



**Midwestern State University  
Gordon T. & Ellen West College of Education**

**Course & Contact Information**

Instructor: Dr. Wendy Helmcamp, PhD, LPC-S

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Course Title: Internship

Course Number: COUN 4883

Semester Credits: 3

Semester: Spring 2025, 17 Weeks

Office: Bridwell Hall 327

Phone Number: 940-397-4983

Office Hours: Tuesday through Thursday 8:30 am – 10:30 am

Classroom: Online

Class Format: Online

In this syllabus, you will find:

- Content areas
- Knowledge and skills outcomes
- Methods of instruction
- Required text or reading
- Student performance evaluation criteria and procedures
- A disability accommodation policy and procedure statement

**Instructor Response Policy:**

During the week (Monday – Friday), I will respond to emails within 48 hours. Do not expect a response from me on holidays and weekends. As professionals, it is important that we implement boundaries around home and work and model good self-care. Please try to ask your questions before the weekend.

**COVID-19:**

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.

## **COURSE DESCRIPTION**

A 200-hour supervised practicum at a Clinical Training Institution (CTI) under the supervision of a Licensed Chemical Dependency Counselor (LCDC) or Qualified Credentialed Counselor (QCC).

## **PREREQUISITE**

COUN 4713 Practicum

## **REQUIRED TEXTBOOK**

None

## **COURSE OBJECTIVES**

Knowledge and Skill Learning Outcomes: Addiction Counseling Competencies (Substance Abuse and Mental Health Services Administration, 2017)

Upon successful completion of this course, through the following competencies students will:

### **Understanding Addiction**

- Understand a variety of models and theories of addiction and other problems related to substance use.
- Recognize the social, political, economic, and cultural context within which addiction and substance abuse exist, including risk and resiliency factors that characterize individuals and groups and their living environments.
- Describe the behavioral, psychological, physical health, and social effects of psychoactive substances on the person using and significant others.
- Recognize the potential for substance use disorders to mimic a variety of medical and mental health conditions and the potential for medical and mental health conditions to coexist with addiction and substance abuse.

### **Treatment Knowledge**

- Describe the philosophies, practices, policies, and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention, and continuing care for addiction and other substance-related problems.
- Recognize the importance of family, social networks, and community systems in the treatment

and recovery process.

- Understand the importance of research and outcome data and their application in clinical practice.
- Understand the value of an interdisciplinary approach to addiction treatment.

### **Application to Practice**

- Understand the established diagnostic criteria for substance use disorders and describe treatment modalities and placement criteria within the continuum of care.
- Tailor helping strategies and treatment modalities to the client's stage of dependence, change, or recovery.
- Provide treatment services appropriate to the personal and cultural identity and language of the client.
- Be familiar with medical and pharmacological resources in the treatment of substance use disorders.
- Recognize that crisis may indicate an underlying substance use disorder and may be a window of opportunity for change.

### **Professional Readiness**

- Understand diverse cultures, and incorporate the relevant needs of culturally diverse groups, as well as people with disabilities, into clinical practice.
- Understand the importance of self-awareness in one's personal, professional, and cultural life.
- Understand the addiction professional's obligations to adhere to ethical and behavioral standards of conduct in the helping relationship.
- Understand the importance of ongoing supervision and continuing education in the delivery of client services.

### **Clinical Evaluation**

- Establish rapport, including management of a crisis situation and determination of need for additional professional assistance.
- Gather data systematically from the client and other available collateral sources, using screening instruments and other methods that are sensitive to age, developmental level, culture, and gender.
- Screen for psychoactive substance toxicity, intoxication, and withdrawal symptoms; aggression or danger to others; potential for self-inflicted harm or suicide; and co-occurring mental disorders.
- Assist the client in identifying the effect of substance use on his or her current life problems and the effects of continued harmful use or abuse.

### **Treatment Planning**

- Use relevant assessment information to guide the treatment planning process.
- Formulate mutually agreed-on and measurable treatment goals and objectives.
- Develop with the client a mutually acceptable treatment plan and method for monitoring and evaluating progress.

## **Referral**

- Establish and maintain relationships with civic groups, agencies, other professionals, governmental entities, and the community at large to ensure appropriate referrals, identify service gaps, expand community resources, and help address unmet needs.
- Differentiate between situations in which it is most appropriate for the client to self-refer to a resource and situations requiring counselor referral.

