



**COUN 6053 Graduate Internship**  
Midwestern State University  
Gordon T. & Ellen West College of Education

**Instructor/Contact Information:**

Name: Wendy Helmcamp, PhD, LPC-S

E-mail: [wendy.helmcamp@msutexas.edu](mailto:wendy.helmcamp@msutexas.edu)

Office Phone: 940-397-4983

Mobile Phone: 940-631-0808

Office: Bridwell Hall 327

Semester: Fall 2022

Class Times: Online/Zoom Tuesdays 6-7:30 pm

\*I am available for scheduled appointments through Zoom.

**Required Texts:**

American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders (5th ed. TR)*. Author.

Rosenthal, Howard. (2017). *Encyclopedia of Counseling: Master Review and Tutorial for the National Counselor Examination, State Counseling Exams, and the Counselor Preparation Comprehensive Examination*. 4<sup>th</sup> ed. New York: Routledge.

Please read and refer to the practicum and internship manual for questions related to sites, supervisors, hours, and other concerns before the beginning of internship.

**Suggested Texts:**

American Psychological Association. (2020). *2020 APA Publication Manual*. Retrieved from <https://apastyle.apa.org/products/publication-manual-7th-edition-spiral>

Jongsma A.E., Peterson, L.M., Bruce, T.J. (2014). *The Complete Adult Psychotherapy*

Treatment Planner: Includes DSM-5 Updates (5<sup>th</sup> ed.). Hoboken, NJ: Wiley and Sons.

Jongsma, A.E., Peterson, L.M., McInnis, W.P., Bruce, T.J., (2014). The Adolescent Psychotherapy Treatment Planner: Includes DSM-5 Updates (5<sup>th</sup> ed.). Hoboken, NJ: Wiley and Sons.

Jongsma, A.E., Peterson, L.M., McInnis, W.P., Bruce, T.J., (2014). The Child Psychotherapy Treatment Planner: Includes DSM-5 Updates (5<sup>th</sup> ed.). Hoboken, NJ: Wiley and Sons.

Zimmerman (2014). Interview Guide for Evaluating DSM-5 Psychiatric Disorders and the Mental Status Examination. Psych Products Press.

### **Instructor Response Policy:**

During the week (Monday – Friday) I will respond within 12 hours. During holidays and weekends, I will respond within 24 hours. I respond to my email [wendy.helmcamp@msutexas.edu](mailto:wendy.helmcamp@msutexas.edu) consistently. Please do not hesitate to contact me.

**The MSU Clinical Mental Health and School Counseling programs require at least a B average. C's are unacceptable, and more than 2 C's will put you in danger of being removed from the program. Please consult the Student Handbook for more information.**

**Please refer to your Clinical Mental Health student handbook, and or your practicum and internship manual located within the D2L shell for review.**

**Catalog/Course Description:** A post-practicum, supervised, 600 clock-hours (2 - 300 clock-hours), "capstone" clinical experience in which the student refines and enhances basic counseling, knowledge, and skills. This course may be repeated for credit. This course is designed to incorporate the theoretical and technical aspects of the counseling process. Students will work with real clients in counseling agencies to gain the necessary skills to successfully counsel others in a variety of settings.

**Prerequisites:** COUN 5293

### **CACREP Standards Addressed in this Course:**

3.I.J. After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.

3.I.K Internship students complete at least 240 clock hours of direct service.

3.I.L Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by the site supervisor.

3.M. Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.

3.B. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students' interactions with clients.

1.b. the multiple professional roles and functions of counselors across specialty areas, and their relationships with human service and integrated behavioral health care systems, including interagency and interorganizational collaboration and consultation

1.c. counselors' roles and responsibilities as members of interdisciplinary community outreach and emergency management response teams

1.g. professional counseling credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues

1.i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling (KPI)

1.j. technology's impact on the counseling profession

1.k. strategies for personal and professional self-evaluation and implications for practice (KPI)

1.l. self-care strategies appropriate to the counselor role

1.m. the role of counseling supervision in the profession

2.a. multicultural and pluralistic characteristics within and among diverse groups nationally and internationally (KPI)

2.b. theories and models of multicultural counseling, cultural identity development, and social justice and advocacy

2.c. multicultural counseling competencies (KPI)

3.f. systemic and environmental factors that affect human development, functioning, and behavior (KPI)

3.i. ethical and culturally relevant strategies for promoting resilience and optimum development and wellness across the lifespan

4.a. theories and models of career development, counseling, and decision making (KPI)

5.a. theories and models of counseling (KPI)

5.c. theories, models, and strategies for understanding and practicing consultation

5.d. ethical and culturally relevant strategies for establishing and maintaining in-person and technology-assisted relationships

5.e. the impact of technology on the counseling process

5.f. counselor characteristics and behaviors that influence the counseling process

5.g. essential interviewing, counseling, and case conceptualization skills

5.j. evidence-based counseling strategies and techniques for prevention and intervention (KPI)

5.k. strategies to promote client understanding of and access to a variety of community-based resources

5.m. crisis intervention, trauma-informed, and community-based strategies, such as Psychological First Aid

5.n. processes for aiding students in developing a personal model of counseling

6.b. dynamics associated with group process and development (KPI)

6.d. characteristics and functions of effective group leaders (KPI)

7.e. use of assessments for diagnostic and intervention planning purposes (KPI)

9.1.b. theories and models related to clinical mental health counseling (KPI)

9.2.a. roles and settings of clinical mental health counselors

9.2.b. etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders

9.2.k. professional organizations, preparation standards, and credentials relevant to the practice of clinical mental health counseling

9.2.l. legal and ethical considerations specific to clinical mental health counseling

### **Learning Objectives:**

LO1. Students will demonstrate characteristics and skills of an effective counselor with clients in clinical counseling settings including essential interviewing, counseling, and case conceptualization skills.

