# Course Description

This course is the first in a series of three field experiences that requires 100 hours of direct counseling, individual and group supervision. This field experience provides students with the opportunity to practice advanced counseling methods and techniques in individual and group counseling settings and to integrate professional knowledge. Professional issues, legal issues and ethical behavior related to the counseling profession will be addressed. Emphasis is placed on refining a personal theory of counseling useful in a wide range of counseling settings. Prerequisites: 25 hours of pre-practicum experiences.

# University Learning Outcomes (ULO)

* **ULO1:** Knowledge of Human Cultures and the Physical and Natural World
* **ULO2:** Intellectual and Practical Skills
* **ULO3:** Personal and Social Responsibility
* **ULO4:** Integrative and Applied Learning
* **ULO5:** Immersed in the Critical Concerns of the Sisters of Mercy of the Americas

# Program Learning Outcomes (PLO)

* **PLO1:** Apply theoretical and practical knowledge in support of your professional practice. (ULO 2, 4)
* **PLO2:** Utilize educational research and develop your own research interests and agenda. (ULO 2, 3)
* **PLO3:** Examine and critique the economic, political, cultural, historical, and social influences that impact education in the United States. (ULO 1, 3, 5)
* **PLO4:** Apply policies, statutes, and rules established by state and local agencies relating to judicious application of disciplinary methods and behavioral procedures. (ULO 3, 4)
* **PLO5:** Identify and use instructional methods and curricula that are appropriate and effective in meeting the needs of individual learners. (ULO 1, 2, 4, 5)

# Course Learning Outcomes (CLO)

* **CLO1**: Synthesize knowledge of counseling practicum objectives and procedures to develop personal goals.
* **CLO2:** Determine how to proficiently apply competencies for the practicum experience.
* **CLO3**: Analyze the strategies applied by professional school counselors who are reflective practitioners.
* **CLO4**: Synthesize knowledge of counseling theories to develop a personal theoretical orientation.
* **CLO5**: Analyze the ethical and legal responsibilities of professional school counselors.

# Student Expectations

Students are expected to:

* Ask probing and insightful questions related to course content.
* Make meaningful and relevant connections and application to their own learning process.
* Be productive and contributing members of class discussions.

# Required Course Materials

*There is no required textbook to purchase for this course. Instead, you will read resources gathered by your instructor for each week.*

*Note.* You are required to have access to a webcam and a microphone for this course.

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# Suggested Point Values

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| **Assessment** | **Point Value** | **Due** |
| **Week 1** |  |  |
| Discussion: Student Introduction | 10 |  |
| Group Supervision: Week One Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #1 | 20 |  |
| Wiki Assignment: Case Presentation Sign Up (*Note*. Must complete between Weeks 6-13) | 0 |  |
| Quiz: Practicum Manual | 20 |  |
| Field Experience: Week One Field Experience Log | 15 |  |
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| **Week 2** |  |  |
| Discussion: Practicum Goals | 10 |  |
| Group Supervision: Week Two Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #2 | 20 |  |
| Field Experience: Week Two Field Experience Log | 15 |  |
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| **Week 3** |  |  |
| Discussion: Practicum Feedback | 10 |  |
| Group Supervision: Week Three Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #3 | 20 |  |
| Field Experience: Week Three Field Experience Log | 15 |  |
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| **Week 4** |  |  |
| Discussion: Practicum Self-Care | 10 |  |
| Group Supervision: Week Four Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #4 | 20 |  |
| Field Experience: Week Four Field Experience Log | 15 |  |
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| **Week 5** |  |  |
| Discussion: Practicum Burnout/Compassion Fatigue Plan | 10 |  |
| Group Supervision: Week Five Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #5 | 20 |  |
| Field Experience: Week Five Field Experience Log | 15 |  |
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| **Week 6** |  |  |
| Discussion: Child Abuse Reporting | 10 |  |
| Discussion: Crisis Intervention | 10 |  |
| Discussion: Suicide Threat Protocol | 10 |  |
| Group Supervision: Week Six Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #6 | 20 |  |
| Field Experience: Week Six Field Experience Log | 15 |  |
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| **Week 7** |  |  |
| Discussion: Effective Counselors | 10 |  |
| Group Supervision: Week Seven Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #7 | 20 |  |
| Field Experience: Week Seven Field Experience Log | 15 |  |
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| **Week 8** | | |
| Discussion: Organizational Culture | 10 |  |
| Group Supervision: Week Eight Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #8 | 20 |  |
| Field Experience: Week Eight Field Experience Log | 15 |  |
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| **Week 9** | | |
| Discussion: Ethics | 10 |  |
| Group Supervision: Week Nine Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #9 | 20 |  |
| Field Experience: Week Nine Field Experience Log | 15 |  |
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| **Week 10** | | |
| Discussion: Documentation | 10 |  |
| Group Supervision: Week Ten Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #10 | 20 |  |
| Field Experience: Week Ten Field Experience Log | 15 |  |
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| **Week 11** | | |
| Discussion: Counseling Strengths | 10 |  |
| Group Supervision: Week Eleven Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #11 | 20 |  |
| Field Experience: Week Eleven Field Experience Log | 15 |  |
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| **Week 12** | | |
| Discussion: Counseling Success | 10 |  |
| Group Supervision: Week Twelve Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #12 | 20 |  |
| Field Experience: Week Twelve Field Experience Log | 15 |  |
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| **Week 13** | | |
| Discussion: Multicultural Perspectives | 10 |  |
| Group Supervision: Week Thirteen Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #13 | 20 |  |
| Field Experience: Week Thirteen Field Experience Log | 15 |  |
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| **Week 14** | | |
| Discussion: Termination | 10 |  |
| Wiki Assignment: Case Presentation (*Note*. Must be completed in Weeks 6-13) | 20 |  |
| Group Supervision: Week Fourteen Consultation and Peer Supervision | Required for passing grade |  |
| Discussion: Reflection #14 | 20 |  |
| Field Experience: Week Fourteen Field Experience Log | 15 |  |
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| **Week 15** | | |
| Discussion: Goal Review | 10 |  |
| Discussion: Reflection #15 | 20 |  |
| Group Supervision: Week Fifteen Consultation and Peer Supervision | Required for passing grade |  |
| Field Experience: Week Fifteen Field Experience Log | 15 |  |
| Field Experience: Field Supervisor Evaluation | 100 |  |
| Field Experience: Site Supervisor Evaluation | 100 |  |
| Assignment: Student Evaluation | 15 |  |
| Assignment: Summary of Research Paper | 50 |  |
|  |  |  |
| **Total Points** | **1000** |  |

