Welcome: My intent is to provide you with a clinical experience that will facilitate your development as a counselor and that adhere to CACREP standards. I assume responsibility for structuring learning opportunities and for providing some of the conditions which encourage your growth as a counselor. The degree to which you perceive this experience as maximizing your personal and professional growth will largely be a function of your personal goals for this experience and the responsibility and initiative you assume for implementing your goals.

I. Goal of the course: This course is designed to provide doctoral students with a supervised counseling experience that will facilitate the student's development as a professional counselor. The focus is on a consistent implementation of an internally consistent, personal theory of counseling with a variety of clients. Students are required to carry a specified case load. Students will learn the process and practice of career development and its application to client concerns.

II. Catalog Description: 3 hours. Principles and supervised practice of advanced skills in counseling and career development for counselor educators, including consistent implementation of counseling theory. This course is designed to be a doctoral level internship.

III. Tk20: This course requires an assignment that will be uploaded and assessed in the UNT Tk20 Assessment System. This will require the one-time purchase of Tk20. Student subscriptions will be effective for seven years from the date of purchase. Key assignments must be uploaded into the Tk20 system for instructors to assess.

Please go to the following link for direction on how to purchase Tk20. Announcements regarding Tk20 will also be posted on this website. http://www.coe.unt.edu/tk20

IV. Core Curricular Experiences Covered: Curricular experiences will provide an understanding of the following:

<table>
<thead>
<tr>
<th>Counseling Knowledge and Skills Outcomes</th>
<th>CACREP Standard</th>
<th>Curriculum/Evaluation</th>
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<tbody>
<tr>
<td>1. Advanced study in counseling theories</td>
<td>II.1.A</td>
<td>Key Assessment</td>
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<td>2. Integration of counseling theories</td>
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<td>3. Conceptualization of clients from multiple theoretical perspectives</td>
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<td>4. Evidence-based counseling practices</td>
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<td>5. Methods for evaluation counseling effectiveness</td>
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<td>Key Assessment</td>
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<tr>
<td>6. Ethically and culturally relevant counseling in multiple settings</td>
<td>II.1.F</td>
<td>Key Assessment</td>
</tr>
</tbody>
</table>
V. Additional Learning Objectives: In addition to the listed learning outcome objectives, students are expected to demonstrate the following characteristics:

A. Personal characteristics needed to be an effective counselor.
B. Proficiency in self-assessment of counseling ability.
C. Ability to objectively receive feedback from supervisor and peers and incorporate feedback into a personal counseling style.
D. A growth in the sensitivity to the dynamics of the counseling process.

VI. Methods of instruction:

Students will learn objectives and apply concepts through the management and delivery of counseling services. Demonstration, role-play, and training on skills and concepts are also utilized to enhance students' performance as a professional counselor. Student research/reading of pertinent issues to be determined by instructor and students is a requirement in preparation of topics presented.

VII. Clinical sequence and hour requirements:

The CPP course series is designed to be a continuous clinical experience across the first two years of the doctoral program.

1. COUN 6210 (CPP 1) is an advanced doctoral level pre-practicum to ensure the demonstration of adequate counseling skills. Students are expected to carry a minimum of two clients and accumulate a minimum of 10 direct counseling hours.
2. COUN 6220 (CPP 2) is an advanced doctoral level practicum. Students are expected to carry a minimum of four clients and accumulate a minimum of 40 direct counseling hours.
3. COUN 6230 (CPP 3) is an advanced clinical course and designed as a doctoral level internship experience. Students are expected to carry a minimum of four clients and accumulate a minimum of 40 direct counseling hours.
4. COUN 6240 (CPP 4) is an advanced clinical internship course designed to allow students a choice in reduction of client load for the semester if desired. Students are expected to carry a minimum of two clients and accumulate a minimum of 20 direct counseling hours.
5. COUN 6250 (CPP 5) is a doctoral level internship. Students are expected to carry a minimum of eight clients and accumulate a minimum of 80 direct counseling hours.
6. COUN 6260 (CPP 6) is a doctoral level internship. Students are expected to carry a minimum of eight clients and accumulate a minimum of 80 direct counseling hours.

