

**CNE 676: SUPERVISED PRACTICE IN COUNSELING**

*Course Number is a required course for Professional School Counselor Certification, and academic requirements for Licensed Professional Counselor, and Licensed Marriage & Family Therapist.*

**Sam Houston State University, College of Education  
Department of Educational Leadership & Counseling**

**Instructors:** Rick Bruhn, Ed.D. David Parmer, M.A.  
Counselor Educ. Center, Room 124 dparmer@woodlandspsych.com  
P.O. Box 2119/SHSU 4840 W. Panther Creek, Ste. 207  
Office phone: 936-294-1132 The Woodlands, 77381  
Email: edu\_rab@shsu.edu ; FAX: (936) 294-4277 (832) 381-2050

**Text/Readings: *REQUIRED TEXT:***

Johnson, Sharon L. (2004). *Therapist's guide to clinical intervention: The 1-2-3s of treatment planning*. (2nd ed.) San Diego, CA: Academic Press.

***RECOMMENDED TEXTS:***

Blum, Dorothy (1998). *The school counselor's book of lists*. Warminster, PA: Mar Co, Inc.

*Diagnostic & statistical manual of mental disorders, 4<sup>th</sup> Ed., Text Revision (DSM-IV-TR)*. APA.

Jongsma, A., Peterson, L.M., & McInnis, W. (2000). *The adolescent psychotherapy treatment planner*(2<sup>nd</sup> ed.). NY: Wiley.

Jongsma, A., McInnis, W., & Peterson, L.M., (2001). *The child psychotherapy progress notes planner*. NY: Wiley.

Wiger, Donald E. (1999). *The clinical documentation sourcebook*. NY: Wiley.

**Prerequisites:** Admission to Candidacy and CNE 674 (Practicum in Group Counseling)

**Course Description:** This laboratory course is designed to prepare the student in the practical application and integration of the principles and methods of counseling.

**IDEA OBJECTIVES:**

*Essential:*

- Learning to *apply* course material (to improve thinking, problem solving, and decisions)
- Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course

*Important:*

- Developing skill in expressing oneself orally or in writing
- Learning how to find and use resources for answering questions or solving problems

The curricula for this course (1) includes knowledge of the literature of the discipline and (2) ongoing student engagement in appropriate professional practice and training experiences.

**Standards Matrix:**

<b>Objectives/Learning Outcomes</b>	<b>Activities (* indicates field-based activity)</b>	<b>Performance Assessment</b>	<b>Standards:</b> <ul style="list-style-type: none"> <li>• <b>State Standards</b></li> <li>• <b>Specialty Organization Standards</b></li> </ul>
1. Develop and maintain a counselor-client relationship and to apply counseling theory to practice	*Individual, marital, family, and/ or group counseling practice in clinic	Video tape review & supervision	<i>CACREP:K 5b,c,d</i> <i>SBEC: I(2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5);</i> <i>NCATE: Standards 1-4</i>
2. Respond consistently to a client at a noticeably deeper level (Carkhuff Level 4) during at least two sessions	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5);</i> <i>CACREP:K 5.b,c;</i> <i>NCATE: Standards 1-4</i>
3. Assist in decision-making processes (e.g., personal, social, educational, career) utilizing effectively a variety of counseling techniques or procedures	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5);</i> <i>CACREP: K5b</i> <i>NCATE: Standards 1-4</i>
4. Help clients develop goals, assess needs, develop strategies, and evaluate the effectiveness of strategies, for maximizing positive factors and coping with negative factors in the client's lives	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5);</i> <i>CACREP:K5 b</i> <i>NCATE: Standards 1-4</i>
5. Recognize school, work, family, culture, and/or community factors that affect the client's ability to succeed in accomplishing his/her goals; the counselor can effectively consult with individuals/groups to facilitate an environment in which clients can accomplish goals	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5);</i> <i>CACREP:K 2a,c</i> <i>NCATE: Standards 1-4</i>
6. Demonstrate respect for diversity and provide equitable counseling to all individuals, regardless of culture, gender, family composition, learning style, or disabilities	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5);</i> <i>CACREP:K 2c,d;</i> <i>NCATE: Standards 1-4</i>
7. Minimize barriers to communication that may be created by language differences	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5);</i> <i>CACREP:K2c,d</i> <i>NCATE: Standards 1-4</i>
8. Understand and respond to the needs of individual clients differences	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5);</i> <i>CACREP: K5a;K2c</i> <i>NCATE: Standards 1-4</i>