# Course Schedule

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| --- | --- | --- |
| **Week** | **Start** | **End** |
| One | <insert start date> | <insert end date> |
| Two |  |  |
| Three |  |  |
| Four |  |  |
| Five |  |  |
| Six |  |  |
| Seven |  |  |

# Weekly Learning Modules

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| **Week One: Orientation to Practicum** | | | |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Review the course syllabus and handbook. | | CLO2 | |
| * 1. Review the individual sites. | | CLO2 | |
| * 1. Review the practicum requirements. | | CLO2 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Tutorials**  During this course you will be asked to use and participate in various technologies to complete activities and assignments.  **Review** the tutorials available on Blackboard as needed.  **Click** the **Student Resources** button from the menu on the left. | | N/A | N/A |
| **Weekly Participation and Discussion**  The purpose of the weekly discussions is to provide you with a way to synthesize the concepts presented in this course. Each week, you will respond to the discussion questions with a substantive post of 200-to 250-words that addresses all the prompts for the question by 11:59 p.m. EST of the listed due date. By the conclusion of each week, Sunday at 11:59 p.m. EST, you will make at least one substantive comment of 100-to 150-words to three of your classmates’ posts for each assigned discussion question. Your comments must further the discussion by following the RISE Model for meaningful feedback. It is recommended that you check in periodically throughout the week to ensure that you are meeting the participation requirement.  Initial posts should be supported by the academic literature and (make sure to cite source) and responsive posts should enhance and further develop the discussion. All discussion posts will be graded in terms of:   * How well did the student addressed the requirements of the post? * Did the student address all parts of the assignment? * How well does the student use sources to support their position? * How well did the student integrate what they have learned this week in their post? * How does the student’s initial post compare to others in the class? * Did the student submit the number of required feedback posts? * How well do the student’s feedback posts meet the RISE Model?   **Review** the [RISE Model for Peer Feedback](http://elwray.squarespace.com/feedback). | |  |  |
| ***Assignment Guidelines and Upcoming Assignments***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Upcoming Assignment: Adobe Connect Meetings**  In each week of this course, you will be meeting online through Adobe Connect to discuss your practicum experiences and share your thoughts about the weekly topics and readings.  Prepare to discuss the relevant materials each week.  *Note*. If you will be unable to attend a session, contact your instructor as soon as possible. | | 1.1 |  |
| **Guidelines for Reflection Discussion (Every Week)**    Class participants are expected to participate in weekly discussions. The discussion offers an opportunity to process thoughts, feelings, ideas and information that arise out of the practicum experience. You may use the discussion to:     * begin to identify your strengths and needs as a counselor * explore your clinical perceptions of the case * explore how various issues are handled at your practicum site * To help you organize data and questions from a session so that the material can be presented efficiently in supervision. * To help minimize burnout. Write about your **reactions to clients, groups, guidance sessions, meetings, and events** in the post and then put it away instead of ruminating about your experience on a given day. * To help you decipher feelings, especially those that are triggered by emotionally charged interactions. Use the discussion to help you process any emotions that may arise in response to a particular client or situation. * It can be used to record reactions and insights gained from supervision or discussion with peers, and * You can use the discussion to track the development of your own theoretical orientation.   However, please bear in mind a few general guidelines:   * The length of the entry is less important than the content- a shorter, thoughtful piece can often have more impact than a rambling piece with impoverished content. * Strive to make meaning out of your experience when you write about it. * Ensure that confidentiality of any client/student or family is appropriately safeguarded.   The prompt for this assignment is always the same – “Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future? “, but keep in mind the purpose of the discussion listed above. This is self-directed and different than the discussion post in which the question is generated by this instructor.  Note: The option to not share the entry publicly with the entire class is available. For this option, email the professor directly. | | 1.1 |  |
| **Upcoming Assignment: Case Presentation (Due Weeks 6-13)**  Students will prepare a case study for presentation to the class during Weeks 6-13.  **Review** the Case Presentation Format.  **Review** the Case Presentation Sign Up Wiki.  **Sign up** for a date and topic using the Wiki no later than Sunday of Week 1.  The purpose of the assignment is to allow clinical exploration of a particular client with whom you are working in order to have a better understanding of all of the factors that influence their current clinical circumstances. This should offer insight into which clinical interventions are appropriate and to allow you to explore what is (and is not) working in the counselor/student relationship.    The case presentation is an opportunity to practice interviewing skills. It is expected that you will ask your supervisor/student/student’s family/student’s teacher questions to obtain information. The expectation is that you will be as thorough as you can, so it is your responsibility to inform your site supervisor of this requirement. You may need to ask your site supervisor, other workers at your site, or family members (especially if you see a child client separate from the family – children are not always accurate historians, so reach out to a parent or legal guardian if allowed). If you are not able to obtain information, write “unable to obtain info”. Demonstrate that you know what to ask, but tried your best to obtain the info.    Present the case of a student you are currently working with and take necessary steps to ensure confidentiality:    Present the case of a student/client/family you are currently working with and take necessary steps to ensure confidentiality:     * Use only the client/student’s first name. If a name is unusual or recognizable, use a pseudonym (and make it fun!) * Do not make references to any identifying information which could otherwise reveal the identity of the client * Do not use a case which may have received media coverage * Do not present a case that you have presented in any other class or clinical setting. * Refer to guidelines in ACA Guidelines (ACA,2005,Section B) and APA Publication Manual ( APA, 2010 ,Section 1.1)     If available, it may also be useful to include a video or audiotape in your presentation. Videotaping and audiotaping requires consent from your client/student/family and permission from your site supervisor. Submit copies of necessary consents with last names blackened out to protect confidentiality. If videotaping or audiotaping in not available, an alternative method is to present a written transcript of an interaction that occurred in one of your counseling sessions or of the clinical interview. If your practicum site uses its own assessment, you may include it in your presentation. It would be interesting to share with your classmates.  Also, genograms, art work or eco-maps are acceptable, but not mandatory. | | 1.1 |  |
