PSY650 Practicum

Reformed Theological Seminary – Orlando
Spring semester 2016, 2 credit hours
Instructors: Scott Coupland, Ph.D.  Jim Coffield, Ph.D.
Telephone: (407) 278-4466  (407) 278-8828
E-mail: scoupland@rts.edu  jcoffield@rts.edu
Office Hours: By appointment  By appointment

Purpose
Students gain supervised clinical experience in the Oviedo Counseling Clinic (OCC) or other approved clinical setting to meet the 40 direct and 60 indirect counseling hours requirement for their clinical practicum.

Prerequisites
PSY501, PSY503, PSY519, PSY542, PSY551, PSY560, PSY568, PSY571, PSY573, PSY592 and consent of the MAC clinical director.

Objectives
Upon successful completion of this class students will be able to:
1. Develop and evidence proficiency with basic counseling skills including those in the exploration, insight, and action stages of counseling.
2. Apply consistent record keeping, treatment planning, and scheduling skills in the OCC clinical management software program, Titanium.
3. Develop an experiential knowledge of different approaches to counseling that allows the counselor to begin to formulate his/her own framework for counseling.
4. Apply beginning efforts to integrate counseling theory with biblical/theology concepts in the counseling setting.
5. Use supervision to increase the student’s effectiveness in assessment, treatment and intervention strategies in counseling.
6. Develop a better understanding of the counselor’s worldview and how spiritual maturity relates to helping others.

Learning Format
Learning will be primarily experiential through face-to-face counseling of clients in the OCC or other approved clinical setting. This learning will be extended through weekly individual and group supervision involving the review of digitally recorded or live client sessions. Students will also participate in clinical staff meeting that include small group case presentations and instructional education.

Requirements
1. Provide a copy of certificate of liability insurance to the Northland Director of Counseling Ministries (NDCM)
2. Attend the OCC clinical orientation prior to meeting with clients in the OCC or other clinical setting.
3. Pass the exam covering the material in the OCC Student Intern Handbook with a score of 100%.
4. Complete at least 100 hours in an approved clinical setting. Forty of these hours must be fulfilled with direct client contact involving individuals (adolescents and adults), couples, families, and groups. Sixty hours are fulfilled indirectly through attending the OCC orientation and staff meetings, completing OCC administrative tasks, counseling preparation, supervision, and education outside of that required for the M.A. in counseling program.
5. Conduct all scheduled counseling sessions assigned by NDCM. The student counselor can expect to conduct approximately 4-6 hours of weekly sessions with individuals, couples and families and 1-2 hours of weekly group sessions.
6. Abide by the requirements and standards of OCC Student Intern Handbook.
8. Check their Northland voicemail and email messages on a daily basis.
9. Attend and actively participate in weekly clinical staff meetings. Student interns are responsible for understanding and employing all OCC operational information presented in the clinical staff meeting.
10. Attend weekly individual and group supervision.
11. Clear all anticipated missed client appointments and supervision through the student intern’s individual supervisor prior to missing any appointments or supervision.
12. Maintain all OCC administrative duties in accordance with the requirements in the OCC Student Intern Handbook. This includes update client files with client personal data, progress notes, treatment plans, etc. utilizing Titanium software within the specified time requirement.

Grading
1. OCC Student Intern Handbook exam
After completion of the OCC clinical orientation, students will complete an exam covering the material addressed during the orientation. Because mastery of the material is necessary before starting the practicum, students will take the exam until a score of 100% is achieved. The exam can be found on your Canvas account for the practicum course in the “assignments” folder. The exam will be opened at the end of the orientation and must be completed by 11:59pm February 1, 2016. Late exams will receive a grade of “0,” but a grade of 100% will still be required before the student can begin seeing clients.
2. Clinical staff meeting attendance
Students are required to attend staff meetings. Students will complete an attendance report for each staff meeting on your Canvas account for the practicum course. This report can be found in the “assignments” folder. The report will be opened to complete at the end of each staff meeting and students must complete the report by 11:59pm four days later. For example, in the spring 2016 semester, the staff meeting is scheduled for Thursdays from 12:30pm – 2:00pm. The attendance report will be available for you to complete at 2:00pm that Thursday, and will be closed the next Monday at 11:59pm. There are five options on this report:
   a. Attended on time
      This means that the student is seated and prepared in the staff meeting room no later than 12:30pm. Full credit for attendance will be given.
b. Attended but late, excused
   This means the student arrives to staff meeting any time after 12:30pm but had either 1) asked for and received permission from the NDCM to be late, or 2) had an emergency that prevented the student from arriving on time. Full credit for attendance will be given.

c. Attended but late, unexcused
   This means the student arrives to staff meeting any time after 12:30pm. Partial credit for attendance will be given.

d. Absent excused
   This means if a student asks for and receives permission to miss a staff meeting from the NDCM, or in cases of emergencies, the student will receive full credit for attendance. The student must email Kathie Earll, who manages the Canvas information, by the Wednesday following the missed staff meeting by 5:00pm, so that she can give you full credit for attendance.

e. Absent unexcused
   This means that the student was absent from the staff meeting without prior approval from the NDCM. No credit for attendance will be given.

Acceptable excuses for being late or absent from a staff meeting include you or your child being sick, a wedding, a death of a family member or friend, or emergencies. If a student fails to complete the report during the allotted time period, the student will receive no credit for attendance.

It is recommended that students put a reminder on their personal calendars to prompt them to fill out their attendance reports.