The goal of the clinical sequence is to offer the student a continuous counseling experience in which they can demonstrate skills with multiple clients across a variation of populations and presenting issues. Doctoral students are expected to meet the minimal client load requirements as a priority. A criterion for accumulated hours is provided as a minimum and should not be considered the priority of the experience. Client load may be adjusted by the clinical instructor according to student progress.
VIII. Required Texts:


One Theoretical Application Book of your Choice Among the Following:


Additional Readings:


IX. Student Evaluation

**Key Assessment:** Professional Counseling Performance Evaluation – Doctoral (PCPE-D)

Student performance in clinical courses is evaluated through the Professional Counseling Performance Evaluation – Doctoral (PCPE-D). The PCPE-D evaluates the student’s clinical performance in five areas: Counseling Skills & Abilities, Professional Responsibility, Professional Competence, Professional Maturity, and Professional Integrity. Students who rate a score of 3 or 4 on all items by the end of each clinical semester will be considered passing with a B or above.

The final clinical performance grade will be based on supervisor evaluations. For all CPP courses, there are two levels of evaluation.

**Level 1: Pass/Fail.** The first level is a pass/fail rating according to criteria stated on the *Professional Counseling Performance Evaluation – Doctoral (PCPE-D)*. Clinical instructors will use the PCPE-D to evaluate counselor performance throughout the course as scheduled by the individual instructor. In order for the student to pass the course (receive an A or B), the student must receive a Pass rating on the PCPE-D at final course evaluation. The final PCPE-D will be uploaded to the TK-20 system at the end of the semester.
**Level 2: Grade.** Students will receive a letter grade based on their participation in the clinical course and accomplishment of course objectives. Grading is highly influenced by ratings on the PCPE-D. The grading scale is as follows:

**Grade A:**
The student counselor meets stated criteria consistently at this program level as assessed by the PCPE-D. The counselor can, in the judgment of the supervisor, engage in counseling with minimal supervision. Counselor respects and maintains clinic procedures and processes. Counselor is open and responsive to instructor and supervisor feedback. Counselor completes all course assignment readings and projects.

**Grade B:**
The student counselor meets clinical criteria consistently at this program level as assessed by the PCPE-D, but fails to meet administrative and/or professional requirements (such as regular attendance, carrying the required counseling load, and attention to administrative responsibilities). The counselor can, in the judgment of the supervisor, engage in counseling with moderate supervision.

**Grade C:**
The student counselor meets criteria minimally or inconsistently at this program level as assessed by the PCPE-D. In the judgment of the supervisor, the counselor has not achieved the criteria for an “A” for a “B” grade, thereby receiving a “Continue to Work” or “Needs Remediation” rating on the PCPE-D. If the supervisor believes that the counselor has the potential to achieve those criteria with additional supervised experience, it will be recommended that the counselor repeat the clinical course, and may include other recommendations aimed at remediation. If remediation is not a possibility, the counselor will be duly informed.

*Students are required to carry professional liability insurance for this course. Please consult your instructor.*

**X. Course Requirements**

**A.** Students provide direct service to clients from the university community and from the community at large. Students will video record all sessions. Students will prepare case files for each intake and continuing client and document all client contact on a weekly basis. Files are maintained according to ACA ethical guidelines and CHDC procedures. Files are reviewed by clinic staff on a regular basis and will be reviewed by supervisors at least twice during the semester.

**B.** Carry a sufficient client load. CPP4 requires students carry a minimum of four clients at all times and must complete a minimum of forty direct contact hours. If a student falls below a six client load, the instructor must be notified immediately and an action plan will be determined. Client workload may be adjusted by the clinical instructor according to student progress. Instructor approval is required to carry more than 5 clients during this semester of clinical coursework.

**C.** Video Recordings of Counseling Sessions. Students are expected to video record their counseling sessions with clients. *Weekly, students are expected to bring cued videos to triadic supervision, as well as to large group supervision/staffing; Students are expected to show a minimum of one counseling session during large group supervision during the semester.*

**B.** Group Supervision: Students are expected to attend all group supervision classes. More than 1 absence will result in the final grade being lowered by one letter grade.