## **Counseling**

- Establish a helping relationship with the client characterized by warmth, respect, genuineness, concreteness, and empathy.
- Facilitate the client's engagement in the treatment and recovery process.
- Work with the client to establish realistic, achievable goals consistent with achieving and maintaining recovery.
- Apply crisis prevention and management skills.

## **Documentation**

- Demonstrate knowledge of accepted principles of client record management.
- Record treatment and continuing care plans that are consistent with agency standards and comply with applicable administrative rules.

## **Learning Objectives**

1. Students will demonstrate the ability to assess and diagnose substance use disorders using established diagnostic criteria and culturally sensitive screening tools.
2. Students will develop and implement individualized treatment plans that align with the client's stage of recovery, cultural identity, and treatment goals.
3. Students will apply counseling techniques and strategies to engage clients in treatment, motivate behavior change, and prevent relapse.
4. Students will collaborate effectively with multidisciplinary teams and external service providers to ensure comprehensive care and appropriate referrals for clients.
5. Students will apply ethical and legal standards of practice in all aspects of counseling, including maintaining confidentiality, professional boundaries, and adherence to agency policies.

## **COURSE EXPECTATIONS**

**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 changes:* 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 that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties on the course, there is 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) exist 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:** 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.

**Online Etiquette:** 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 (ACA, 2014) Code of Ethics*, and treat all members of the class with respect.

**Inclusivity:** 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.

**Confidentiality:** Upholding confidentiality is a major responsibility of the student. Anything discussed during supervision, online in this class, or shared by individual students about themselves is considered confidential. Please do not share any information shared to you by other students.

**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 Submission - Submitting a substantial portion or the entire same work (including oral presentations) for credit in different classes without permission or knowledge of the instructor.

**Statement of Disability:** Disability Support Services (DSS) provides services to students with disabilities to insure accessibility to university programs. DSS offers information about accommodations and disability, evaluation referral, adaptive technology training and equipment, and interpreter services for academically related purposes.

If you suspect you have a disability that is impacting your academic performance or have been previously documented as a person with a disability, you will need to apply and provide documentation of that disability to the Disability Support Services. This documentation must be supplied by a qualified professional who is licensed or certified to diagnose the disability in question.

The Disability Support Services office is located in Room 168 of the Clark Student Center. If you need assistance, you can also contact them at (940) 397-4140.

**Attendance:** You will be required to post at least three academic paragraphs that include 5 sentences each in each week’s discussion board post (at least 200 words). You are also required to reply to at least one other student’s discussion board post (at least 150 words). It is expected that you reflect on your peer’s discussion post and that you make a thoughtful response that responds to the post they have written. **\*You should not be copying and pasting each week’s post, and doing so will result in loss of points.** Your discussion post is seen as your weekly attendance in class. Failing to post, reply, or do both each week results in loss of points and would be the same as if you did not attend class that week. An academic paragraph needs at least five sentences in it. There is a rubric in Appendix A (**See Appendix A**).

**Late Work:** All papers and assignments must be submitted 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. Any late papers will be lowered **\*10%**. Please observe that your assignments are worth a considerable number of points and skipping even one assignment will significantly lower your grade. Please begin planning your semester schedule accordingly.

**SEMESTER COURSE OUTLINE**

Class Dates	Class Topics	Assignments/Reading
<p><b>1.</b> Week of Tuesday, January 21 – Sunday, January 26, 2025</p>	<ul style="list-style-type: none"> <li>• Class Introductions</li> <li>• Review Syllabus</li> <li>• Obtain 12 hours at internship site</li> <li>• <b>*Zoom Meeting #1</b></li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> <li>• <b>*Zoom Meeting #1</b></li> </ul>
<p><b>2.</b> Week of Monday, January 27 – Sunday, February 2, 2025</p>	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>