3. Completion of OCC record keeping duties
Students are required to complete all treatment notes, DAP notes, and treatment plans in Titanium, and to scan any other documents (e.g., intake forms, information release request forms, documentation received from other professionals, copies of written homework, no harm contracts, etc.) into Titanium no later than Wednesday at 11:59pm of the following week. Students will record the percentage of each type of required documentation (i.e., treatment notes, DAP notes, treatment plans, and other documents) they completed for a particular week in their Canvas account for the practicum course by completing a record keeping report. This report can be found in the “assignments” folder. Treatment plans must be completed after the first session, and then updated every fourth session thereafter. So, the second treatment plan will be completed after the 5th session, the third treatment plan will be completed after the 9th session, and so on. If no treatment plans were due that week, mark 100% in the treatment plan box. Approved vacations need to be communicated to Kathie by email no later than Wednesday at 11:59pm the week following your return from the vacation so that she can adjust your points accordingly. Red notes in your Titanium task list are only permissible when they have been returned from the supervisor for distribution or further discussion. Each red note on your task list reflecting that you have not completed your notes or treatment plans by the required date will result in your grade being lowered by one letter grade.

4. Individual supervisor’s evaluation
Your individual supervisor will give their supervisees an overall score at the end of the practicum semester based on their assessment of their supervisees’ levels of professionalism, compliance with the Student Intern Handbook standards and ACA Code
of Ethics, preparation for and engagement in supervision, and cooperation with other student interns, OCC staff, and supervisors.

The student’s final grade will be determined by adding the percentage of points earned from each of the point sources:

OCC Student Intern Handbook exam 25%
Clinical staff meeting attendance 25%
Completion of OCC record keeping duties 25%
Individual supervisor’s evaluation 25%

A failing grade, “F,” for the practicum will be given to any student that earns a total score below 70% or engages in unethical or illegal behavior, violates the ACA Code of Ethics, or harms another. The NDCM, the RTS clinical and academic directors will determine whether the student will be permitted to repeat the practicum or whether other action needs to be taken, including, but not limited to, dismissal from the Master of Arts in counseling program.

Grading Scale
A = 97-100%  B- = 86-87%  D+ = 75-77%
A- = 94-96%  C+ = 83-85%  D = 72-74%
B+ = 93-91%  C = 80-82%  D- = 70-71%
B = 88-92%  C- = 78-79%  F = below 70%
**Course Objectives Related to MAC Student Learning Outcomes**

Course: PSY650 Practicum  
Professor: Drs. Coffield and Coupland  
Campus: RTS-O  
Date: 1/8/16

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<tr>
<th>MAC Student Learning Outcomes</th>
<th>Rubric</th>
<th>Mini-Justification</th>
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<tr>
<td><strong>FOUNDATIONS</strong></td>
<td>Strong</td>
<td>Students apply their understanding their foundational knowledge of counseling in a clinical setting.</td>
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<td>Understands and applies the basic knowledge needed to be an effective counselor including: the history and philosophy of counseling/soul care, a variety of counseling models and theories, ethics and professional standards of practice, and a psychological, biblical and theological framework for counseling/soul care.</td>
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<td><strong>COUNSELING, PREVENTION, AND INTERVENTION</strong></td>
<td>Strong</td>
<td>Students engage their skills of counseling, prevention, and intervention in a clinical setting.</td>
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<td>Able to describe and apply the principles of mental and spiritual health, including prevention, intervention, consultation, education, and advocacy, as well as the operation of programs and networks that promote mental health in a cultural/global society.</td>
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<td><strong>DIVERSITY AND ADVOCACY</strong></td>
<td>Moderate</td>
<td>Students apply counseling skills with diverse client population in a clinical setting.</td>
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<td>Understands and demonstrates how living in a cultural/global society affects clients who are seeking clinical mental health counseling services, as well as the effects of sin such as racism, discrimination, sexism, power, privilege, and oppression on one’s own life and career and those of the client.</td>
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<td><strong>ASSESSMENT</strong></td>
<td>Moderate</td>
<td>Students have opportunities to engage in informal evaluations and offer formal assessments with clients.</td>
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<td>Understands and applies various models and approaches to clinical evaluation and their appropriate uses, including diagnostic interviews, mental status examinations, symptom inventories, and psychoeducational and personality assessments, and is sensitive to the complications of diagnosis and interpretation of formal and informal evaluation.</td>
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<td><strong>RESEARCH AND EVALUATION</strong></td>
<td>Minimal</td>
<td>Students utilize research findings in a clinical context.</td>
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<td>Understands and demonstrates the ability to critically evaluate research relevant to the practice of clinical mental health counseling through a biblical worldview.</td>
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<td><strong>DIAGNOSIS</strong></td>
<td>Strong</td>
<td>Students create treatment plans including assigning diagnoses for clients.</td>
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<td>Knows and applies the principles of the diagnostic process, including differential diagnosis, and the use of current diagnostic tools, such as the current edition of the <em>Diagnostic and Statistical Manual of Mental Disorders (DSM)</em>, and evaluates them through a biblical and theological framework.</td>
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<td><strong>INTEGRATION</strong></td>
<td>Strong</td>
<td>Students practice integrating counseling and biblical/theological concepts with clients.</td>
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<td>Integration of biblical &amp; theological concepts with counseling practices.</td>
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<td><strong>SANCTIFICATION</strong></td>
<td>Strong</td>
<td>The process of change/growth is foundational to the counseling process.</td>
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<td>Demonstrates a love for Triune God</td>
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