| **Upcoming Assignment: Summary of Research Paper (Due Week 15)**    Your summary of research paper should demonstrate how existing literature has led to progressive refinement of our understanding of a mental health subject or issue. In order to do this, you must demonstrate your understanding of the current state of theory and evidence on your topic.  A summary is telling the main ideas of the article in your own words. When reading an article that you may utilize, briefly look at each section to identify:   * the research question and reason for the study (stated in the Introduction) * the hypothesis or hypotheses tested (Introduction) * how the hypothesis was tested (Method) * the findings (Results, including tables and figures). Describe the results. Were they significant? Are the results surprising? * How the findings were interpreted (Discussion). * What were the key implications of the study?   Although the abstract can help you to identify the main points, you cannot rely on it exclusively, because it contains very condensed information.  Here is an outline to use for each research summary:   * Title of Article – can be a simplified version of the article’s title * What is this research about? Highlight the purpose of the study – 3-5 sentences * What did the researchers do? How did the researchers collect data? Number of people sampled? Participant characteristics? - 5-7 sentences * What did the researchers find? Key findings, 5-7 sentences * How can you use this research? Provide suggestions as to how this research can be used by counselors. This section may invite counselors to use research conceptually or instrumentally. 3-5 sentences   Conceptual use is research that sheds light on situations and problems in counseling. This type of research could help counselors:   * identify or understand issues better or from different perspectives * understand the programs/policies/practices that can be used to address issues and in which context different programs/policies/practices are most effective.   Instrumental use is research that has a direct impact on policy and/or practice decisions. The research may help counselors take action to:   * learn and implement evidence-based methods, * implement organizational policies/procedures/practices; * provide staff training that help counselors learn evidence-based methods, etc.   You will sign up for topics in the Summary of Research Paper Wiki. | | 1.1 |  |
| **Field Experience**  *Utilize these resources and complete these activities in preparation for your field experience.* | | ***Alignment*** | ***AIE*** |
| **Group Supervision Contract**  You will attend weekly group supervisions or seminar sessions via Adobe Connect or another live meeting system as scheduled by your university supervisor.  **Complete** and submit the contract prior to attending the sessions.  Note. Your instructor will describe to you the exact method of live meeting via announcement.  **Prepare** to discuss the relevant materials each week.  Note. If you will be unable to attend a session, contact your instructor as soon as possible. | | n/a | n/a |
| **Field Experience: Activities and Time Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed.  Note. Time log can be found in the Practicum Manual which can be found on the GPS Student Portal.  **Submit** your time logs weekly.  Note. Your logs ***must*** be signed off by your site supervisor. | | 1.1 |  |
| Field Experience Preparation    Read the Site Experience Checklist.  These are specific site activities you are to complete for this course.  Please be mindful that these are minimum requirements.  The more engaged and involved you are at your practicum site the more it will benefit you in this class.  Review these site activity expectations with your site supervisor. Make sure your site can provide these activities. | |  |  |
| **Field Experience: Field Supervisor Evaluation**  Your Field Supervisor will submit an evaluation to your instructor. This evaluation will be 10 percent of your grade. | |  |  |
| **Field Experience: Site Supervisor Evaluation**  Your Site Supervisor will submit an evaluation to your instructor. This evaluation will be 10 percent of your grade. | |  |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Assignment: Course Contract**  It is your responsibility to read the course requirements, reviewed syllabus, and complete all necessary work in this course.  **Review** the course contract.  **Sign and return** the course contract to your instructor no later than 11:59 p.m. [EST] on Thursday. | | CLO2 |  |
| **Discussion: Student Introduction**  **Respond** to the following questions and prompts in the “Student Introduction” discussion forum by Thursday:  **Write** a brief 150- to 250-word introduction to the class including:   * Your name * Your background * Using a scale of 1 - 5 with 1 being no anxiety and 5 being very high anxiety, where would you rate your level of anxiety or fear about performing at your practicum site? * List your fears or concerns: * Using a scale of 1 - 5 with 1 being no confidence and 5 being highly confident, how confident do you feel in your ability to meet the demands of practicum at your practicum site? * If you wrote a number less than 5, what do you think you need to get to a 5?   Post constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 1.1 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week One Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 1.1, 1.2, 1.3 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #1**  **Respond** to the following question in the Reflection #1 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  Post constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 1.2, 1.3 | Discussion: one post and replies to three other posts:  **30 minutes** |
| **Wiki Assignment: Case Presentation Sign Up**  **Sign up** for theCase Study Presentation in the Case Study Presentation wiki.  **Review** and be prepared to ask any questions you may have about how to complete your case presentation assignment.  **Complete** your sign up no later than 11:59 p.m. [EST] on Sunday. | | 1.1 | Wiki sign-up:  **15 minutes** |
| **Wiki Assignment: Summary of Research Paper Sign Up**  Please write your name next to your topic of choice by week 6.  Your topic should be associated with a particular population that you work with or come into contact at your practicum.  Some examples include counseling homeless teens, counseling LGBTQ teens, counseling children who have suffered physical abuse, counseling children who suffer from ASD, counseling Latino children, just to name a few.  If you need help figuring out what topic you would like to focus on, please email your instructor. | | 1.1 | Wiki sign-up:  **15 minutes** |
| **Quiz: Practicum Manual**  *Note*. The Practicum Manual can be found on the GPS Student Portal.  This assessment will evaluate your familiarity with the practicum manual.  **Complete** the Practicum Manual quiz no later than 11:59 p.m. [EST] on Sunday . | | 1.3 | Quiz:  **30 minutes** |
| **Field Experience: Week One Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

**Adobe Connect:** Students should post any questions or comments they have to the Announcement forum. The instructor can then utilize those questions that come up in the first part of the week to tailor the live Adobe Connect class session that would be scheduled toward the later part of the week. That 1.5-hour synchronous session will allow students the opportunity to go over any questions they had with the homework and clarify any misconceptions they have about the course content. All Adobe Connect sessions should be recorded and a link to the recording be posted to the course page so any student who misses the session can review it later in the week.