LO2. Students will provide ethical, multicultural counseling services to clients at the internship site.

LO3. Students will learn about the role of the counselor in an agency setting including roles and responsibilities, collaboration with colleagues in treatment planning, self - evaluation, and supervision.

LO4. Students will develop a personal model of counseling which includes a theoretical orientation and advanced techniques for change.

LO5. Students will demonstrate effective management of crisis and emergency management as well as agency and community wide management of crisis and emergency situations.

**Focus of the Course:** The focus of this course is to help students apply learning from their counseling courses with real clients at the counseling site of their choice. Students will learn about the role of the counselor through work with actual clients, collaboration with other co-workers and interns, and supervision with their site supervisor and university supervisor. The aim of this course is to help students grow into the role of an ethical, culturally competent counselor in order to best help the clients meet their counseling and mental health goals.

**Assessments:**

Student performance of knowledge and skills will be formally assessed through:

**Discussion Board Posts: (20 points) 3.I.J, 3.I.K, 3.I.L, 3.M, 3.B, 1b, 1c, 1g, 1i, 1j, 1k, 1l, 1m, 2a, 2b, 2c, 3f, 3i, 4a, 5a, 5c, 5d, 5e, 5f, 5g, 5j, 5k, 5m, 5n, 6b, 6d, 7e, 9.1b, 9.2b, 9.2k, and 9.2l.** Students must answer the weekly Discussion Board Question in three academic paragraphs (which include five sentences each) by **Friday** and comment on at least one other person's response by **Sunday**. The discussion board posts are due by Sunday at 11:59 pm at the end of each week.

**Session Video: (20 points) KPI 1k, 2c, 4a, 5a, 5f, 5g, 5j, 5n, 7e, 9.1b, and 9.2b.** Students will conduct one 45-minute counseling session with a client by video. A pre-observation conference must be held with the university supervisor at least 24 hours before the video session is conducted. The university supervisor will provide feedback to the student using the MSU Counseling Skills Observation Form during the post-observation conference. Any skills' strengths and deficits will be addressed in the post-observation conference following the observed session, in addition to the rating form. Students and site supervisors will receive a copy of the rating form.

**Reflection Paper: (20 points) KPI 1.k., 2.a., 2.c., 3.f., 4.a., 5.a., 5.j., 9.1.b.** Students are required to write a reflection paper on the counseling video session using the template. Please use the Live Interview Evaluation to reflect on your performance. Address all areas listed on the Live Interview Evaluation. APA 7 style is required, including a cover page and reference page. No abstract is required.

**COMPS: (25 points)** Students are required to pass a comprehensive exam as a program completion requirement. The exam will help students prepare for their National Counselor Exam (NCE). The questions will come from the textbook.

**Hour Logs/Evaluations/Participation: 1m, and 5c. (15 points)** Students are required to obtain 300 total (120 direct counseling hours and 180 indirect hours) in each internship semester for a total of 600 (240 direct hours and 360 indirect hours). Students will receive weekly supervision on-site, and an average of 1.5 hours of group supervision in class. Logs will be turned in at the end of each semester. Please note that students cannot graduate until all hours have been earned and documented. Hours not earned will result in major grade decreases. Mid-Term and Final Evaluations are also required. These evaluations will be completed by your supervisor and university supervisor at midterm and at the end of the semester. Students are responsible for making sure evaluations are turned in on time. The instructor will consult with the site supervisor(s) on a consistent basis, to include the counseling student in the consultation whenever possible. Also taken into consideration is the student's conduct at his/her site(s) (i.e. absences, tardiness, professional demeanor and dress, ability and willingness to receive criticism and feedback). **YOU CANNOT MOVE ON TO GRADUATION WITHOUT SATISFACTORY EVALUATIONS FROM SITE SUPERVISORS AND THE UNIVERSITY SUPERVISOR.**

**Mid-Term Evaluation & Final Evaluation:** These grades will be based on your mid-term and final evaluations from your site supervisor, as well as your university supervisor. Satisfactory performance at the site is required for the entirety of the semester.

