COUN 6250: Counseling Principles and Process V
Course Syllabus

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.

II. Catalog Description: 3 hours. Principles and supervised practice of advanced skills in counseling 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 process 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.

IV. Core Curricular Experiences Covered:

Curricular experiences will provide an understanding of the following content areas:

<table>
<thead>
<tr>
<th>Counseling</th>
<th>CACREP Standard</th>
<th>Curriculum/Evaluation Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarly examination of theories relevant to counseling</td>
<td>CES Doc B.1.a.</td>
<td>PCPE-D (KPI)</td>
</tr>
<tr>
<td>Integration of counseling theories</td>
<td>CES Doc B.1.b.</td>
<td>PCPE-D</td>
</tr>
<tr>
<td>Conceptualization of clients from multiple theoretical perspectives</td>
<td>CES Doc B.1.c.</td>
<td>PCPE-D</td>
</tr>
<tr>
<td>Evidence-based counseling practices</td>
<td>CES Doc B.1.d.</td>
<td>PCPE-D</td>
</tr>
<tr>
<td>Methods for evaluation counseling effectiveness</td>
<td>CES Doc</td>
<td>PCPE-D</td>
</tr>
</tbody>
</table>
Ethically and culturally relevant counseling in multiple settings | CES Doc B.1.e. | PCPE-D

Note: KPI=Key Performance Indicator assessment

V. Additional Learning Objectives:

In addition to the listed learning outcome objectives, students are expected to demonstrate the following characteristics:
1. Personal characteristics needed to be an effective counselor.
3. Ability to objectively receive feedback from supervisor and peers and incorporate feedback into a personal counseling style.
4. 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 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 an 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 five to six clients and accumulate a minimum of 60 direct counseling hours.
6. COUN 6260 (CPP 6) is a doctoral level internship. Students are expected to carry a minimum of five to six clients and accumulate a minimum of 60 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.

V. Required Texts:


Recommended


VI. Student Evaluation

**Professional Counseling Performance Evaluation – Doctoral (PCPE-D) – Key Performance Indicator assessment**

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.

VII. 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 client.
B. Carry a sufficient client load. CPP5 requires students carry a minimum of six clients at all times and must complete a minimum of eighty 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.

C. Video Recordings of Counseling Sessions. Students are expected to video record all counseling sessions with clients. Students are expected to show at least two counseling session to the group during the fall semester.

D. Students will meet with the CPP instructor a minimum of two times during each semester of CPP to review recorded sessions. The first meeting must be completed by October 4. The second meeting must be completed by November 29. It is the student’s responsibility to schedule these meetings. Last minute scheduling may result in missing deadlines.

E. During these meetings, students will need to attend with client files and hour logs. All files should be up-to-date at these meetings.

F. Students will meet with CPP instructor for a final evaluation meeting between December 10-13. It is the student’s responsibility to schedule this meeting. Last minute scheduling may result in missing the deadline.

G. 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. Group supervision takes place on Thursdays from 10 am to 12.

H. Individual Supervision: Students are expected to attend all individual 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.

I. 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.

J. Adherence to ACA Code of Ethics.

K. 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.

L. 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.

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

N. To benefit from a variety of learning experiences, doctoral interns who work with children and/or adolescents are ordinarily required to participate in the interdisciplinary assessment process at the Child and Family Resource Clinic. Doctoral interns specializing in counseling with adults are required to assist and supervise in either COUN 5680 Basic Counseling Skills or COUN 5660 Advanced Counseling Techniques.
O. Students will be expected to read/research topics decided collaboratively by students and instructor and be prepared to provide a brief paper/outline in preparation for class discussion.

P. 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.

Q. 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. This form is part of paperwork required at end of semester.

R. Students are expected to fully participate in group supervision. Participation involves initiation of discussion, full presence of self in setting, willingness to share and explore professional growth issues, and demonstration of counseling skills in both live and recorded demonstrations.

