 2020

Class Time and Location: MEP 312 Tuesdays 4:30-6:00pm

**Instructor:** Jennifer Sharp, Ph.D.

**Office Address:** MEP 203F

**NKU Email:** [Sharpj8@nku.edu](mailto:Sharpj8@nku.edu)

**Office Phone:** 859-572-6125

**Office Hours:** By appointment

### Course Description

An intensive counseling field placement in a school counseling oriented setting under the direction of an approved on-site clinical supervisor as well as a member of the program faculty on campus. Students may repeat course until they have successfully accrued internship hours necessary to meet course requirements. May be repeated for up to a total of 12 semester hours.

### Prerequisites

Permission of Department

*Welcome to School Counseling Internship! I am excited to support your growth through this culminating field experience.*

## Table of Contents

Syllabus for School Counseling Internship.....	1
COU 692-001.....	1
School Counseling Internship (1-12 credits).....	1
Fall 2019.....	<b>Error! Bookmark not defined.</b>
Course Description.....	1
Prerequisites.....	1
Student Learning Outcomes.....	3
Internship Requirements (CACREP 2016 Standard 3.H.).....	3
Required Syllabus Content.....	4
Required Materials.....	4
Course Assignments.....	4
Course Grading.....	6
Grading Feedback.....	6
Grade Appeal.....	6
Grading Scale.....	7
Final Exam Information.....	7
Student Evaluation of Instructor and Course.....	7
Course Policies.....	8
Policy on Late Assignments:.....	8
Professional Behavior and Respect for Other Human Beings Policy:.....	8
Student Honor Code.....	9
Accommodations Due to Disability.....	9
Credit Hour Policy Statement.....	10
Diversity.....	10
Name / Pronoun.....	10
Tentative Course Schedule.....	12

## Student Learning Outcomes

### CACREP 2016 Standards

As the culminating activities in the counseling program, Practicum and Internship require students to demonstrate the cumulative knowledge obtained and practical skills developed throughout the curriculum of study. With that in mind, students enrolled in these courses are assessed on standards related to all of the CACREP Core Objectives and Specialty Areas. These include:

- 2.F.1: Professional Counseling Orientation and Ethical Practice
- 2.F.2: Social and Cultural Diversity
- 2.F.3: Human Growth and Development
- 2.F.4: Career Development
- 2.F.5: Counseling and Helping Relationship
- 2.F.6: Group Counseling and Group Work
- 2.F.7: Assessment and Testing
- 2.F.8: Research and Program Evaluation
- 5.G: Entry-Level Specialty Area – School Counseling

These areas are assessed by means of all course assignments, as well as supervisory evaluations.

Student Learning Outcome	Assessment (Assignments)	Kentucky Teacher Standards (Initial) (Advanced) (IECE)	InTASC Category	Specialized Professional Association (SPA) Standards	PGES Domains
Internship Site Hour Requirements	Site Logs			CACREP 3.H	
Develop Counseling Skills	Case Presentations			CACREP 2.G.5 and 2.G.2	
Develop Professional Identity	Professional Issue Presentation			CACREP 2.G.1	

## Internship Requirements (CACREP 2016 Standard 3.H.)

The program requires completion of a supervised internship in the student's designated program area of 300 clock hours per internship section completed (for a total of at least 600 hours), begun after successful completion of the practicum. Each student's internship includes all of the following:

1. At least 120 clock hours of direct service per internship section completed (for a total of at least 240 direct hours), including experience leading groups
2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the internship, usually performed by the onsite supervisor.
3. An average of 1 1/2 hours per week of group supervision provided on a regular schedule throughout the internship and performed by a program faculty member.

4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
5. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision or to receive live supervision of his or her interactions with clients.
6. Evaluation of the student's counseling performance throughout the internship, including documentation of a formal evaluation after the student completes the internship by a program faculty member in consultation with the site supervisor.

## Required Syllabus Content

**Kentucky Core Academic Standards (KCAS):** Preparation of Kentucky's students for the demands of the 21<sup>st</sup> century requires districts and schools to prepare every student for successful transition to be College and Career Ready. The Kentucky Core Academic Standards help ensure that all students throughout Kentucky are provided with common content and have opportunities to learn at high levels. As education candidates complete and implement projects and assignments throughout their education programs at NKU, they will incorporate the components of the Kentucky Core Academic Standards.

### Method of Instruction

This class meets once per week for 1.5 clock hours of group supervision. Lecture, case presentation, and discussion comprise the content of class and group supervision. Instruction involves group work, consultation, discussions, student presentations, and occasionally, lecture. Students will also periodically meet in individual and/or triadic supervision with the instructor. Additional course work will be completed by students on Canvas.