9. Understanding assessment instruments & techniques that are relevant to career planning & decision making	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 4b,f,g,h NCATE: Standards 1-4</i>
10. Use referral systems, support networks, and professional consultations	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 5e NCATE: Standards 1-4</i>
11. Develop strategies to help clients deal with various issues (e.g., self-esteem, homelessness, child abuse, divorce, suicide, school-age pregnancy)	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 5.d; K3c NCATE: Standards 1-4</i>
12. Effectively consult with the parent/family of clients (e.g., progress in counseling, test results)	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 5.d,e NCATE: Standards 1-4</i>
17. Facilitate critique of self and fellow students	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); NCATE: Standards 1-4</i>
18. Recognize factors that affect one's professional performance and ensure that his/her own interventions respect the integrity of individuals and result in healthy progression of relationships	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 5.a,b,c NCATE: Standards 1-4</i>
19. Be able to terminate or refer clients based upon the client's needs	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 5.b NCATE: Standards 1-4</i>
20. Engage in self-assessment and professional growth through a variety of activities	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K5c NCATE: Standards 1-4</i>
21. Write interview summaries and reports	*Documentation of individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision; file documentation	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); NCATE: Standards 1-4</i>
22. Determine and administer appropriate tests to clients and to interpret them adequately	*Individual assessment practice in clinic	Video tape review & supervision; assessment reports	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 7g; NCATE: Standards 1-4</i>

23. Adhere to the ACA ethical standards and legal process (e.g., in regard to child abuse with respect to section 504 of the Rehabilitation Act)	*Individual, marital, family, and / or group counseling practice in clinic	Video tape review & supervision	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 5g; NCATE: Standards 1-4</i>
24. Striving toward the highest level of professionalism by adhering to & modeling professional, ethical, & legal standards	Provide for students modeling of professionalism	Student evaluations	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K 5g; NCATE: Standards 1-4</i>
25. Using reflection, self-assessment, & interactions with colleagues to promote personal professional development	In-class discussions & researching an assessment tool provide opportunity for self-assessment & -reflection, as well as feedback from colleagues	Student evaluations	<i>SBEC VI (1)</i>
26. Participate in one hour of face-to-face supervision weekly with doctoral student supervisor.	Individual supervision will occur off campus (arrangements may be made for supervision on campus outside practicum class time). Supervision sessions will be video taped and will be viewed during doctoral student's class.	FORMSS completed by doctoral student/supervisor.	<i>SBEC I (2), (8), (10), (12); II (1-10); III (1-5); IV (1-3); V (1-8); VI (1-5); CACREP:K5c; NCATE: Standards 1-4</i>

Web addresses for standards:

CACREP: <http://www.counseling.org/cacrep/2001standards700.htm>

SBEC: Standards for the School Counselor Certificate:

[http://info.sos.state.tx.us/pub/plsql/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc](http://info.sos.state.tx.us/pub/plsql/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc)

NCATE: <http://www.ncate.org>

### Course Format:

This course will include mini-lectures, discussions, staffings, intake procedures, testing and interpretation, direct counseling services, individual and group critiques (written and oral), case presentations, consultation, record keeping procedures, viewing colleagues in counseling sessions, and referral procedures.

The first three hours of class are devoted to individual counseling, marital/family counseling, assessment, interviewing prospective candidates for the SHSU counseling program, making referrals, doing research, preparing paper work, and answering telephones.

The last hour and a half is for group supervision for case presentations, consultation, didactic discussions of counseling issues, viewing video tapes, listening to audio tapes, checking progress notes, and receiving and giving feedback on counseling done that class period.

Each student will receive one hour of individual dyadic supervision by the professor/doctoral student/ or off-campus supervisor. Supervisors will maintain a weekly log of their supervision activities.

**Course Objectives:** Effective counselor training constitutes a progression of knowledge and skills acquisition as well as personal and professional development on the part of the counselor intern. These components are assumed to be interrelated and in the process of becoming integrated into an individual counseling style through varied methodology and content. As this integrative process approaches completion, in relation to the training components, the individual counselor intern should have a realistic appraisal of his/her level(s) of command and functioning across these several categories. The supervised practicum in counseling is intended to accommodate this self-appraisal process as well as other programmatic objectives.

This component of the counselor program is viewed primarily as two-fold:

1. To provide the counselor intern an opportunity to check, evaluate, synthesize, and improve his/her counseling skills, theory and knowledge, and personal style of counseling through actual counseling experiences; and
2. To provide a setting wherein the supervisor(s) can assist the counseling intern in evaluating his/her strengths and weaknesses and in confirming the strengths and improving the weaknesses as they are evidenced across several relevant categories (including but not limited to reactions to stressful situations).