**Participation, Attendance, and Professionalism:** Students must attend **EVERY** class. This is an interactive, "hands-on" class that will require your energy, focus, and respectful participation. Students will meet once a week for the duration of the semester. Please see calendar below for specific class dates. Any classes missed will require a make-up class. If students do not make up the session, their hours will not count for the week of missed supervision. It is imperative that students receive supervision throughout the semester, and it is a CACREP requirement. Student presentations count as part of the participation grade. Students will also present on cases weekly. Please consider that it is a learning experience for all class members to learn from one another, therefore students are required to give feedback to others. Students are expected to act in the role of a professional consultant at this stage of development in the program. Students will bring cases to each class meeting and be prepared to discuss the cases, maintaining client confidentiality. Students will be prepared to participate in group sessions during class meetings. These sessions will be of a personal growth nature. Participation in the group process will be noted on the final grade.

**Course Calendar and Activities:**

Week	CACREP Standards	Topics	Activities/ Assignments
1 August 22-28	1.g. 1.m. 9.2.a.	<ul style="list-style-type: none"> <li>•Informed Consent</li> <li>•Paperwork</li> <li>•Supervision</li> <li>•Professionalism</li> <li>•Assignments will be discussed</li> </ul>	<p>Discussion: Introductions, Syllabus</p> <p>Paperwork: Discuss required paperwork for Internship, i.e., Malpractice Insurance, Logs</p> <p>All zoom meetings will be on <b>Tuesdays from 6-7:30 pm.</b></p>
2 August 29-September 4	3.f. KPI	Chapter 3 - Human Growth & Development	Presentation by Student: Chapter 3
3 September 5-11	2.a. KPI 2.b. 2.c. KPI 5.d.	Chapter 4 – Social & Cultural Diversity	Presentation by Student: Chapter 4
4 September 12-18	5.a. KPI 9.1.b. KPI 5.f. 5.g. 5.n.	Chapter 5 – Counseling & Helping Relationships	Presentation by Student: Chapter 5
5 September 19-25	6.d. KPI 6.b. KPI	Chapter 6 – Group Counseling & Group Work	Presentation by Student: Chapter 6
6 September 26-October 2	4.a. KPI	Chapter 7 – Career Development	Presentation by Student: Chapter 7
7 October 3-9	7.e. KPI	Chapter 8 – Assessment & Testing	Presentation by Student: Chapter 8
8 October 10-16	7.e. KPI	Chapter 9 – Research &	Presentation by Student: Chapter 9

		Program Evaluation	
9 October 17-23	1.b. 1.c. 1.i. KPI 1.j. 9.2.l. 1.l. 3.i. 5.e. 9.2.k.	Chapter 10 – Professional Orientation & Ethical Practice	Presentation by Student: Chapter 10
10 October 24-30	5.j. KPI 5.c.	Chapter 11 – Counseling Families, Diagnosis, Neurocounseling, & Advanced Concepts	Presentation by Student: Chapter 11
11 October 31- November 6	5.j. KPI 5.c.	NCE Bootcamp Review	Presentation by Student: NCE Bootcamp Review
12 November 7-13	5.c.	Case Conceptualization & Consultation	Case Conceptualization & Consultation
13 November 14- 20	3.B.	Multiculturalism & Diversity	<b>Video Session Due: November 20</b>
14 November 21- 27	1.k. KPI	Review for COMPS	<b>Reflection Paper Due: November 27</b>
15 November 28- December 4	3.I.J. 3.I.K. 3.I.L. 3.M.	Semester Reflection	<b>COMPS Due: December 4</b>



16 December 5-9	3.I.J. 3.I.K. 3.I.L. 3.M.	Closure	<b>Hour Logs/Evaluations Due: December 9</b>  <b>We will meet this week if all hours are not completed.</b>
--------------------	------------------------------------	---------	---

**Grading Procedures:**

Assignments	Points
Discussion Board Posts	20
Hour Logs/Participation/Evaluations	15
COMPS	25
Session Video/Live Session <b>TK20</b>	20
Reflection Paper with Live Interview Evaluation <b>TK20</b>	20
<b>Total Points</b>	<b>100</b>

Grade	Points
A	100-90
B	89-80
C	79-70 (C's are unacceptable in this program)
D	69-60
F	59 & below

**Counseling Expectations:**

The Clinical Mental Health Counseling Program, its faculty, and its students adhere to the University Code of Conduct, State of Texas licensure laws and regulations, and the American Counseling Association's Code of Ethics (2014). The program has a professional responsibility to ensure that all students display ethical, professional, and personal behaviors that comply with these guidelines. Students are strongly encouraged

to review, understand, and consult the [American Counseling Association website](#) for details related to these guidelines.

**Attendance Policy:** This class is held once a week on Tuesday evenings. All classes will be held through Zoom at 6:00 pm. Please download the app, or follow the link. Technical difficulties are not an excuse to miss class. There are computers with Wi-Fi on campus. Please plan your semester accordingly.

**Classroom Behaviors:** Department of Counseling students are expected to demonstrate appropriate classroom behavior, consistent with their counselor-in-training roles. Counselors-in-training are expected to convey attentiveness and respect in all professional and classroom settings.

**Netiquette:** It is expected that students use formal, professional language when corresponding online. It is expected that you use complete sentences, address one another with respect, follow the American Counseling Association *Code of Ethics* (2014), and treat all members of the class with respect.