## Required Materials

Readings may be assigned and posted on Canvas in response to student questions and group supervision sessions.

Recommended: Knapp, S. E. & Jongsman, Jr., A. E. (2014). *The School Counseling and School Social Work Treatment Planner, with DSM-5 updates* (2<sup>nd</sup> ed). Hoboken, NJ: John Wiley & Sons, Inc.

## Course Assignments

### "Threshold Assignments"

Threshold Assignments simply have to be done. Not completing these assignments or maintaining these requirements will result in a failing grade (the instructor does reserve the right to consider extenuating circumstances).

**Beginning Paperwork: The following documents need to be turned in and approved by the Internship Instructor before you can see students for counseling activities/sessions:**

- a) Internship Student Information form
- b) Clinical Practice Contract
- c) Clinical Practice Ethics Agreement
- d) Emergency/Crisis Management plan that indicates who will be at the site at all times when you are seeing clients, as well as who will be on call in case of emergencies, and general

emergency/crisis procedures.

e) Documentation of liability insurance

**1. Maintaining professional standards.** Professional standards include a collection of legal and ethical expectations of professionals in the field. For instance, any behavior that would result in being sued for ethical violations, prosecuted for violation of statutes, or loss of employment for failing to follow workplace policy would result in course failure. Further, violation of the university honor code would also be grounds for a failing grade.

**2. Required Hours and Logs.** Each student must complete the number of site hours and direct hours, that are required for the number of credits that he/she registered for (a minimum of 100 total hours including a minimum of 40 direct hours per credit hour registered). AND one hour of individual supervision, AND one and a half group supervision hours PER week that the student is on site.

To complete the internship hour requirements, students must accrue a minimum of 600 total hours and 240 direct service hours. Direct service hours include direct work with students or consulting with teachers, parents, or others on student issues. Indirect hours are other hours spent non-assessment observation, planning, arranging, coordinating programs and services, reviewing files, organizing, etc. Further, weekly completed logs will be brought to class and periodically checked in class. At the end of the term, all logs and cover sheet should be submitted via email to Heidi Waters and your course instructor.

**3. Summary Log and Evaluation Forms.** A summary Log signed by the student, site supervisor and university supervisor along with midterm and final evaluation forms must be submitted.

**4. Case presentations: *Each student will be required to present cases in supervision.***

There will be two types of group presentations.

A. Formal in class presentations. Each student will make at least two formal presentations to the class. Before making an in-class presentation you must secure a release of information from your client or their parent or guardian (usually available from your site). Case presentation guidelines and a format for presentation write-ups are provided. **All cases will be presented in audio/video format.**

b. Informal in class presentations. Each student should come prepared to present a case that may be of interest to each class. Any student can be called upon at anytime for an informal presentation.

**5. Participation.** Students are expected to participate actively in the group supervision experiences. Participation also includes self-reflection, in-class case discussion and processing, offering feedback to others in the supervision group, and involvement in counselor development activities. Due to the developmental nature of this experience, attendance is required. Tardiness, absence, not presenting tapes, and cell phone usage during class will negatively impact your final grade. (Be sure to review the cell phone policy on page 9 of the syllabus to get further clarification on how disengagement through cell phone usage may negatively impact a student's class participation grade.

### Graded Assignments

**6. Paperwork/Materials for Formal Case Presentations.** Students will complete a case presentation form detailing background information about the client, goals, theory, techniques used, as well as a

transcript of the 10-minute counseling segment presented in class. This material will be uploaded to a Canvas discussion board at least 24 hours prior to one's formal case presentation in class (Monday at 4:30pm).

**7. Professional Issue Presentation** – Each student will create and facilitate a minimum of one, 20-30 minute session on a professional issue, client issue, guidance lesson, or any other aspect of what the school counselor experiences. This is designed to demonstrate your professional ability to identify an important issue and promote professional learning through group discussion &/or activity for mutual benefits to presenter and group members.

**8. Site Supervisor Evaluation of Student Performance (Mid-term & Final).** The site supervisor will complete a formal mid-term and final evaluation. The academic grade will be given by the group/faculty supervisor in consultation with the site supervisor.

**9. Cover Letter and Resume.** Each student will complete and submit an example of a cover letter and resume for review that the student could use for a counseling position at an appropriate site. These will be reviewed with suggestions from improvements.