*Note:* It is the instructor’s choice as to what day they will schedule the Adobe Connect Live Session, but it is recommended that they schedule this session for Wednesday of the week so students have plenty of time to review their homework prior to the deadline on Sunday.

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| Week Two: Case Conceptualization | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Identify components of a biopsychosocial assessment. | | CLO3 | |
| * 1. Prepare to complete a clinical interview of a student. | | CLO1, CLO3 | |
| * 1. Develop personal goals for the practicum experience. | | CLO1, CLO2 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resource: Questions to help with Case Conceptualization**  **Read** and be prepared to discuss this document. | |  |  |
| **Resource: Examples of Psychosocial Stressors**  **Read** and be prepared to discuss this document. | |  |  |
| **Resource: Action Plan**  **Review** the information and video in the “Personal Goal Setting” section of the Mind Tools website, located at <http://www.mindtools.com/page6.html>. It can be found under “Toolkit” – “Time Management” “Smart Goals” | | 2.3 |  |
| **Activity: Case Presentation Format Wiki**  **Review** and be prepared to ask any questions you may have about your case presentation. | |  |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Practicum Goals**    **Respond** to the following question in the “Practicum Goals” discussion forum by Thursday:   * Develop three goals for your Practicum that are specific, measurable, attainable, relevant, and time-bound based on the SMART model from the Mindtools website.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 2.2, 2.3 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Two Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 2.1, 2.2, 2.3 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #2**  Respond to the following question in the Reflection #2 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 2.1, 2.2, 2.3 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Two Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

**Case Conceptualization**: Questions to help with case conceptualization" offers the student a 'script' for eliciting information from the client and can be used to practice interviewing skills.  "Examples of Psychosocial Stressors" is not a complete list, but allows the students to form an understanding of the holistic nature of counseling and factors that may impact functioning.  A discussion in regard to what the students believe may be underlying stressors of their clients could be fruitful.

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| Week Three: The Clinical Interview Continued and Supervision in Practicum | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Conduct the clinical interview to gain competency and confidence in the skill of interviewing. | | CLO1, CLO3, CLO4 | |
| * 1. Identify the responsibilities and communication styles for feedback for students and supervisors. | | CLO1, CLO3, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Assignment Preparation: Case Presentation Format**  **Review** the Case Presentation Format.  **Keep** the Case Presentation Format document available during the Adobe Connect session this week. | | CLO2, CLO3 |  |
| **Resources: Initial Interviews**  **View** the following videos related to initial interviews with children and adolescents, available on YouTube:   * Scene 10 – Interview with an adolescent [8:59]: <https://www.youtube.com/watch?v=w5tsDZtXBlE> * Five Approaches to Counseling Adolescents [3:33]: <https://www.youtube.com/watch?v=kFS6KAu6EQA> * Counseling Teens with Robert Strock [7:33] - <https://www.youtube.com/watch?v=BeBCc1czCQc> * How might I start a counseling session with a child? [2:44] - <https://www.youtube.com/watch?v=D-HiOmzCgBc>   **Observe** your site supervisor as he or she completes an initial meeting with a student. | | 3.1 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Practicum Feedback**  **Respond** to the following question in the “Practicum Feedback” discussion forum by Thursday:   * How will you utilize your site supervisor in supervision? * How will you use them for your case presentation? * How do you like to receive feedback? * How can you communicate this preference to your supervisor? * Do you know the way in which your supervisor prefers to give and receive feedback?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 3.1, 3.2 | Discussion: one post and replies to three other posts =  **1 hour** |
| **Group Supervision: Week Three Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 3.1, 3.2 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #3**  **Respond** to the following question in the Reflection #3 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 3.1, 3.2 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Three Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

During the Adobe Connect live session, the instructor will have the students practice interviewing skills with each other. It can be done in a round robin format in which one person role plays as the student and the students each take a turn asking a question, for example.

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| Week Four: The Importance of Self-Care | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Explain the importance of self-care in the counseling profession. | | CLO3, CLO4 | |
| * 1. Determine personal self-care strategies. | | CLO1, CLO2, CLO4 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resources: Self-Care Information**  **Read** the following:   * Shallcross, L. (2011). [Taking care of yourself as a counselor](http://libproxy.gmercyu.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=eue&AN=57309177&site=ehost-live). *Counseling Today*, *53*(7), 30-37.   **Watch** the following videos:   * “Andy Puddicombe: All it takes is 10 mindful minutes” video [9:24] on the TED website: <https://www.ted.com/talks/andy_puddicombe_all_it_takes_is_10_mindful_minutes>. * “What is Stress?” video [4:40] on YouTube (<https://www.youtube.com/watch?v=s93ywqFa6CM>). * “The Big List of Pleasurable Activities,” McKay, M., Wood, J.C.& Brantley, J. (2007). *The Dialectical Behavior Therapy Skills Workbook,* Oakland, CA: New Harbinger Publications, Inc. * “Stress Exhaustion Symptoms” | | 4.1, 4.2 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Practicum Self-Care**  **Respond** to the following question in the “Practicum Self-Care” discussion forum by Thursday:   * What is one self-care activity you have used in the past to deal with stress or a challenging situation? * How did it help you? Would you make any adjustments to the activity to make it more effective? * How do the workers at your practicum school site or your supervisor manage stress? * How does your site supervisor assess progress in clients? How does he/she know that he/she is helping?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 4.1, 4.2 | Discussion: one post and replies to three other posts =  **1 hour** |
| **Group Supervision: Week Four Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 4.1, 4.2 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #4**  **Respond** to the following question in the Reflection #4 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 4.1, 4.2 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Four Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Evaluating self-care practices should include the notion that if counselors don’t feel they are helping, they will burn out. If you ask students, “Why did you want to be a school counselor?”, they will all respond by saying that they wanted to help people. It is important for them to understand that being able to evaluate the progress of clients, giving them feedback, etc., is directly related to their self-care.