**Late Assignments:** All papers and assignments must be turned in the day they are due. **No exceptions.** If you have an emergency, please let me know in advance, and/or email me your assignment the same day it is due. If assignments are late, a 10% deduction will be made to your grade. There will be no exceptions to this, except in the case of a documented emergency.

**Academic Dishonesty:** Students at Midwestern State University are an essential part of the academic community and enjoy substantial freedom within the framework of the educational objectives of the institution. The freedom necessary for learning in a community so rich in diversity and achieving success toward our educational objectives requires high standards of academic integrity. Academic dishonesty has no place in an institution of advanced learning. It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web.
- Observing or assisting another student's work.
- Multiple Submissions - Submitting a substantial portion or the entire same work (including oral presentations) for credit in different classes without permission or knowledge of the instructor.

**Academic Honesty:**

MSU students demand of themselves the highest level of academic honesty as delineated in their honor creed. Academic honesty involves the submission of work that

is wholly the student's own work, except in the case of assigned group work. Additionally, academic honesty involves the proper citation of other author's works.

**Confidentiality:** Internship is a lab-type class that will require students to work with actual clients, therefore they are bound by confidentiality rules that are standard to the law and profession. Students are expected and required to maintain confidentiality about class discussions. Failure to do so will result in a referral from program faculty for remediation. Students who do not complete assignments, who do not attend class, who do not complete assignments before established deadlines, or who conduct themselves inappropriately in class are subject to experiencing a reduction of the total possible professional points possible, which could result in remediation or failure of the class.

**Respect for Diversity:** It is my intent to present material and activities that are respectful of diversity. It is also my intent that students from all perspectives and diverse backgrounds be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. Your suggestions about how to improve the value of diversity in this course are encouraged and appreciated.

**Senate Bill 11:**

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at: [Campus Carry](#).

**Ethics:** All students are required to adhere to the American Counseling Association Code of Ethics <https://www.counseling.org/Resources/aca-code-of-ethics.pdf>. Students must also follow university policies and ethical standards at all times. Please consult the MSU Student Handbook for student conduct standards.

**Disability Support Services:**

As the faculty of the West College of Education, we are dedicated to helping meet the needs of our candidates with disabilities and are eager to provide the accommodations to which such students are entitled. If you have a documented disability and are registered with the Office of Disability, please let me know to expect a letter from that office describing the accommodations to which you are entitled. If you have a documented disability but are not registered with the Office of Disability, please contact that office immediately to register.

Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No

qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity.” The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center 168.

**COVID:** Scientific data shows that being fully vaccinated is the most effective way to prevent and slow the spread of COVID-19 and has the greatest probability of avoiding serious illness if infected in all age groups. Although MSU Texas is not mandating vaccinations in compliance with Governor Abbott’s executive orders, we highly encourage eligible members of our community to get a vaccination. If you have questions or concerns about the vaccine, please contact your primary care physician or health care professional. Given the recent rise in cases, individuals are also strongly encouraged to wear facial coverings when indoors among groups of people, regardless of vaccination status. Although MSU Texas is not currently requiring facial coverings, they have been an effective strategy in slowing the spread.

**Ethics:** For further information about Midwestern State University’s policies regarding student ethics and conduct, please contact 940-397-4135 (Student Support Services).

**Special Notice:** Students whose names do not appear on the class list will not be permitted to participate (take exams or receive credit) without first showing proof of registration (Schedule of Classes and Statement of Account).

**Campus Carry:** Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University’s webpage at: [Campus Carry](#). As this is an online class, this policy should not apply, but please familiarize yourself with this and other campus policies.

**Limited Right to Intellectual Property:** By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product to verify originality and authenticity, and for educational purposes.

**Midwestern State University Mission Statement:** MSU is a leading public liberal arts university committed to providing students with rigorous undergraduate and graduate education in the liberal arts and the professions. Through an emphasis upon teaching, augmented by the opportunity for students to engage in research and creative activities alongside faculty and to participate in co-curricular and service programs, Midwestern State prepares its graduates to embark upon their careers or pursue advanced study. The university’s undergraduate education is based upon a comprehensive arts and sciences core curriculum. The understanding that students gain of themselves, others,

and the social and natural world prepares them to contribute constructively to society through their work and through their private lives.

### **Midwestern State University Values:**

1. People-Centered. Engage others with respect, empathy, and joy.
  - Honor and act upon the unique needs of all people.
  - Celebrate the accomplishments and contributions of every person in every role.
  - Empower others through personal attention to unlock groundbreaking potential.
  - Commit to attract, recruit, and retain a diverse workforce reflective of our students.
  - Create a welcoming environment that fosters trust, teamwork, well-being, and fun.
  - Develop activities embracing meaningful traditions.
1. Community. Cultivate a diverse and inclusive campus environment.
  - Promote a culture of equity, diversity, and belonging.
  - Nurture a safe and open environment for difficult conversations.
  - Welcome honest communication and constructive feedback.
  - Recognize, acknowledge, and dismantle barriers to equity, inclusion, and success.
  - Provide meaningful and accessible support to the MSU community.
2. Integrity. Always do the right thing.
  - Act honorably and respectfully in all situations.
  - Take responsibility for our words and actions
  - Learn and grow from successes and failures.
  - Communicate and act with honesty, humility, and transparency.
  - Make courageous and ethical decisions.
3. Visionary. Adopt innovative ideas to pioneer new paths.
  - Inspire and empower others through and beyond the educational experience.
  - Foster an environment of critical thinking, problem-solving, and creativity.
  - Champion continuous institutional progress.
  - Collaborate to explore opportunities and overcome challenges.
4. Connections. Value relationships with broader communities.
  - Forge pathways for experiential learning beyond the campus.
  - Encourage open communication, service, and collaboration wherever we go.
  - Create genuine bonds where each person feels recognized and valued.
  - Collaborate to develop programs that benefit our communities.
  - Share and celebrate the Mustangs can-do spirit.