Class Dates	Class Topics	Assignments/Reading
3. Week of Monday, February 3 – Sunday, February 9, 2025	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
4. Week of Monday, February 10 – Sunday, February 16, 2025	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
5. Week of Monday, February 17 – Sunday, February 23, 2025	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
6. Week of Monday, February 24 – Sunday, March 2, 2025	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
7. Week of Monday, March 3 – Sunday, March 9, 2025	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
8. Week of Monday, March 10 – Sunday, March 16, 2025	<ul style="list-style-type: none"> <li>Indulge in self-care during Spring Break</li> </ul>	<ul style="list-style-type: none"> <li>Spring Break!</li> </ul>
9. Week of Monday, March 17 – Sunday, March 23, 2025	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> <li><b>*Zoom Meeting #2</b></li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> <li><b>*Zoom Meeting #2</b></li> </ul>



Class Dates	Class Topics	Assignments/Reading
<b>10.</b> Week of Monday, March 24 – Sunday, March 30, 2025	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>11.</b> Week of Monday, March 31 – Sunday, April 6, 2025	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>12.</b> Week of Monday, April 7 – Sunday, April 13, 2025	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>13.</b> Week of Monday, April 14 – Sunday, April 20, 2025	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>14.</b> Week of Monday, April 21 – Sunday, April 27, 2025	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>15.</b> Week of Monday, April 28 – Sunday, May 4, 2025	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>16.</b> Week of Monday, May 5 – Sunday, May 11, 2025	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>17.</b> Week of Monday, May 12 – Friday, May 16, 2025	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> <li>• <b>*Zoom Meeting #3</b></li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> <li>• <b>*Zoom Meeting #3</b></li> </ul>

## EVALUATION AND ASSIGNMENTS

**\*\*ALL WRITTEN ASSIGNMENTS MUST BE SUBMITTED VIA D2L AND ALL WORK MUST BE COMPLETED USING THE LATEST APA EDITION STYLE.**

**Online Discussion Posts and Comments: (16 pts.)** Students are required to reflect on their weekly successes and challenges during the internship semester. Every week students will be writing about what they learned that week at their internship site. Students are required to post at least three academic paragraphs made up of five sentences each in each week's discussion board post (at least 200 words). Each original post should include at least three academic paragraphs. An academic paragraph consists of a paragraph with at least five sentences in it. **\*The assignments and weekly comments are due by Sunday at 11:59 pm at the end of the week.** Follow directions to get full points each week. Late work will not be accepted.

**Three Zoom Meetings (16 pts):** Students will meet with their professor during week one, week nine, and week 17 to discuss the progress of their internship hours.

**Hour Log (68 pts):** Students are required to keep a weekly log of their 200 internship hours under a Licensed Chemical Dependency Counselor (LCDC) or Qualified Credentialed Counselor (QCC). The hour log must be signed off by their site supervisor at the end of the semester verifying the completion of 200 internship hours.

### Points Breakdown

Assignment	Points
Online Discussion Posts	16
Three Zoom Meetings	16
Hour Log	68
Total Points	100

### Grade Classifications:

1. A = 90-100
2. B = 80-89
3. C = 70-79
4. D = 60-69
5. F = 59 or Below

## EXPECTATIONS AND GUIDELINES

**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. Specifically, these include:

- Avoiding tardiness and late arrival to class.
- Being attentive and participative in class and online.
- Not using cell phones and text messaging during class.
- Not surfing the web, emailing, tweeting, or using instant messaging (IM) during class.
- Minimizing eating and disruptive snacking during class.
- Avoiding personal conversations with students during class, which are disruptive to fellow students and the learning environment.

## **STUDENT ETHICS AND OTHER POLICY INFORMATION**

**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 in order 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:**

- People-Centered – Engage others with respect, empathy, and joy.

- Community – Cultivate a diverse and inclusive campus environment.
- Integrity – Always do the right thing.
- Visionary – Adopt innovative ideas to pioneer new paths.
- Connections – Value relationships with broader communities.

**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

## References

- American Counseling Association. (2014). *2014 ACA code of ethics*. [Article](#).
- American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed., text rev.).
- American Psychological Association. (2020). *2020 APA publication manual* (7th ed.). [Book](#).
- Barnett, J. E., & Johnson, W. B. (2015). *Ethics desk reference for counselors* (2nd ed.). [Book](#).
- National Association for Alcoholism and Drug Abuse Counselors. (2021). *NAADAC/NCC AP code of ethics for addiction professionals*. [Article](#).
- Purdue University. (2022). *APA formatting and style guide* (7th ed.). Purdue Online Writing Lab. [Website](#).

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