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| Week Five: The Importance of Self-Care Continued | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Explain the difference between burnout and vicarious trauma. | | CLO3, CLO4 | |
| * 1. Identify the signs and symptoms of vicarious trauma/compassion fatigue/burnout. | | CLO1, CLO3, CLO4 | |
| * 1. Build a self-care plan. | | CLO1, CLO2, CLO4 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resources: Burnout vs. Compassion Fatigue**  **Read** “Burnout and the Brain”: <https://www.psychologicalscience.org/observer/burnout-and-the-brain#.WUm1btQrKik>  **Read** “Compassion Fatigue” - <http://www.goodtherapy.org/blog/psychpedia/compassion-fatigue>  **Read** “Compassion Fatigue – Bodily symptoms of empathy” - <https://www.psychologytoday.com/blog/somatic-psychology/201207/compassion-fatigue> | | 5.1, 5.2 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Practicum Burnout/Compassion Fatigue Plan**  **Respond** to the following questions and prompts in the “Practicum Burnout/Compassion Fatigue Plan” discussion forum by Thursday:   1. In order to be effective in my work, sustain myself and enjoy a balanced life what I will change is:    1. At work?    2. At home? 2. Exactly what I have to do or find out (who, where, when, etc.) to put these into action is: 3. The people I need support or cooperation from, or to communicate with to assist my plans are: 4. The ways I might sabotage my changes are: 5. What I will do about my goals in the next 48 hours is: 6. What I will do in the next 2 weeks is: 7. What I will do in the next 3 months is: 8. I will reward myself for achieving my goals by:   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 5.1, 5.2, 5.3 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Five Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 5.1, 5.2, 5.3 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #5**  **Respond** to the following question in the Reflection #5 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday | | 5.1, 5.2, 5.3 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Five Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

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| Week Six: Crisis Intervention | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Identify school procedures in protecting the safety of clients. | | CLO1, CLO2, CLO3, CLO5 | |
| * 1. Identify legal and ethical requirements related to mandated requirements and duty to warn. | | CLO4, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resource: Child Abuse Reporting**  Read the child abuse reporting statutes for your state on the American School Counselor Association website (<http://www.schoolcounselor.org/asca/media/asca/home/childabusebystate.pdf>).  **Interview** your school/agency site supervisor about the procedures followed at your practicum site. Include the following questions in the interview:   * What is the procedure for when child abuse is suspected? * What school personnel are involved? * How is the case investigated?   **Post** the interview responses to the “Child Abuse Reporting” discussion forum no later than 11:59 p.m. [EST] on Thursday. | | 6.1, 6.2 |  |
| **Activity: Suicide Threat Protocol**  **Interview** your site supervisor about the school or school district’s procedures for dealing with students presenting suicidal ideation and/or threats. Include the following questions:   * What are the school/school district’s policies? * What is the school counselor’s role in responding? * What other school staff become involved in these types of situations?   **Post** the interview responses to the “Suicide Threat Protocol” discussion forum no later than 11:59 p.m. [EST] on Thursday. | | 6.1, 6.2 |  |
| **Resource: Working With Minors**  **Watch** the“Webinar: Legal and Ethical Complications in Working with Minors in Schools” [47:49] on the American School Counselor Association website.   * Visit <http://www.schoolcounselor.org/school-counselors-members/professional-development/legal-specialist-training>.   Click the **download** link under the “Webinar: Legal and Ethical Complications in Working with Minors in Schools” bullet. | | 6.1, 6.2 |  |
| **Resources: Suicide Risk Assessment**  **Read** the following:   * Barrio, C. A. (2007). [Assessing suicide risk in children: Guidelines for developmentally appropriate interviewing](http://libproxy.gmercyu.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=23884031&site=ehost-live). *Journal of Mental Health Counseling*, *29*(1), 50-66. * Shallcross, L. (2010). [Confronting the threat of suicide](http://libproxy.gmercyu.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=eue&AN=52219062&site=ehost-live). *Counseling Today*, *53*(1), 28-36. * “School Suicide Prevention, Intervention & Postvention,” available from California State University School Psychology Training Program: <http://www.csus.edu/indiv/b/brocks/workshops/district/mdusd.1.06.pdf> * “Student Interview Model for Suicide Risk Screening” on the National Association of School Psychologists website (<http://www.nasponline.org/resources/documents/Suicide_Risk_Screening.pdf>). * “Threat Assessment: Predicting and Preventing School Violence” on the National Association of School Psychologists website (<http://www.nasponline.org/resources/factsheets/threatassess_fs.aspx> | | 6.1, 6.2 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Child Abuse Reporting**  **Interview** your school/agency site supervisor about the procedures followed at your practicum site. Include the following questions in the interview:   * What is the procedure for when child abuse is suspected? * What school personnel are involved? * How is the case investigated?   **Post** the interview responses to the “Child Abuse Reporting” discussion forum no later than 11:59 p.m. [EST] on Thursday. | | 6.1, 6.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Discussion: Crisis Intervention**  **Respond** to the following question in the “Crisis Intervention” discussion forum by Thursday:   * How comfortable do you feel about assessing and intervening in regard to suicidal/homicidal ideation on a scale of 1 to 10 with 1 being "I'm pretty freaked about it" and 10 being "I'm very confident about my skills"? * How would you define a "crisis" at your placement?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 6.1, 6.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Discussion: Suicide Threat Protocol**  **Interview** your site supervisor about the school or school district’s procedures for dealing with students presenting suicidal ideation and/or threats. Include the following questions:   * What are the school/school district’s policies? * What is the school counselor’s role in responding? * What other school staff become involved in these types of situations?   **Post** the interview responses to the “Suicide Threat Protocol” discussion forum by Thursday.  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 6.1, 6.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Six Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 6.1, 6.2 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #6**  **Respond** to the following question in the Reflection #6 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  Post constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 6.1, 6.2 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Six Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Case Presentation: The first of 8 case presentations begin during this session.