## Course Grading

### Assignments

### Points (or percentage)

1. Maintaining professional standards.	Yes or no
2. Required Hours and Logs.	Yes or no
3. Summary Log and Evaluation Forms.	Yes or no
4. Case Presentations	
Formal Presentations	Yes or no
Informal Presentations	As assigned
5. Participation.	Yes or no, with 80% minimum to pass
6. Paperwork for Formal Case Presentation.	40
7. Professional Issue Presentation.	20
8. Site Supervisor Evaluation of Student Performance.	20
9. Cover letter and Resume.	20

### Grading Feedback

Students should expect feedback on assignments within 7 days of submission except when faculty provides notification via announcement of a different timeline. Given the didactic nature of this course, please note that most feedback will be provided verbally in class.

### Grade Appeal

Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes for any final grade appeal. The specifics of the process are detailed in subsection G: Student Academic Grade Appeal. <https://inside.nku.edu/scra/information/students/rights-responsibilities.html>

## Grading Scale

<b>Grade</b>	<b>Percent Points Earned</b>	
A	95%+	95
A-	93%+	93
B+	91%+	91
B	87%+	87
B-	85%+	85
C+	83%+	83
C	77%+	77
C-	75%+	75
F	<75%	<75

## Final Exam Information

There is no final exam for this course.

## Student Evaluation of Instructor and Course

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks\* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you. Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two-week delay in access to his or her course grade beyond the university's official date for grade availability. To complete online evaluations, go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

In addition, you should be aware that:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.

- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

## Course Policies

### Policy on Late Assignments:

Late assignments may be accepted at the discretion of the instructor, and are likely to be granted in the event of illness, hospitalization, or death of a loved one. Please note that this is a field experience class and submitting assignments in a timely fashion is considered a disposition

### Non-Attendance Policy

NKU students are expected to attend the first scheduled class session of each course for which they are enrolled. If a student does not attend the first day of class, the instructor may drop the student for non-attendance. Students who know they will be absent must contact their instructor(s) prior to the first class meeting to explain their absence and request to remain enrolled in the course.

### Attendance Policy

Attendance is necessary and expected. Investing in your learning minimally requires that you attend class weekly, arrive to class on time, and be prepared for class. Missing more than one class can be grounds for failure.

### Communication

Students should expect responses to emails within 24 business hours (Monday-Friday 8am-5pm). Emails received after 4pm on Friday will be responded to on the following Monday. Please send me a second email if I have not yet responded within 24 business hours (Monday-Friday 8am-5pm).

### Professional Behavior and Respect for Other Human Beings Policy:

Professionalism and respect for others are expected in all class sessions, Canvas postings and correspondence made regarding the course or its content. Treating your classmates and the instructor with dignity and respect are essential to constructing a positive learning environment. Students who insult, degrade, or speak disrespectfully to others in the classroom or via electronic forums (Canvas, email, etc.) may be asked to leave class. Feel free to disagree with the ideas expressed, but work to keep the discussions polite and focused on course ideas.

### Cell Phone Policy

All cell phones need to be set to silent and stored during the duration of class. Cell phone usage in class is considered disengagement and will reflect negatively on the class participation grade. On days when students are distracted by their cell phones in class, they will be considered at not participating in class.



**Commitment to Optimal Learning for All Students:** In the College of Health and Human Services we believe that our individual differences can deepen our understanding of one another and the world around us rather than divide us. I, as the instructor of this class, value people of all races and ethnicities, genders and gender identities, religions and spiritual beliefs, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities. As the instructor, I strongly encourage everyone to share their rich array of perspectives and experiences, but to do so in a way that is respectful of others. Our discussions are opportunities for each of us to challenge underlying assumptions about our beliefs as we advance our knowledge, skills, and dispositions as professionals in our chosen discipline. I reserve the right to intervene in discussions/communication between and among students if the atmosphere begins to appear hostile or aggressive in any manner. My role as instructor is to ensure a classroom environment that is optimal for the learning of all students. If you feel your differences may in some way isolate you from our class community or if you have a need for any specific accommodations, please speak with me early in the semester about your concerns and what we can do together to help you become an active and engaged member of our class and community.

## Student Honor Code

This Student Honor Code [the "Honor Code"] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements.

Students, faculty, staff, and administrators at NKU strive to achieve the highest standards of scholarship and integrity. Any violation of the Student or Graduate Student Honor Codes is a potentially serious offense because it threatens the quality of scholarship and undermines the integrity of the community. All NKU faculty members are asked to report incidents of academic misconduct to the office of Student Conduct Rights and Advocacy. While academic in scope, a violation of the NKU Honor Code may be considered a violation of the NKU Code of Student Rights and Responsibilities and will follow the adjudication processes described therein.

