Troy University  
College of Education  
Master Syllabus 2008-2009

Course Number: CP 7753, 7754, 7755
Course Title: Internship Advanced Counseling
Semester Hours: 3
Text: None Required

I. Course Description/Content Area:
This course provides advanced graduate students with full-time supervised, on-the-job experience in settings appropriate to their area of specialization. Experiences accompanied by weekly on-campus meetings designed to provide opportunity for analysis and evaluation of supervised activity.

III. COURSE OBJECTIVES:
The Teacher Education Program is designed to provide a quality, academic program that emphasizes meaningful and practical learning experiences in preparing students to be innovative, informed, reflective decision-makers. In addition, this course provides opportunities to demonstrate knowledge of:

1. Complete the requisite number of hours for Internship (300 hours) in a setting congruent with a student’s interests. A listing of suggested sites is available on the department website, though other sites are allowable as well, with prior faculty approval.
2. Receive direct individual and group supervision from a qualified faculty member, as well as individual supervision from a qualified site supervisor. Individual sessions will be 1 hour per week from each of the supervisors, and group supervision with the faculty member will be 1 ½ hours per week.
3. Demonstrate the ability to put into practice information regarding policies, case law, and legislation relevant to community counselors and comply with such regulations in an appropriate manner.
4. Accurately and to the satisfaction of both site and faculty supervisors complete treatment plans, case notes, and other duties respecting the fact that client records are legal documents. In addition to keeping accurate client records, the student will maintain his/her own clinical experience records.
5. Demonstrate the ability to utilize diagnostic and treatment planning information as well as actively employ an internally consistent theory of practice appropriate for the setting.
6. Demonstrate the ability to participate in needs assessment, program planning and evaluation.
7. Demonstrate the ability to understand and appropriately act on one’s personal,
professional limitations and seek assistance from supervisors when necessary.
8. Demonstrate adherence to appropriate professional boundaries and codes of ethics.

V. COURSE REQUIREMENTS AND ASSESSMENT PROCEDURES
(Determined by Instructor)

1. Internship Contract and Liability Insurance: **Due end of first week.**

2. Review Code of Ethics:
   During the first week the students will read and review the ACA Code of Ethics and Standards of Practice to insure their awareness and required compliance with the ethical propriety in their care with clients.

3. Case Presentations and/or Client Issue Presentation:
   Along with the staffing and supervisory elements that are a natural part of group internship supervision, students will also be assigned class time to present cases and/or client issues. You will play 10 minutes of a taped session to accompany the case presentation. When others make their presentations, you are to participate in helping each other analyze the client, the session, and the counselor's skills. The tape chosen to be played in class must be clearly audible! Format will be discussed in class.

4. Tape Reviews:
   You will submit 2 tapes for review to the instructor including the tape used for your presentation. Tapes must be audible. The 1st tape will be submitted with your case presentation. The 2nd tape can be submitted no later than the date listed in the course schedule. Your taped session must demonstrate your ability to apply a counseling theory appropriately.

5. Attendance at group supervision meetings:
   In registering for classes at the university, graduate students accept responsibility for attending scheduled class meetings, completing assignments on time, and contributing to class discussion and exploration of ideas. Students should come to group supervision meetings prepared to present cases and discuss ethical and legal considerations as well as applied concerns for counseling success.

6. Site Visit:
   The internship instructor will make one (1) site visit during internship experience. During the site visit, the instructor will meet with the site supervisor and tour the facility.

7. Internship Notebook:
   Students are to keep all internship materials in a 3-ring binder. Each section should be tabbed. The binder will be turned in at the end of the term (students
may pick up the notebook after the term ends). Information to be included in the notebook is as follows:

a. **Goals and objectives of the intern for the internship and how these were met/not met**

b. **Internship Contract**

c. **Sample of Internship Activities**
   1. Provide a sample of each component of role/activity at site
      a. Samples of activities used in counseling clients/students
      b. Forms used in work with clients/students
      c. Client/student treatment summaries (no identifiable information)
      d. Samples of any significant administrative task (e.g., workshop planning)

d. **Internship Log**
   Students are responsible for keeping track of their internship hours. A log will be provided. The site supervisor must sign the log. A log summary should be included as the first page of this section.

e. **Internship Reflection**
   Students will compose a 2-3 page (typed) reflection of their internship. Topics to be discussed include:
   1. Internship Evaluation
      a. Describe your internship experience, including activities and roles.
      b. Was the site what you expected and were the staff professional and ethical?
   2. Self—Evaluation
      a. what are my strengths and weaknesses as a counselor?
      b. what have I learned about myself?
      c. what have I learned about working with clients?
   3. How have I changed from the beginning of the term compared to the end of the term?

f. **Evaluations**
   1. Site Supervisor’s Evaluation of Student Performance
   2. Internship Evaluation by Student

g. **Exit Survey**
B. Assessment Procedure
- On campus and site visit critique and review of experiences by the Troy University supervisor. Critique of goals and objectives, internship activities and student’s evaluation of experiences. Internship notebook will also be reviewed.
- Written evaluation of tapes
- Written evaluation of the intern’s experience and performance by the qualified on-site supervisors, and regular critiques throughout the internship.
- Written evaluation by the intern of his/her experience.
- Attendance (attendance at supervision is expected and mandatory). Students must notify supervisor in advance of absence.

C. Policies Related to Students with Disabilities
Students with disabilities or those who suspect they have a disability, must register with the Disability Services Coordinator in order to receive accommodations. Students currently registered with the Disability Services Office are required to present their Disability Services Accommodation Letter to each faculty member at the beginning of each term. If you have any questions, contact the Disability Services Coordinator.

D. Academic Integrity and Honesty
Academic integrity is the pursuit of scholarly activity free from fraud and deception. Academic dishonesty includes, but is not limited to cheating, plagiarizing, fabrication of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Academic dishonesty will be handled according to the rules and regulations established by Troy University Montgomery Campus.

E. Counseling Services
It is not uncommon for students to encounter their own emotional difficulties as they begin to address the concerns of others. The College of Education has counseling services available for this purpose. Contact Department Secretary 241-9577 for confidential referral/scheduling of an appointment with the counselor.

E. Flexibility Clause
The aforementioned requirements, assignments, policies, evaluation procedures, etc. are subject to change. Students' experiences and needs, as well as emerging knowledge, will be considered in modifying this course syllabus.