

**Lewis & Clark College – Graduate School of Education and Counseling**  
**PMHC/PMHC-A, MHC 591**  
**Professional Career Development / Seminar in Critical Issues for the Professional Mental**  
**Health and Addiction Counselor**  
**Syllabus Cover Sheet**

Required Objectives:

Professional Counseling Identity (CACREP 2016 Standards)

- 1b. 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 inter-organizational collaboration and consultation.
- 1e. Advocacy processes needed to address institutional and social barriers that impede access, equity, and success for clients.
- 1g. Professional counseling credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues.
- 1h. Current labor market information relevant to opportunities for practice within the counseling profession
- 1i. Ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling
- 1j. Technology's impact on the counseling profession
- 1m. The role of counseling supervision in the profession
- 5c. Theories, models, and strategies for understanding and practicing consultation

Entry-Level Specialty: Clinical Mental Health Counseling (CACREP 2016 Standards)

- C1b. Theories and models related to clinical mental health counseling
- C2a. Roles and settings of clinical mental health counselors.
- C2i. Legislation and government policy relevant to clinical mental health counseling
- C2l. Legal and ethical considerations specific to clinical mental health counseling

Methods of Instruction for this Course

Instruction Method	Mark All That Apply
Lecture	X
Small Group Discussion	X
Large Group Discussion	X
Course Readings	X
Group Presentation	
Individual Presentation	
DVD/Video Presentation	
Supervised Small Group Work	X
Individual/Triadic Supervision	
Group Supervision	
Case Study	
Debate	
Class Visitor / Guest Lecturer	X
Off-Campus / Field Visit	
Other:	

**Key Required Assignments/Student Learning Outcomes**

**These assignments are required for the course, but will not be the only requirements/expectations. The chart below lists the assignment, method of submission, and benchmark score/grade. These assignments are set up for upload to Taskstream and/or instructor provides rating for assignment. See syllabus for details.**

Self as Counselor		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate/Fail	As evidenced by:	Evaluation and Remediation
Goal 3 of 5							
Maintains self care	Internship year	Demonstrates ability to maintain personal wellness to optimize professional competence. Recognizes and proactive	Demonstrates ability to perform adequate self care to enhance personal wellness and ability to attend to professional responsibility	Begins to use self care plan, learns to adapt plan when needed, and seeks supervision and personal therapy as needed.	Engages in inadequate self care that impedes learning ability or client care. Score 0 on one or more	Internship Evaluation Items 14, 24 AND MHC 591: Self care plan	Internship Instructor Review/Referral to BRC or ARC

		ly addresses early signs of burnout.	lities. Recognize signs of burn out before client care is impacted. Score 2 on both	Score 1 on one or more			
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Professional Identity		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate/Fail	As evidenced by:	Review and Remediation
Goal 1 of 6							
Demonstrates knowledge of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.	Practicum Year		CPCE Score At or above the national average or CPCE score below national average and Course grades of A in BOTH MHC 503 and MHC 591			CPCE MHC 503/MHC A502 Grade MHC 591/MHC A570 Grade	Assessment Chair Review/Referral to BRC

Professional Identity		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate/Fail	As evidenced by:	Review and Remediation
Goal 3 of 6							
Demonstrates understanding of philosophy of mental health counseling	Internship		Defines area of expertise in mental health profession		Fails to complete assignment	MHC 591/MHC A 570 Expertise paper	Internship Instructor Review/Referral to BRC or ARC

Social Justice		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate/Fail	As Evidenced	Review and
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Advocacy						By	Remediation
Goal 3 of 3							
Takes leadership in planning and carrying out an advocacy project during internship (8 hours)	Internship	Leadership shows evidence of reflection of systemic factors and group processes	Clear awareness of system causes of client problems guides leadership	Growing awareness of system causes of client problems and implications for leadership	Unawareness of system-level aspects of client problems	MHC 591/MHC A 570 Completed during career development course; with corroboration by internship instructor: Experience Paper	Instructor review

**MHC 591**  
**Professional Career Development**  
Summer Semester 2021  
Wednesdays 5/12/21 & 6/16/21  
9:00am – 5:30pm  
York Graduate Center, Room 115

This is a hybrid class. Students will complete asynchronous modules on Moodle and are required to attend synchronous meetings on campus.

**Instructor:** Mark Douglass, LPC, CADC III, CGAC II

**Advising Hours:** Call or e-mail to schedule an appointment.

**Phone:** 971-570-2118

**E-mail:** mdouglass@lclark.edu

**Course Description:**

Addresses key issues of importance to new professional mental health and addiction counselors entering the field. 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.