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| Week Seven: Counselor Identity, Competence and the Role of Self Reflection | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Analyze the characteristics of effective professional counselors. | | CLO3 | |
| * 1. Determine personal strengths and weaknesses related to the counseling competencies. | | CLO1, CLO2, CLO4 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resources: Counseling Competency Strengths and Weaknesses**  **Review** the following competencies:   * The Advocacy Competencies from the American Counseling Association (<http://www.counseling.org/docs/competencies/advocacy_competencies.pdf?sfvrsn=3>). * Section IV of the School Counselor Competencies from the American School Counselor Association (<http://www.schoolcounselor.org/asca/media/asca/home/SCCompetencies.pdf>). | | 7.1, 7.2 |  |
| **Activity: Initial Meeting Protocol**  **Ask** your site supervisor what process they follow when they first meet a student. | | 7.1 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Effective Counselors**  **Respond** to the following question in the “Effective Counselors” discussion forum by Thursday:   * After hearing the response from your site supervisor regarding the question of what process they follow when first meeting a student, what process would you follow? * What are the most important attributes an effective counselor should have, and how do these attributes support the helping process? * How can counseling clients cultivate these attributes?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 7.1, 7.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Seven Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 7.1, 7.2 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #7**  **Respond** to the following question in the Reflection #7 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 7.1, 7.2 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Seven Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Case Presentation: The second of 8 case presentations is presented in this session.

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| Week Eight: Organizational Culture | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Explain the role of culture in an organization and how this affects the counselor’s professional identity. | | CLO1, CLO3, CLO4, CLO5 | |
| * 1. Identify strategies for adjusting to the culture of an organization. | | CLO1, CLO3, CLO4 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resources: Organizational Culture**  **Read** the following:   * Gibson, D. M., Dooley, B. A., Kelchner, V. P., Moss, J. M., & Vacchio, C. C. (2012). [From counselor-in-training to professional school counselor: Understanding professional identity development](http://libproxy.gmercyu.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=86160015&site=ehost-live). *Journal Of Professional Counseling: Practice, Theory & Research*, *39*(1), 17-25. * “What Is Organizational Culture? And Why Should We Care?” article on the Harvard Business Review Blog Network: <http://blogs.hbr.org/2013/05/what-is-organizational-culture/> | | 8.1, 8.2 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Organizational Culture**  **Respond** to the following question in the “Organizational Culture” discussion forum no later than 11:59 p.m. [EST] on Thursday.   * How do you think organizational culture can affect the way a counselor interacts with a client, and how do you think this may affect a counselor's professional identity? * Identify 1 resource at your site/school that addresses issues related to your student population.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 8.1, 8.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Eight Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 8.1, 8.2 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #8**  **Respond** to the following question in the Reflection #8 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 8.1, 8.2 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Eight Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Case Presentation: The third of 8 case presentations is presented in this session.

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| Week Nine: Ethics | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Identify ethical responsibilities in protecting the safety and confidentiality of clients. | | CLO3, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resources: Confidentiality and Ethics**  **Read** the following:   * “The Professional School Counselor and Confidentiality” document on the American School Counseling Association website: <http://www.schoolcounselor.org/asca/media/asca/PositionStatements/PS_Confidentiality.pdf>. * “Confidentiality Guidelines for School Counselors” on the Enter the School Counseling Zone website (<http://www.school-counseling-zone.com/support-files/confidentiality-guidelines-for-school-counselors-long-version.pdf>). * The *2014 ACA Code of Ethics* on the American Counseling Association website (<https://www.counseling.org/knowledge-center/ethics>) * The *Ethical Standards for School Counselors* on the American School Counselor Association (<http://www.schoolcounselor.org/asca/media/asca/Resource%20Center/Legal%20and%20Ethical%20Issues/Sample%20Documents/EthicalStandards2010.pdf>) * The “Ethical Tips for School Counselors” section of the American School Counselor Association website (<http://www.schoolcounselor.org/school-counselors-members/legal-ethical/ethical-tips-for-school-counselors> | | 9.1 |  |
| **Resource: Boundaries in a Therapeutic Relationship**  **Watch** the following video:   * “Boundaries in a Therapeutic Relationship - Part 1,” available on YouTube [12:23]:(<https://www.youtube.com/watch?v=AFiSo87H_AE>). | | 9.1 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Ethics**  **Respond** to the following question in the “Ethics” discussion forum no later than 11:59 p.m. [EST] on Thursday:   * What ethical dilemmas have come up for you at your site?  If none, ask your supervisor what ethical dilemmas have they encountered?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 9.1 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Nine Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 9.1 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #9**  **Respond** to the following question in the Reflection #9 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 9.1 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Nine Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Case Presentation: The fourth of 8 case presentations is presented in this session.

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| Week Ten: Documentation | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Analyze record keeping processes related to school counseling. | | CLO3, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resources: Documentation**  **Read** the following:   * “Tips and Guidelines for Documentation in School Counseling” article on the School Counseling Zone website: <http://www.school-counseling-zone.com/support-files/documentation-in-school-counseling.pdf>. | | 10.1 |  |
| **Activity: Record Keeping**  **Interview** your site supervisor about his or her record keeping process.  **Include** the following questions in the interview:   * What types of notes does your site supervisor maintain when working with a student? * What is the most critical information your site supervisor needs to know about a student before he/she meets with the child? | | 10.1 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Documentation**  **Interview** your site supervisor about his or her record-keeping process before beginning your response.  **Respond** to the following question in the “Documentation” discussion forum no later than 11:59 p.m. [EST] on Thursday.   * Does your supervisor (or you) have any helpful facts on how to complete paperwork? * What types of notes does your site supervisor maintain when working with a student? * What is the most critical information your site supervisor needs to know about a student before he/she meets with the child? Even if you haven't completed notes, try and guess what you believe documentation should include.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 10.1 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Ten Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 10.1 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #10**  **Respond** to the following question in the Reflection #10 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 10.1 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Ten Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Case Presentation: The fifth of 8 case presentations is presented in this session.