### **Midwestern State University Counseling Program Objectives:**

- Reflect current knowledge and projected needs concerning counseling practice in a multicultural and pluralistic society

- Reflect input from all persons involved in the conduct of the program, including counselor education program faculty, current and former students, and personnel in cooperating agencies
- Address student learning
- Written so they can be evaluated

**Desire-to-Learn (D2L):** Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

**Important Dates:**

Last day for term schedule check date on [Academic Calendar](#).

Deadline to file for graduation check date on [Academic Calendar](#).

Last Day to drop with a grade of “W” check date on [Academic Calendar](#). Refer to: [Drops, Withdrawals & Void](#)

**Online Computer Requirements:** Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

**Change of Schedule:** A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

**Refund and Repayment Policy:** A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in

determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

**Smoking/Tobacco Policy:** College policy strictly prohibits the use of tobacco products in any building on campus. Adult students may smoke only in the outside designated-smoking areas at each location.

**Alcohol and Drug Policy:** To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

**Grade Appeal Process:** Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

**Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

## APPENDICES

### Appendix A

#### Counseling Session (20 pts.)

CACREP Standards Addressed:

KPI: 5.j. 9.1.b. 9.3.b

Turn this in to D2L and Tk20.

#### Counseling Session (Possible 20 Pts.)

	Counseling Skills	# of Times Demonstrated	Comments
1	Positive Regard/Genuine /Empathy		
2	Minimal Encouragers/Accents		
3	Eye Contact/Body Posture/Listening		
4	Active Listening		
5	Silence		
6	Restatements		
7	Verbal Following		
8	Validation		
9	Reflection of Feeling		
10	Reflection of Content		
11	Closed Questions		



12	Open-ended Questions		
13	Sharing-Feedback/Here-and-Now		
14	Requests for Clarification		
15	Paraphrase		
16	Summarization		
17	Acknowledge Nonverbal Bx		
18	Selective Attention		
19	Culturally Appropriate Behavior		
20	Pacing		
21	Considering Alternatives		
22	Observing Themes/Patterns		
	<b>Theory</b>	<b># of Times Demonstrated</b>	<b>Comments</b>
23	Assessment Using Theory		
24	Use of Techniques w/ Theory		
25	Managing Session Using Theory		
	<b>Inappropriate Items</b>	<b># of Times Demonstrated</b>	<b>Comments</b>
26	Sympathy/Reassuring		

27	Advising		
28	Judging		
29	Educating/Teaching		
30	Going for the Solution		
31	Interrogating		
33	Lengthy Descriptive Statements		
34	"Why" questions		
35	Too many "How does that make you feel?"		
36	Shifting Topics		
37	Third Person Counseling - Someone not in session		
38	Not giving yourself time to think		
39	Getting ahead of client		
40	Poor balance of reflections/ questions/ restatements		
	<b>Supervision</b>	<b># of Times Demonstrated</b>	<b>Comments</b>
41	Open, positive discussion		
42	Emotionality in supervision		
43	Receptivity to feedback		
44	Participation in supervision (bring content)		
45	Submission of all materials		
46	Adherence to procedures		
47	Fulfillment of supervision tasks		

**MSU Texas Clinical Mental Health Counseling Skills Student Rating Form**  
 Please self-evaluate yourself as to how you did during your counseling session.

<b>Counseling Skills</b>	<b>Comments</b>
<i>Positive Regard/Genuine /Empathy</i>	
<i>Minimal Encouragers/Accents</i>	
<i>Eye Contact/Body Posture/Listening</i>	
<i>Active Listening</i>	
<i>Silence</i>	
<i>Restatements</i>	
<i>Verbal Following</i>	
<i>Validation</i>	
<i>Reflection of Feeling</i>	
<i>Reflection of Content</i>	
<i>Closed Questions</i>	
<i>Open-ended Questions</i>	
<i>Sharing-Feedback/Here-and-Now</i>	
<i>Requests for Clarification</i>	
<i>Paraphrase</i>	
<i>Summarization</i>	
<i>Acknowledge Nonverbal Body language</i>	