This course is taught in a workshop style format. You will be required to complete asynchronous tasks on your own, as posted to the Moodle class page, and attend synchronous class meetings on both days of class. While you will likely need to do some work outside of our class meetings, our goal is to be able to share our work with each other while it is in progress.

**General Requirements:**

Primary course requirements will include (a) class attendance on campus, (b) completion of a career portfolio with updated personal resume, (c) reflection paper on future career development, and (d) reflection paper on developing expertise. You will also be required to respond to two forum discussions posted to Moodle, with responses due by date/time listed in the module. **This course is graded on a credit/no credit basis; credit will be received if all assignments have been completed satisfactorily and you have met all attendance and participation expectations.**

**Tech Requirements:**

The main learning platform for this class will include Moodle. 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](mailto: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.

**Attendance:**

You **must** attend both synchronous meetings as scheduled on 5/12/21 and 6/16/21. Missing either of these class meetings will result in a grade of No Credit.

**Late papers and assignments:** Any assignments turned in late (without previous permission) will automatically receive a reduction in grade and may result in a grade of No Credit.

## Recommended Readings:

- Amatea, E. S. (1991). Developing a career as a mental health counselor: Changing ideas, changing options. *Journal of Mental Health Counseling, 13*(2), 279-290.
- Busacca, L. A. & Wester, K. L. (2006). Career concerns of master's-level community and school counselor trainees. *The Career Development Quarterly, 55*(2), 179-190.
- Corey, G. (2010). *Creating your professional path: Lessons from my journey*. Alexandria, VA, US: American Counseling Association.
- Ellis, M. V. (2010). Bridging the science and practice of clinical supervision: Some discoveries, some misconceptions. *The Clinical Supervisor, 29*, 95-116.
- Gibson, D.M., Dollarhide, C.T., & Moss, J.M. (2010). Professional identity development: A grounded theory of transformational tasks of new counselors. *Counselor Education and Supervision, 50*, 21-38.
- Hodges, S. & Connelly, A. R. (2010). *A job search manual for counselors and counselor educators: How to navigate and promote your counseling career*. Alexandria, VA, US: American Counseling Association.
- Scholl, Mark B.; Cascone, Jason (2010). The constructivist résumé: Promoting the career adaptability of graduate students in counseling programs. *The Career Development Quarterly, 59*(2), Dec 2010, 180-191.

## Major Assignments:

### 1. Reflecting on your Future Professional Experiences (30 points)

Spend time reading or reviewing a memoir or biography recounting the career of someone you admire. Reflecting on your subject, write a brief paper (1-2 pp typed double-spaced) in response to one of the following themes:

- **Survival vs Celebration:** How did your subject balance their basic needs with doing what they love for their career? Looking at your career path, how might you do the same?
- **Progress vs Starting Over:** How did your subject deal with setbacks or “failures”? What did they learn? What resources or experiences can you fall back on if your career doesn't progress as you hope or plan?
- **Colleagues, Mentors, Networks:** What role did colleagues and mentors play for your subject's professional growth? Who are the people, groups, organizations who will do the same for you in the future? If you are not sure, how might you go about building a professional network?
- **Values and Experiences:** What key values and experiences guided your subject's course through their career? What kept them going during difficult times? What are the values and experiences that will guide your employment choices throughout your career?

Please save this paper as a PDF and upload into the appropriate Moodle assignment module by **Tuesday, May 25, 11:55 pm**

### 2. Developing Expertise (30 points)

In a brief paper (1-2 pp typed double-spaced), describe in detail either an area of expertise in the counseling profession that you already have or one that you plan to work on developing over the course of your career. Describe how you came to appreciate the importance of a particular niche or specialty, the knowledge and experience you currently have in this area, and how you hope to continue learning and building experience in this area into the future. How would you present this expertise to a potential employer, or how would you market yourself to potential clients seeking out your area of expertise?

Please save this paper as a PDF and upload into the appropriate Moodle assignment module by **Tuesday, May 25, 11:55 pm**

### 3. Career Portfolio (40 points)

The purpose of this assignment is to both prepare you for a post-graduation job search and to get you thinking and planning for your longer-term professional goals. While this assignment has several components, all narrative portions are intended to be brief (1-2 paragraphs). Bullet points are also okay and APA is not necessary. All of the items listed below should be compiled into **one** document.