Through the NKU Honor Code, students who are responsible for academic dishonesty may receive sanctions, including, but not limited to, a final grade of "F," or removal from the course in which the violation occurs. Repeated violations of the NKU Honor Code, or when suspension or expulsion from NKU may be a possible outcome of the violation, the incident will be referred to the office of Student Conduct, Rights and Advocacy.

Additional information is available at: <https://inside.nku.edu/scra.html#policies>

## Accommodations Due to Disability

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Northern Kentucky University will provide reasonable accommodations for persons with documented qualifying

disabilities. If you have a disability and feel you need accommodations in this course, you must present a letter to me from the Disability Programs and Services Office (SU 303), indicating the existence of a disability and the suggested accommodations. More information can be found at <http://disability.nku.edu>.

## Credit Hour Policy Statement

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Estimates of the time required for a student to complete this course are:

Below is what would be expected of a student registered for 3 credit hours. Someone registered for 6 credit hours would expect to complete almost twice as much or someone registered for 1 hour would be less.

Hours Worked at Internship (20 hrs/wk x 15 wks) = 300.0 Hours

Readings, cover letter, resume = 16.0 Hours

Group Supervision = 24.0 Hours

Internship Presentations = 8.0 Hours

**Total**

**= 348.0 Hours**

## Diversity

Diversity describes an inclusive community of people with varied human characteristics, ideas, and world views related, but not limited, to race, ethnicity, sexual orientation, gender, religion, color, creed, national origin, age, disability, socio-economic status, geographical region, or ancestry. Institutions that value diversity provide a supportive environment that respects those human differences. It is our responsibility as citizens of the NKU community to promote and value a campus environment and classroom climate that is safe, fair, respectful, and free from prejudice.

### Name / Pronoun

My gender pronouns are [she](#), [her](#), [hers](#). I will gladly honor your request to address you by an alternate name and/or gender pronouns from what is contained in NKU's student records. Please advise me of these early in the semester so that I may make appropriate changes to my records.

## Sexual misconduct

Northern Kentucky University is committed to fostering a safe and inclusive educational and work environment free from sexual misconduct, including sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating and intimate partner violence, relationship and domestic violence, stalking and gender-based bullying. For more information please see: <https://inside.nku.edu/titleix/sexual-misconduct-policy.html>

## Observance of Religious Holidays for Class Attendance

NKU values diverse religious perspectives and beliefs and recognizes that religious practice is for many individuals an important element of personal identity, intellectual development and psychological well-being, and, in many cases, is inseparable from cultural identity. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a diverse and inclusive community, Northern Kentucky University believes that every reasonable effort should be made to allow members of the NKU community to observe their holidays without jeopardizing the fulfillment of their academic obligations. NKU students who are unable to attend classes or participate in any examination, study or work requirement on some particular day(s) because of his or her religious belief must submit a formal request to the instructor within 3 weeks of the beginning of the semester so appropriate arrangements can be made.

**Flexibility Clause:** This syllabus should be regarded as a tentative document and subject to change. Any changes to the syllabus or course structure will be announced on Canvas. Because students will be held accountable for any changes in the syllabus, it is incumbent upon students to check the class Canvas site on a regular basis.

## Tentative Course Schedule

<b>Date</b>	<b>Course Session Topics</b>	<b>Reading &amp; Assignments Due</b>
1/14 Week 1	Introductions/Course Overview	
1/21 Week 2	Group Supervision	
1/28 Week 3	Group Supervision	All paperwork due
2/4 Week 4	Group Supervision	
2/11 Week 5	Group Supervision	In class log check/Hours summary
2/18 Week 6	Group Supervision	
2/25 Week 7	Group Supervision	
3/3 Week 8	Group Supervision	Supervisor Mid-term Evaluation due In class log check/Hours summary
3/10	NKU Spring Break	
3/17 Week 9	Group Supervision Professional Issue Presentations	
3/24 Week 10	Group Supervision Professional Issue Presentations	
3/31 Week 11	Group Supervision Professional Issue Presentations	In class log check/hours summary Cover Letter & Resume Due
4/7 Week 12	Group Supervision Professional Issue Presentations	
4/14 Week 13	Group Supervision Professional Issue Presentations	
4/21 Week 14	Group Supervision	
4/28 Week 15	Group Supervision	
5/5 Exam Week	Course wrap-up & Reflection	Supervisor Final Evaluation Summary Log & All Logs due