**Course Requirements:**

1. Each counselor intern will be required to engage in a minimum of 65 hours of supervised counseling experiences including:
  - a. a minimum of 30 hours of face-to-face client contact (25 hours minimum must be accumulated at Jack Staggs Counseling Clinic);
  - b. testing and test interpretation, when deemed necessary;
  - c. supervision regarding client sessions;
  - d. observation and critiquing of fellow counselors' sessions, and completion of counselor observation form while observing;
  - e. record keeping relative to client caseload (session logs, counselor's notes, etc.);
  - f. attending professional counseling conferences (see professor).
2. During the practicum hours when a counselor intern is not counseling, he/she should be participating in one of five activities:
  - a. receiving feedback from the supervisor/professor;
  - b. observing a counseling session and completing written feedback for the fellow counselor;
  - c. role-playing with other practicum student(s);
  - d. becoming familiar with testing & assessment instruments;
  - e. sharing the telephone and desk responsibilities as needed
3. Each client session is to be audio- and video-taped for critiquing and supervision purposes.

4. Prompt, regular attendance for class seminar and for client sessions is expected.
5. Whether a member or not, the counselor intern must adhere at all times to the Ethical Standards of the American Counseling Association.
6. Each counselor intern is responsible for the following written papers as well as any others which may be assigned, as deemed necessary, by the supervisor:
  - a. a session summary for each client session;
  - b. a feedback form to one fellow counselor each week;
  - c. a history and goal statements for each client;
  - d. a summary for each client upon termination; and,
  - e. a treatment plan for every client should be ready in rough draft form prior to the 3<sup>rd</sup> session and both completed and approved by your supervisor by the start of the 4<sup>th</sup> session. A DSM IV-TR diagnostic impression may be included when appropriate.
7. Type two (2) 10-minute transcriptions (from on campus cases, excluding the initial visit with the client) and critique. At the professor's discretion, a student may be asked to do additional transcriptions. **Due: 4th & 7<sup>th</sup> class periods.**
8. Read and outline, in detail, "Person-centered therapy" by Nathaniel Raskin and Carl Rogers. The reference is:  
Raskin, N., & Rogers, C. (2000). Person-centered therapy. In R. J. Corsini & D. Wedding (Eds.), *Current psychotherapies* (pp. 133-167). Itasca, IL: Peacock.  
**Due: 3rd class period.**  
It is on electronic reserve in the library under Dr. Bruhn's name and CNE 676. The password is "practicum."
9. It is expected that the intern will read one journal article, textbook chapter, etc., for every new case or clinical issue encountered throughout the semester and also list the reference on the reading log form.
10. Complete A or B:
  - A. Prepare a flyer, chart, brochure, etc., you would provide clients concerning the helping process. For school counselors, prepare a one-page flyer to send home to parents about you and your role as school counselor; for Community Counseling students, prepare a flyer or brochure appropriate for advertisement of your counseling practice). **Due: 3<sup>rd</sup> class period.**
  - B. Distribute our clinic flyer to 5 sites in the Huntsville and Walker County area. Turn in a list of the location of each site. **Due: 3<sup>rd</sup> class period.**
11. Students need to have a professional disclosure prepared by the second class meeting. Two copies should be available for each new client (one for client and one for client file).

## **COURSE EVALUATION:**

The counselor intern will be evaluated in terms of:

1. Counseling performance skills (e.g., in-session behavior, facilitative skills, procedural skills, theoretically-based techniques);
2. Counseling cognitive skills (e.g., case conceptualization, rationale for interventions);
3. Open to supervisory suggestions and recommendations and display efforts at integrating them into their work with clients; and
4. Progress developmentally during the course of the semester.

To successfully complete the course, the student must meet the proficiencies of this course listed above. One must attain a minimum grade of “B” for successful completion of the course. Students unable to meet the proficiencies will not receive a passing grade. *Students must be able to demonstrate that they can respond consistently to a client at a noticeably deeper level (Carkhuff Level 4) during at least two sessions to receive the grade of A.* Students responding at Level 3 at the end of the semester will receive an F. Unless unusual extenuating circumstances occur (e.g., medical, death, emergency), you are expected to complete the course requirements by the end of the semester.

Assessment of your student and professional behaviors includes attendance, punctuality, turning in assignments when due, participation, case presentation, keeping adequate records, and your ability to critique your sessions and those of other students. Assessment of counseling behaviors will be based on videotapes, live interviews, and class case presentations. Class case presentations must be accompanied by audio or video examples of the session.

**Student Syllabus Guidelines:** You may find online a more detailed description of the following policies. These guidelines will also provide you with a link to the specific university policy or procedure: <http://www.shsu.edu/syllabus/>

**Academic Dishonesty:** Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. *See Student Syllabus Guidelines.* All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. **(The faculty member will list the consequence here).** The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

<http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>

**Classroom Rules of Conduct:** Students are expected to assist in maintaining a classroom environment that is conducive to learning. Students are to treat faculty and students with respect. Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during times of examination. Students may tape record lectures provided they do not disturb other students in the process.

**Student Absences on Religious Holy Days:** Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including

travel for that purpose. Students remain responsible for all work. *See Student Syllabus Guidelines.*

**Students with Disabilities Policy:** It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. *See Student Syllabus Guidelines.*

**Visitors in the Classroom:** Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.