

MHC 591 – Professional Career Development – Spring 2021
Fridays January 29, February 12, March 12, and April 9, 9:00-1:00 synchronous
with weekly asynchronous activities; 1 credit

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Office hours: by appointment

Please email us to make appointments for office hours and make sure we have confirmed the appointment through Google Calendar. Appointment times often fill up quickly, especially nearing the end of the semester. Appointments will be over phone or video conference. Thank you!

Catalog description:

This course is designed to apply career development principles to the professional development of counselors in a variety of roles and settings. Administration, supervision, consultation and other career-related opportunities for professional mental health counselors will be explored.

Instructor Learning Objectives:

1. Students will be informed about graduation requirements and will resolve any remaining issues or questions related to completion of their degree.
2. Students will learn about various approaches to supervision and will have the opportunity to apply knowledge about supervision to their current settings.
3. Students will learn about administrative opportunities in the counseling profession.
4. Students will update their resumes and apply to at least one counseling job setting or doctoral program.
5. Students will learn about the LPC licensing process and will have the opportunity to ask questions about the licensing.
6. Students will learn about private practice.

Non-discrimination, professional student conduct, sexual misconduct and academic integrity:

This course adheres to the general policies outlined in the catalog and student handbook of the Lewis & Clark Graduate School of Education and Counseling. This includes full adherence to the following policies:

- Nondiscrimination: go.lclark.edu/gsec-nondiscrimination;
- Standards for professional student conduct and academic integrity: go.lclark.edu/gsec-conduct;
- Sexual misconduct: go.lclark.edu/titleIX.

If you have any questions regarding these policies, please speak to your instructor for clarification.

Disability services statement: If you have a disability that may impact your academic performance, you may request accommodations by submitting documentation to the Student Support Services Office in the Albany Quadrangle (503-768-7192). After you have submitted documentation and filled out paperwork there for the current semester requesting accommodations, staff in that office will notify me of the accommodations for which you are eligible. Because our

course delivery will be online this summer, it is particularly important that you talk to me soon about accommodations and needs.

During this online term, Student Support Services continues to be available via email (access@lclark.edu) or by phone (503-768-7192). While they aren't answering the phone directly, if you call and leave a message, they will call you back. You can also make an appointment on line via their website: (www.lclark.edu/offices/student_support_services/). Appointments will be conducted either by phone or Zoom.

Technical requirements students need to be aware as we begin a new virtual semester:

The main learning platforms for this class will include Moodle and Zoom. Moodle will be used as the primary course site and is where students will access weekly learning modules and all course materials. Please let us know ASAP if you do not see our course in your Moodle dashboard. Zoom will be used for synchronous class sessions. Enrolled students will have received information for how and when to log into class through Zoom. If something happens to my internet connection during a synchronous Zoom session (e.g., we are suddenly gone or we freeze), we will try to get back on ASAP. If we am not back on within a couple of minutes, call Stella at the cell number listed at the top of this syllabus and she'll let you know what is going on.

If you have questions about accessing and using Moodle, visit [Lewis & Clark's Moodle Resources page](#). Moodle and tech support is also available by email at ITservice@lclark.edu or by phone at 503-768-7225. IT's summer hours are 9-5, Monday to Friday. If you call, leave a message and they will call you back.

For help and troubleshooting with Zoom, visit the Zoom Help Center: <https://support.zoom.us/hc/en-us>

If you face Internet access challenges: Some companies are offering free or discounted access during this time. To learn more about options visit Information Technology's [Learning Remotely website](#).

Required Texts:

None, but required and recommended reading will be posted to Moodle

Attendance and Participation Expectations: This class will be held online/remotely, synchronously and asynchronously. Class participation in both types of instructional delivery is expected and required. Any missed asynchronous participation activities will result in an Incomplete grade until they are completed. Missing more than ten percent of class activities may result in failure to complete the class. In case of hardship and at the discretion of the instructor, a grade of incomplete may also be given for an assignment or the entire course. In such cases, the work to be submitted in order to remove the incomplete must be documented appropriately and stated deadlines met. Students are expected to be on time to class.