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| --- | --- | --- | --- |
| Week Eleven: Practicum Experience | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Identify the skills sets in which you need additional practice. | | CLO1, CLO2 | |
| * 1. Identify counselors’ professional responsibilities related to transference. | | CLO2, CLO3, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Activity: VIA-IS Survey**  **Navigate to** [www.authentichappiness.org](http://www.authentichappiness.org) or [www.viastrengths.org](http://www.viastrengths.org).  **Complete** the VIA-IS survey online (VIA survey of character strengths)  **Record** your top five (5) signature strengths.  Note: Save that information for the Counseling Strengths discussion. | | 11.1, 11.2 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Counseling Strengths**  **Respond** to the following question in the “Counseling Strengths” discussion forum no later than 11:59 p.m. [EST] on Sunday.   * How does your site "push your buttons”? * What surprises you most about your practicum experience? * What situation produces the greatest discomfort at your practicum? * Taking your top 5 signature qualities, explain how each of these qualities may help AND hinder your counseling process and/or relationship with students. * Are there any other characteristics that you believe are critical to being an effective counselor?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 11.1, 11.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Eleven Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 11.1, 11.2 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #11**  **Respond** to the following question in the Reflection #11 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 11.1, 11.2 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Eleven Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Case Presentation: The sixth of 8 case presentations is presented in this session.

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| Week Twelve: Practicum Experience Continued | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Develop a personal integrated theoretical orientation. | | CLO1, CLO2 | |
| * 1. Synthesize your practicum experiences to develop a personal integrated theoretical orientation. | | CLO2, CLO3, CLO4 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resource: Measuring Counselor Success**  **Read** “Measuring Counselor Success,” available at Counseling Today: <https://ct.counseling.org/2009/07/measuring-counselor-success/> | | 12.1 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Counseling Success**  **Respond** to the following question in the “Counseling Success” discussion forum no later than 11:59 p.m. [EST] on Thursday.   * What makes a good group or individual session? * How would you define it? * Reflecting on your site supervisor’s theoretical orientation and your own, address why you align with these theories and find value in them. * How has your practicum experiences informed your personal theoretical orientation?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. . | | 12.1, 12.2 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Twelve Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 12.1, 12.2 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #12**  **Respond** to the following question in the Reflection #12 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 12.1, 12.2 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Twelve Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Case Presentation: The seventh of 8 case presentations is presented in this session.

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| Week Thirteen: Multicultural Perspectives | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Identify counselors’ strategies for working with multicultural populations. | | CLO3 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resources: Multiculturalism and Counseling**  **Read** the following:   * “Cross-cultural Competencies and Objectives,” available on the American Counseling Association website: <http://onlinelibrary.wiley.com/doi/10.1002/j.2161-1912.2002.tb00475.x/abstract> * “Multicultural Counseling Competencies,” available on the American Counseling Association website: <http://www.counseling.org/docs/competencies/multcultural_competencies.pdf?sfvrsn=5> * “ALGBTIC Competencies for Counseling LGBQQIA Individuals,” available on the American Counseling Association website: <http://www.counseling.org/docs/default-source/competencies/algbtic_competencies.pdf?sfvrsn=d8d3732f_12> * “Counseling Strategies and Techniques to Sensitize School Counselors to the Life Experiences of Culturally Different Students,” available on the Counseling.org website: <https://www.counseling.org/Resources/Library/VISTAS/vistas06_online-only/Chandras.pdf> | | 13.1 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Multicultural Perspectives**  **Respond** to the following question in the “Multicultural Perspectives” discussion forum no later than 11:59 p.m. [EST] on Sunday:   * How does your culture influence working with your population? * What considerations need to be made in regard to culture that specifically relate to you working with your population? Give three considerations.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 13.1 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Thirteen Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 13.1 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #13**  **Respond** to the following question in the Reflection #13 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 13.1 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Thirteen Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

# Faculty Notes

Case Presentation: The final of 8 case presentations is presented in this session.

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| Week Fourteen: Termination | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Determine how to appropriately end the counseling relationship. | | CLO3, CLO5 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Resource: Ending the Therapeutic Relationship**  **Read** “Ending the Therapeutic Relationship,” available on Social Work Helper: <https://www.socialworkhelper.com/2014/04/02/ending-therapeutic-relationship-creative-termination-activities/> | | 14.1 |  |
| **Resource: The Therapeutic Process with Children and Adolescents**  **Read** “The Therapeutic Process with Children and Adolescents” available from the Gestalt Review: <http://www.gisc.org/gestaltreview/documents/TheTherapeuticProcesswithChildrenandAdolescents.pdf> | | 14.1 |  |
| **Upcoming Assignments: Summary of Research Paper**  Your Summary of Research Paper is due in Week Fifteen.  **Ensure** that you are prepared to submit these assignments. | | CLO3, CLO4 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Termination**  **Respond** to the following question in the “Termination” discussion forum no later than 11:59 p.m. [EST] on Thursday.   * When you think about your practicum population, what do you think would be the best way (s) to address ending counseling with your clients/students? * How well do you do with "goodbyes"?   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. . | | 14.1 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Fourteen Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 14.1 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #14**  **Respond** to the following question in the Reflection #14 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 14.1 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Fourteen Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Total** |  |  |  |

## Faculty Notes

**Termination – Agenda for Class**

Review termination as a loss and as a process– ways that counselors start the termination process from the beginning, how to assess if a client is ready for termination, what responses may you expect from clients and creative ways to end counseling such as offering a transitional object, giving a certificate of completion, or "interviewing" the client as an "expert" on counseling as if they are on a TV show.  Using a microphone made out of tin foil, you can ask the client what they might say to other children about counseling that they learned, for example.