S. Students are required to read an originally source of their chosen theory throughout the semester. Students should let the instructor know their choice by the end of the second week of classes.

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

U. Students will submit two PCPE-D forms over the semester. The first PCPE-D is due on September 6 and will not be used for grading purposes. This PCPE-D should include an additional paper that describes the student’s clinical goals for the year. The second PCPE-D is due on December 6 and will be used in a joint meeting between instructor and student to determine the student’s final PCPE-D that will be uploaded into TK-20.

V. There will be one workday held to address maintenance of the clinic. All interns are required to attend the workday on November 16. All students are required to attend and volunteer at the annual CFRC Thanksgiving Feast on November 19.

W. Students will demonstrate ability to reflect on semester experiences and self-growth at the end of the semester.

X. All completed paperwork for CPP V is due by December 12 at 4:00 pm. Completed paperwork includes up-to-date client session notes, treatment summaries, hour logs, PCPE-D, pre/post assessment logs, assessment reports, and any other assigned paperwork. Completed paperwork is paperwork that has been approved, finalized, and signed by the instructor. It is the student’s responsibility to ensure that the instructor has provided approval of paperwork.
Y. **Attendance:** Students are required to attend group supervision, individual supervision, 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](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](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 student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

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](http://deanofstudents.unt.edu/resources). 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.

**Campus Carry Notification**

The class meets 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.

**Syllabus Template Note to CPP Instructors:**

UNT Counseling Program recognizes the need for clinical courses to be timely and responsive to students’ needs regarding knowledge and skills when engaging in ongoing practice. Clinical courses require that the instructor remain flexible week-to-week in presentation of material. However, all CACREP standards assigned to COUN 6210-6260 must be covered at some point in the semester. Please plan your syllabus schedule accordingly.

The following table is an example of a possible semester schedule for CPP:

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<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>CACREP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td></td>
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<td></td>
<td>Procedures</td>
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<tr>
<td></td>
<td>Syllabus Review</td>
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<tr>
<td>2</td>
<td>Ethical and Legal Considerations</td>
<td>CES Doc B.1.f.</td>
</tr>
<tr>
<td></td>
<td>Case Discussion</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Applying your theory</td>
<td>CES Doc B.1.a.</td>
</tr>
<tr>
<td></td>
<td>Case Discussion</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Conceptualizing from multiple theories</td>
<td>CES Doc B.1.b.</td>
</tr>
<tr>
<td></td>
<td>Case Discussion</td>
<td>CES Doc B.1.c.</td>
</tr>
<tr>
<td>4</td>
<td>Case Conceptualization</td>
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<td></td>
<td>Case Discussion</td>
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<tr>
<td>5</td>
<td>Treatment Planning</td>
<td></td>
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<td>Case Discussion</td>
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<tr>
<td>6</td>
<td>Risk Assessment</td>
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<td></td>
<td>Case Discussion</td>
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<tr>
<td>7</td>
<td>Assessment and Evaluation</td>
<td>CES Doc B.1.e.</td>
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<td></td>
<td>Case Discussion</td>
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<tr>
<td>8</td>
<td>Evidence-based prevention and intervention</td>
<td>CES Doc B.1.d.</td>
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<td></td>
<td>Case Discussion</td>
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<td>9</td>
<td>Best Practices for Termination</td>
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<tr>
<td></td>
<td>Case Discussion</td>
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<td></td>
<td>Topic</td>
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<tr>
<td>10</td>
<td>Case Discussion</td>
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<td>11</td>
<td>Case Discussion</td>
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<tr>
<td>12</td>
<td>Case Discussion</td>
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<tr>
<td>13</td>
<td>Case Discussion</td>
<td></td>
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<tr>
<td>14</td>
<td>Case Discussion</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Wrapping up</td>
<td>Completed files</td>
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<tr>
<td></td>
<td></td>
<td>Counselor Evaluation</td>
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</tbody>
</table>