<i>Selective Attention</i>	
<i>Culturally Appropriate Behavior</i>	
<i>Pacing</i>	
<i>Considering Alternatives</i>	
<i>Observing Themes/Patterns</i>	
<b>Theory</b>	<b>Comments</b>
<i>Assessment Using Theory</i>	
<i>Use of Techniques w/ Theory</i>	
<i>Managing Session Using Theory</i>	
<b>Inappropriate Items</b>	<b>Comments</b>
<i>Sympathy/Reassuring</i>	
<i>Advising</i>	
<i>Judging</i>	
<i>Educating/Teaching</i>	
<i>Going for the Solution</i>	
<i>Interrogating</i>	
<i>Lengthy Descriptive Statements</i>	
<i>"Why" questions</i>	
<i>Too many "How does that make you feel?"</i>	
<i>Shifting Topics</i>	

<i>Third Person Counseling - Someone not in session</i>	
<i>Not giving yourself time to think</i>	
<i>Getting ahead of client</i>	
<i>Poor balance of reflections/ questions/ restatements</i>	
<b>Supervision</b>	<b>Comments</b>
<i>Open, positive discussion</i>	
<i>Emotionality in supervision</i>	
<i>Receptivity to feedback</i>	
<i>Participation in supervision (bring content)</i>	
<i>Submission of all materials</i>	
<i>Adherence to procedures</i>	
<i>Fulfillment of supervision tasks</i>	

### Grading Rubric for Counseling Session

Skill	0	1	Pts
Goes over informed consent			
Establishes rapport with the client			
Explores problem(s)			
Attends to basic needs of the client			
Congruent verbal and nonverbal behavior			
Uses active listening			
Uses closed-ended questions			
Uses open-ended questions			
Is able to summarize what the client is saying			
Introduces reframing skills			
Has empathic attunement			
Has positive body language and posture			
Confronts the client when needed			
Uses self-disclosure appropriately			
Times using interventions appropriately			
Shows counselor confidence			
Shows multicultural understanding			
Adheres to ethical and legal standards			
Summarizes session before wrapping up			
Maintains professionalism throughout session			
<b>Total points out of 20</b>			

## Appendix B

### Reflection Paper and Live Interview (20 pts.) **Please turn in this assignment to Tk20 link as well as D2L.**

Please evaluate your performance overall throughout the semester using the following rubric and paper outline. Your paper must be in APA 7 format. Assignment will include: 1. APA Style Cover Page, 2. Live Interview Evaluation Rubric, 3. Paper analyses (see questions below), 4. References (Please ignore regular APA requirements about tables etc. to insert the Live Interview Evaluation Rubric). Answer all self-reflection questions in the Live Interview Evaluation in sentence form (no lists). I will then evaluate you based on how you evaluate yourself, based on your observation, and based on your evaluations from supervisors. The rubric I will use to evaluate you is below. There is no page requirement, but please use APA 7 Style.

#### CACREP Standards Addressed:

**KPI: 5.j. 9.1.b. 9.2.d. 9.3.b. KPI 1.S., KPI 5.S., KPI 6.K., KPI 6.S.**

#### Rubric of Reflection Paper (Possible 20 Pts.)

Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

Evaluator/Instructor: \_\_\_\_\_

#### Level of Clinical Training:

Pre-clinical training; coursework only

0-12 months  12-24 months  2+ years

#### Rating Scale

**2=Outstanding:** Strong mastery of skills and thorough understanding of concepts

**1.5=Mastered Basic Skills at Developmental Level:** Understanding of concepts/skills evident

**1=Developing:** Minor conceptual and skill errors; in process of developing

**.5=Deficits:** Significant remediation needed; deficits in knowledge/skills

**NA=Not Applicable:** Unable to measure with given data (do not use to indicate deficit)

## Student Self-Evaluation Rubric

Criterion	2 Outstanding	1.5 Mastered Basic Skills	1 Developing	.5 Deficits	NA	Points Awarded
<b>Counseling Relationship</b>	Able to develop strong counseling relationship with client, able to successfully engage participant in treatment process. Conveys clear sense of respect for all perspectives.	Able to develop working counseling relationship; able to engage participant in majority of treatment process. Conveys respect for all perspectives.	Minor problems developing counseling relationships and connecting with client. Struggles with communicating with client different from self, including culture, age, SES, education, etc.	Significant problems with forming counseling relationships. Unable to identify and/or navigate significant diversity issues. Weakness of relationship makes progress unlikely.		
<b>Attention to Client Needs and Diversity</b>	Thoughtful matching of treatment to client needs; thoughtful ability to adapt treatment to most areas of diversity and need, including education, age, culture, religion, SES, sexual orientation, ability, larger system.	Able to match treatment to client needs; adapts treatment to one or more areas of diversity and need, including education, age, culture, religion, SES, sexual orientation, ability, larger system.	Minor problems attending to client needs and/or diversity issues.	Significant problems attending to client needs and/or diversity issues; counseling progress not likely due to problems in these areas.		
<b>Explain Practice Policies</b>	Skillful explanation of practice setting rules, fees, rights, confidentiality, and its limits; uses opportunity to establish	Explains basic practice setting rules, fees, rights, confidentiality, and its limits; uses opportunity to build basic rapport;	Minor problems explaining practice setting rules, fees, rights, confidentiality; nervousness may deter from forming	Significant problems explaining practice setting rules, fees, rights, and confidentiality; significant problems		