**C.** Triadic Supervision: Students are expected to attend all triadic supervision sessions. More than 1 absence
will result in final grade being lowered by one letter grade. Students should be prepared to share recordings of counseling sessions at each supervision session. Students should contact both the instructor and supervisor if there will be an absence.

D. Students are expected to maintain contact with clients. Students should contact clients if they are unable to attend sessions. Cancelling sessions initiated by the counselor should only occur in extreme circumstances and with as much prior planning as possible.

E. Adherence to ACA Code of Ethics.

F. Students will determine appropriate assessment instruments for each client (including personal and career assessments) and assume the responsibility for administering, scoring, interpreting and discussing the results with the client.

I. Client advocacy action planning is encouraged in the supervisory process, including offering and making appropriate referrals for clients and making appropriate visits to schools when necessary.

J. All students are expected to assist in supervision of master's level clinical courses as needed.

K. Students are expected to read *Psychiatry Under the Influence* for class by **July 10**. A 2-page reaction paper to the book will be due that same day.

M. Students are expected to read a theoretical application book from the reading list by **July 17**. A response paper on the impact of the book on clinical practice is due by **August 7**.

N. Clinic maintenance is the responsibility of all doctoral interns. Students should clean up after their own clients, help with cleaning up after others' clients, and should generally take the initiative to straighten or maintain any disorder in the clinic (including replacing broken or missing toys). Continual disregard for the facilities will be reflected in the final grade.

O. Students are required to submit pre and post testing every 10 sessions on each of their clients for each semester to the instructor on a copied form from the client file.

P. Students will submit a log of hours on the final class date.

Q. Students will submit one PCPE-D over the semester. The PCPE-D is due on **August 7**.

**Attendance:** Students are required to attend group supervision, triadic supervision, group process and client sessions. More than one absence of these sessions during the semester will result in a lowering of the final grade by one letter. Students may miss supervision for one professional conference each semester.
SYLLABUS ADDENDUM

Succeed at UNT:

- Show Up
- Find Support
- Take Control
- Be Prepared
- Get Involved
- Be Persistent

Academic Integrity and Academic Dishonesty

Academic Integrity is defined in the UNT Policy on Student Standards for Academic Integrity. Academic Dishonesty includes cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage. Any suspected case of Academic Dishonesty will be handled in accordance with University policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations. The policy and procedures are available at: http://vpaa.unt.edu/academic-integrity.htm.

EagleConnect

All UNT students should activate and regularly check their EagleConnect (e-mail) account. EagleConnect is used for official communication from the University to students. Many important announcements for the University and College are sent to students via EagleConnect. For information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit https://eagleconnect.unt.edu. This is the main electronic contact for all course-related information and/or material.

Student Perceptions of Teaching (SPOT)

Completion of an online students’ perceptions of teaching is a requirement for all organized classes at UNT. This short survey will be made available to you near the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work continually to improve my teaching. I consider your completion of this online survey to be an important part of your participation in this class.

Disability Accommodation

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the
Observation of Religious Holy Days

If you plan to observe a religious holy day that coincides with a class day, please notify your instructor as soon as possible.

Acceptable Student Behavior

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

[if applicable]

Campus Carry Notification

The class meets [at times] in a UNT facility in which the legal carrying of a concealed firearm by an LTC permit holder is prohibited. Please refer to campuscarry.unt.edu for more information.

[for COUN undergrad and master’s syllabi]

Meeting with Counseling Program Faculty Members in Welch Street Complex 2

The Counseling Program faculty welcomes undergraduate and master’s students to meet with them. Best times are during office hours or by appointment – but students are welcomed to take their chances by coming by at any time during regular business hours. To meet with a faculty member in Welch Street Complex 2, do not enter the faculty office suite via the door between the CHDC and the suite. Instead, always enter through the main entrance on Welch Street, and tell a front office staff member which faculty member you would like to see.