* Endings are more successful if they are conceptualized as a process rather than an event
* Termination is primed for enactment – inherent in the process is the fear of closeness and the knowledge that closeness will inevitably lead to loss – intimacy entwined with the severing of intimacy
* The mutual process of attaching and detaching, of growing close and then saying goodbye elicits powerful feelings.
* There is some necessary integrative work that may be possible only when ending treatment.  Key to this integrative work is the acceptance of both the achievements and the limitations of therapeutic work.  Often we need to suspend our therapeutic ambition and begin to formulate what a co-created and mutually enacted good-enough ending would look like.
* A useful intervention for the termination phase is to go through a review-predict-practice sequence with clients.  Counselors review progress, accomplishments, successful changes and transitions, and unfinished business with clients.  Counselors help clients predict the challenging events that are likely to activate in the future.  To help clients maintain the changes they have achieved, it is essential to anticipate these potentially problematic scenarios.  Counselors want to identify triggers as specifically as possible. Finally, practice in dealing with these triggers through role-playing also prepares clients to succeed on their own.

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| Week Fifteen: Goal Review | |  |  |
| ***Learning Objectives*** | | ***Alignment*** | |
| * 1. Complete requirements of practicum course. | | CLO1, CLO2 | |
| ***Resources, Activities, and Preparation***  *Utilize these resources and complete these activities in preparation for your graded assignments.* | | ***Alignment*** | ***AIE*** |
| **Activity: Supervisor Evaluation**  **Review** and complete site supervisor evaluation form of student with your site supervisor.  *Note*. This document can be found in the GPS Student Portal in the Practicum Handbook. | | 15.1 |  |
| ***Graded Assignments***  *Complete these graded assessments by the end of the week unless specified otherwise.* | | ***Alignment*** | ***AIE*** |
| **Discussion: Goal Review**  **Respond** to the following question in the “Goal Review” discussion forum no later than 11:59 p.m. [EST] on Sunday.   * What are your goals for practicum? * What are you anxious about when you think about your practicum? * What do you think you need to get through practicum? * Review the goals you created in Week # 2 of this course. Did you meet them? Reflect on why you met them or why you didn’t.   **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 15.1 | Discussion: one post and replies to three other posts = **1 hour** |
| **Group Supervision: Week Fifteen Consultation and Peer Supervision**  Note. Your instructor will let you know which synchronous meeting program you will be using. Watch your weekly announcements to see when and how you will be meeting synchronously.  **Attend** the hour and a half of group supervision as scheduled by your instructor.  **Prepare** to assess your proficiency in applying school counseling competencies during your field experience. | | 15.1 | Live Discussion: lecture and discussion = **1.5 hours** |
| **Discussion: Reflection #15**  **Respond** to the following question in the Reflection #15 discussion forum by Thursday:  Reflect on your experiences for the week.  What went well and what was challenging? What lessons did you learn from your experiences and what would you do to improve in the future?  **Post** constructive criticism, clarification, additional questions, or your own relevant thoughts to three of your classmates' posts no later than 11:59 p.m. [EST] on Sunday. | | 15.1 | Discussion: one post and replies to three other posts =  **30 minutes** |
| **Field Experience: Week Fifteen Field Experience Log**  **Engage** in the required practicum activities at your site.  **Complete** your time log with the field experience you completed this week.  *Note*. The time log can be found in the GPS Student Portal in the Practicum Handbook. Make sure to check off any activities on the “Site Experience Checklist” found in Blackboard.  **Submit** your Field Experience Log to your instructor no later than 11:59 p.m. [EST] on Sunday.  *Note*: You must submit an electronic copy of your log. You may submit a digital copy using a scanner or a cellphone application, such as CamScanner. | | PLO1, PLO6 | Field experience logs:  **30 minutes** |
| **Field Experience: Field Supervisor Evaluation**  Your Field Supervisor will submit an evaluation to your instructor. This evaluation will be 10 percent of your grade. | | CLO2 |  |
| **Field Experience: Site Supervisor Evaluation**  Your Site Supervisor will submit an evaluation to your instructor. This evaluation will be 10 percent of your grade. | | CLO2 |  |
| **Assignment: Student Evaluation**  **Upload** your Student Evaluation of Practicum Experience to your instructor via Blackboard no later than 11:59 p.m. [EST] on Sunday. | | CLO2 | Form Submission:  **15 minutes** |
| **Assignment: Summary of Research Paper**  **Submit** your Summary of Research Paper to your instructor via Blackboard no later than 11:59 p.m. [EST] on Sunday. | | CLO3, CLO4 | Summary of research:  **30 minutes** |
| **Total** |  |  |  |

**Site Supervisor and Field Supervisor Evaluation Forms**

The Field Supervisor will collect the Site Supervisor evaluations and will forward them to the class instructor during the last week of class.

If you have any questions or concerns, please contact George Colton at [colton.g@gmercyu.edu](mailto:colton.g@gmercyu.edu)

# Breakdown of Academic Instructional Equivalencies

|  |  |
| --- | --- |
|  | **AIE Hours** |
| **Week 1** |  |
| Required | 2.75 |
| Supplemental | 1.5 |
| **Week 2** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 3** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 4** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 5** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 6** |  |
| Required | 4 |
| Supplemental | 1.5 |
| **Week 7** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 8** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 9** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 10** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 11** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 12** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 13** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 14** |  |
| Required | 2 |
| Supplemental | 1.5 |
| **Week 15** |  |
| Required | 3 |
| Supplemental | 1.5 |
|  |  |
| **Total Required Hours** | 33 hours |
| **Total Supplemental Hours** | 22.5 hours |
| **Total Hours** | 55.5 hours |