	working relationship; good use of self; clearly understands practice policies.	understands major practice policies.	relationship; understands most practice policies.	connecting with client; misunderstands numerous practice policies.		
<b>Consent to Treatment</b>	Skillful job explaining counseling process in words client can understand to obtain consent to treat; uses opportunity to enhance counseling relationship.	Explains basic counseling process in words client can understand to obtain consent to treat.	Minor problem explaining counseling process to obtain consent to treat. Vague word choice or misses minor information.	Significant problems with obtaining consent. May not use words client understands and/or misses significant information that is necessary for client to be fully informed.		
<b>Client Assessment</b>	Thoughtful assessment of client and system, including biopsychosocial history, mental health history, family history; thoughtful adaptation to development level; obtains problem description from each involved party.	Clear assessment of client and system, including biopsychosocial history, mental health history, and family history; adapts to development level; obtains problem description from each involved party in room.	Minor problems with assessment of client and system, missing 1-2 areas: biopsychosocial history, mental health history, family history; does not adapt to development level; obtains problem description only from certain parties.	Significant problems with assessment of client and system, missing one or more areas: biopsychosocial history, mental health history, family history; ignores developmental level; obtains only one view of problem.		
<b>Content VS Process</b>	Thoughtful ability to distinguish content from process; able to track process while attending to content and developing at least one intervention that attends to process.	Able to distinguish content from process; able to track process while attending to content; does not begin to intervene on content when it is a process issue.	Sidetracked one or more times with content but at some point, able to return focus to process	Mistakes content for significant process issue. Unable to track process and session loses impact due to focus on content.		

<b>Time Management</b>	Outstanding use of time management from beginning to end of session; no sense of rush.	Good use of time management from beginning to end of session; ends on time.	Minor problems with timing management; no more than 5 minutes over; may have minor feeling of rush.	Significant problems with time management; session more than 5 minutes over; feels rushed.		
<b>Psychoeducation and Recovery Services</b>	Outstanding delivery of psychoeducational information for client diagnosed with mental health and/or substance abuse disorder; provides appropriate knowledge of recovery services.	Able to provide basic psychoeducational information for client diagnosed with mental health and/or substance abuse disorder; knowledge of recovery services.	Minor problems with delivering psychoeducation and recovery information and/or insufficient information imparted.	Significant problems with delivering psychoeducation and recovery information; does not provide any information or provides incorrect information.		
<b>Participation in Class Discussions</b>	Consistently, actively supports, engages, listens, and responds to peers. Takes a leading role. Participates in a meaningful way in class discussions. Stays on task.	Makes an effort to interact with peers daily but does not take a leading role. Some active participation in class discussions. Sometimes deviates from	Some effort to interact with peers but does not take a leading role. Minimal participation in class discussions. Sometimes deviates from task	Limited interaction with peers and rarely participates in class discussions and/or does not stay on task.		
<b>Writing Ability and APA</b>	Demonstrates strong knowledge, well throughout ideas, succinct, cohesive, and in APA formatting.	Cohesive paper in mostly APA formatting	Student jumps around in formatting and content	Shows no knowledge of APA formatting		
<b>Total</b>		<b>Out of</b>				<b>20</b>

**See how to write your paper below.**

**Write Your Paper Based on the following Questions and the Rubric Above:**

Evaluate your skills by answering the following questions. Cite professional as necessary to support your answer.

1. Evaluate how you developed a *counseling relationship* with clients. How effective were you? How does this fit within your broader understanding of your professional identity? Include strengths and areas for improvement. *Cite professional literature as necessary to support your answer.*
2. Evaluate your *personal reactions* to the clients and counseling process and how they may have affected treatment dynamics. Include strengths and areas for improvement.
3. Describe and evaluate your *rationales* for (a) choice of theory, (b) assessment approach, and (c) interventions, including an analysis of how these choices fit with client needs. Include strengths and areas for improvement. *Cite professional literature as necessary to support your answer.*
4. Evaluate your handling of *legal, ethical, and crisis issues*. Include strengths and areas for improvement.
5. Evaluate the *treatment and session outcome of your observed session*. How effective was this session and why? Include strengths and areas for improvement.
6. Evaluate the *larger socio-cultural and equity issues*, including marginalization, racism, sexism, developmental issues, poverty, access to services, etc., that may be affecting your clients at your site. How would you address these in future sessions and/or through advocacy efforts? *Cite professional literature as necessary to support your answer.*
7. Evaluate your overall *clinical skills*. Include strengths and areas for improvement.
8. Develop a *Professional Development Plan* with a prioritized list of areas for improvement with the most critical area listed first. For each area, include a step-by-step plan for improvement.