Asynchronous readings and activities will be posted in learning modules. Each module will be available 2 weeks prior to the next synchronous class period (except on Feb. 12, which will be available one week before class) and students will be expected to complete all readings and activities by the following synchronous class period. While we will not always use the entire

synchronous time allotted, you should be available during that time for course activities such as content lecture, small group discussions, course questions, and planning for group presentations.

Norms for Synchronous class meetings:

- Log on to Zoom at least 5-10 minutes in advance in case of any technical or logistical issues and also to enable the assignment to breakout groups prior to the beginning of class
- If you'd like to add your pronouns to your Zoom window, write them next to your name in your profile
- Locate yourself in a place with little to no background noise and disruption
- Turn your camera on unless you've spoken with your instructor about camera use
- Make sure there is adequate lighting so that you can be seen
- Use headphones/earbuds if needed to minimize background noise
- Decide how you will take notes while keeping Zoom screen open
- Remain on mute unless speaking or otherwise instructed
- If you are having technical difficulties, or know you will be late, make sure to send a google chat/email to the professor BEFORE class begins
- Be aware of issues involving confidentiality, especially for practicum and internship
- Any pets that interrupt should be introduced; you are encouraged to call them your colleague

Attendance policy modification for this course:

- Students may miss one synchronous class and must participate in ALL asynchronous activities.
- Any missed classes beyond the single class will require make-up work including any of the following; written work including research and literature review, professional reading with written review, special projects, etc., typically equivalent to a 10 page paper
- Any "planned absences" must be discussed with and approved by the course professor at least two weeks in advance of the absence.
- In case of illness and true emergencies, please notify your instructor as soon as possible.
- More than one absence a semester could result in a failure to complete the class.
- Late to class: More than 20 minutes will require make-up work at the discretion of the professor. Arriving late impacts the work of your classmates and may communicate disrespect for your instructor and your peers.

Course requirements:

1. Asynchronous activities related to course readings or videos:

Each week there will be a number of brief interactive activities posted to Moodle that are related to the reading or the videos for that following class session learning module. Completion of all the activities for each given week will result in full credit; any incomplete activities will result in no credit for asynchronous activities for that module.

Students must also meet standards for program level on the Professional Qualities Evaluation (no 0s and minimal 1s) as applicable. Failure to do so will result in referral to an Academic Review Panel. See PMHC program handbook for more details.

Grading: This course is graded using a 4.0 GPA in accordance with the grading policy of the

Graduate School of Education and Counseling, available for viewing in the Navigator Student Handbook

(http://www.lclark.edu/graduate/student_life/handbook/registration_policies/index.php#system).

Assignments will be points from 1 to 4 that are weighted by percentage and then tallied to a final GPA. The final GPA is translated into a letter grade (A = 4.0 A- = 3.7 B+ = 3.3 B = 3.0 B- = 2.7 C+ = 2.3 C = 2.0 C- = 1.7 D+ = 1.3 D = 1.0 F = 0.0). **Total grade points that fall in-between grades will be assigned to the closest available final grade, e.g., 3.49 would be a B+**

ASSIGNMENTS TURNED IN LATE WILL HAVE 1% EACH DAY SUBTRACTED FROM THE GRADE OF THE ASSIGNMENT UNLESS THE STUDENT HAS FORMALLY REQUESTED AN INCOMPLETE GRADE FOR THE SEMESTER.

Tentative Course Calendar

Week 1: January 29

Introduction, self care, looking back/looking forward

Week 2: February 12

Surviving and thriving in Mental Health systems: advocacy, administration, supervision

Week 3: March 12

Job search, resume, managing job offers, career goals, student loan repayment/forgiveness

Week 4: April 9

Licensing, Certifications, Private Practice