*Typing Instructions: Use APA format*

- Include APA 7 coversheet
- APA 7 Headings and Subheadings
- Double-space, use APA paragraph formatting and margins
- Use in-text citations and references as needed to support your ideas,
- APA 7 Reference Page

**Rubric for How I will Evaluate You**  
**Live Interview Evaluation Rubric**  
**Clinical Mental Health Counseling, Version 1.2**

Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

Evaluator/Instructor: \_\_\_\_\_

**Level of Clinical Training:**

- Pre-clinical training; coursework only  
 0-12 months  12-24 months  2+ years

**Rating Scale**

**2=Outstanding:** Strong mastery of skills and thorough understanding of concepts

**1.5=Mastered Basic Skills at Developmental Level:** Understanding of concepts/skills evident

**1=Developing:** Minor conceptual and skill errors; in process of developing

**.5=Deficits:** Significant remediation needed; deficits in knowledge/skills

**NA=Not Applicable:** Unable to measure with given data (do not use to indicate deficit)

Criterion	2 Outstanding	1.5 Mastered Basic Skills	1 Developing	.5 Deficits	N A	Points Awarded
<b>Evaluation of Counseling Relationship and Role</b>	Outstanding evaluation of counseling relationship, counselor role, client responsiveness; attention to diversity issues and client acceptance of goals.	Clear evaluation of counseling relationship, counselor role, client responsiveness; attention to key diversity issues and client	Minor problems with evaluation of relationship, client responsiveness; misses minor issues.	Significant problems with evaluation of relationship, client responsiveness; misses critical issues.		

		acceptance of goals.				
<b>Evaluation of Personal Reactions</b>	Outstanding rationales for choice of intervention, theory, assessment approach. Thoughtful analysis of intervention consistency with model, congruency with client's cultural context.	Clear rationales for choice of intervention, theory, assessment approach. Clear analysis of intervention consistency with model, congruency with client's cultural context.	Vague or unclear rationales for choice of intervention, theory, assessment approach. Vague analysis of intervention consistency with model, congruency with client's cultural context.	Problematic or unsupportable rationales for choice of intervention, theory, assessment approach. Poor analysis of intervention consistency with model, congruency with client's cultural context.		
<b>Evaluation of Legal &amp; Ethical Issues</b>	Outstanding analysis of attention to legal, ethical issues; able to identify points that could have been better dealt with; able to provide thoughtful rationales for ethical decisions.	Clear analysis of attention to legal, ethical issues; able to identify any major issues and how to manage better in future; able to provide rationales for ethical decisions.	Minor problems with analysis of attention to legal, ethical issues; unable to identify one or more problem areas; unclear rationales for ethical decisions.	Significant problems with analysis of attention to legal, ethical issues; unable to identify a critical problem area; poor rationales for ethical decisions.		
<b>Evaluation of Socio-cultural and Equity Issues</b>	Thoughtful understanding of diversity, equity, and advocacy issues. Includes some proposed advocacy effort.	Clear understanding of diversity and equity and advocacy issues.	Minor problems or missed 1-2 issues related to diversity, equity, and/or advocacy.	One or more significant issues not addressed.		
<b>Evaluation of Clinical Skill</b>	Outstanding insight into own strengths, weaknesses, effectiveness in session, without over- or understating.	Clear insight into major strengths, weaknesses, effectiveness in session.	Vague or unclear description of strengths, weaknesses, effectiveness in session. Minor problems over- or understating.	Significant problems assessing own clinical ability or effectiveness. Unable to identify key issues.		
<b>Plan and Priorities</b>	Outstanding plan for	Clear plan for improvement	Minor problems with	Significant problems with		

	improvement that is detailed; prioritizing of areas of improvement reveals clear insight into self and counseling process.	that is sufficiently detailed; prioritizing of areas of improvement reveals useful insight into self and counseling process.	plan for improvement; prioritizing reveals some lack of insight into self and counseling process.	plan for improvement; prioritizing reveals significant lack of insight into self and counseling process.		
<b>Quality of Writing</b>	Engaging professional writing style that is clear, concise, and smooth; maintains professional voice; minor and few grammatical errors.	Clear, concise professional writing; maintains professional voice; minor and few grammatical errors.	Minor problems with writing style and/or grammar; vague or wordy; does not maintain professional voice.	Significant problems with writing; ideas not clearly communicated due to writing ability; numerous grammatical errors.		
<b>Participation in Class Discussions</b>	Consistently, actively supports, engages, listens, and responds to peers. Takes a leading role. Participates in a meaningful way in class discussions. Stays on task.	Makes an effort to interact with peers daily but does not take a leading role. Some active participation in class discussions. Sometimes deviates from	Some effort to interact with peers but does not take a leading role. Minimal participation in class discussions. Sometimes deviates from task	Limited interaction with peers and rarely participates in class discussions and/or does not stay on task.		
<b>Professional Identity</b>	Demonstrates vast understanding of self within professional identity and the complexities of boundaries.	Demonstrates basic understanding of self within professional identity and the complexities of boundaries.	Minor problems navigating professional identity, boundaries, and the self.	Limited ability to process professional identity, boundary issues, or self-awareness issues present.		
<b>APA Format</b>	No more than one or two minor APA errors; overall, follows general format.	Few and minor APA errors; overall, follows general format.	Numerous APA errors that are distracting; numerous inconsistencies.	Significant problem following APA style; numerous problems in several areas.		

<b>Total</b>		<b>Out of</b>				<b>20</b>
--------------	--	---------------	--	--	--	-----------

**I have abided by the Midwestern State University Code of Academic Integrity on the above assignments.**