This assignment is made up of the following components:

- **Autobiographical Information**
  - Name, current job title and company (if applicable)
  - Work experience. Share your relevant work experience that contributes to your skills as a counseling professional.
  - Other experience. Education, volunteer work, interests/hobbies, professional memberships, and any other experience that contributes to your skills as a counseling professional.
  - Aspirations. What do you aspire to do in your current and future work as a professional counselor?
  - Career goals. List a minimum of 2-3 short-term **and** long-term career goals.
  
- **Brainstorm & Career Exploration**
  - While you have identified your current sort and long-term career goals, it is important to acknowledge that life, the universe, and everything thereafter can (and often will) change. You may come to a point in your life where you want to do something different. You may become burned out and need a break. You may get the “itch” to challenge yourself after finding your bearings as a professional counselor. The point of this exercise is to identify where and how your education, skills, interests, and passions can translate to a career outside of direct counseling services.
    - **Brainstorm.** Make a list of passions and interests. They do not need to be job related, income generating, or have anything to do with counseling. Don’t think too hard. Write down 8-10 items.
    - **Generate ideas.** Come up with ideas for 3-5 potential careers based on your list of interests.
    - **Jobs list.** Based on the two above activities, come up with the following:

- A **dream** job. A job where money is no object and anything is possible.
  - A **realistic** job. Given the limitations of reality (e.g. loans, life circumstance, etc.) what is a *realistic* job for you right now? How is reality in the present limiting to your professional vision?
  - An **alternative** job. What is another job you would consider if you left the counseling field?
- **Resume (and cover letter if applicable)**
    - During class on 6/16 you will pair up with a classmate and share your current resumes with each other. If you have a recent cover letter, share that as well.
    - Take time to review each other's resumes and cover letters in detail.
    - Use the resume rubric (posted under Additional Resources on the Moodle page) to give each other feedback. The purpose is to provide your colleagues with constructive feedback on the strengths and weaknesses on their resume (and cover letters if applicable).
    - **Include a final copy of your resume in your Career Portfolio.** Write a brief paragraph or two about what feedback you received from your colleague and what, if any, changes you made to your original document.

Please save this assignment as a PDF and upload into the appropriate Moodle assignment module by **Tuesday, June 22, 11:55 pm**

#### **Grading Summary:**

Professional Experiences	30
Developing Expertise	30
Career Portfolio/Presentation	40
<b>Total Possible Points</b>	<b>100</b>

**Grading:** This course is graded 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](http://www.lclark.edu/graduate/student_life/handbook/registration_policies/index.php#system)) and is the point equivalent of that grading scale (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).

Thus, grades for the course are determined by the following percentages:

A = 94-100 A- = 90-93 B+ = 87-89  
 B = 84-86 B- = 80-83 C+ = 77-79  
 C = 74-76 C- = 70-73  
 F = Below

Final grades between A and B- will receive a Credit (CR) grade. Final grades C+ and below will receive a No Credit (NC) grade. Graduate credit is not received for grades below a B-.

#### **Students with Disabilities:**

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 summer term, Student Support Services continues to be available via email ([access@lclark.edu](mailto: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](http://www.lclark.edu/offices/student_support_services). Appointments will be conducted either by phone or Zoom.

### Tentative Course Schedule

Date	Topic	Readings	Assignments Due
5/12/21	<p><u>Moodle</u></p> <p>Review course syllabus</p> <p>Forum: The Role of Advocacy in the Counseling Field</p> <p>Assignments:</p> <ul style="list-style-type: none"> <li>• Reflecting on your Future Professional Experiences</li> <li>• Developing Expertise</li> </ul> <p><u>In Class</u></p> <p>Syllabus Q&amp;A</p> <p>Presentation and Discussion:</p> <ul style="list-style-type: none"> <li>• Themes in career development</li> <li>• Role of technology</li> </ul> <p>Guest Speaker(s):</p> <ul style="list-style-type: none"> <li>• Lonnie Knotts, Oregon Board of Licensed Professional Counselors and Therapists – Licensure Process and Requirements</li> <li>• Sylwia Quick, Western Psychological Services – Programs and Openings</li> </ul>	<p>Memoir or biography of students' choosing</p>	<p><b>Advocacy Forum Response(s)</b></p> <p><b>Reflecting on your Future Professional Experiences (due 5/25)</b></p> <p><b>Developing Expertise (due 5/25)</b></p> <p>Career Portfolio (start putting together)</p>
6/5/20	<p><u>Moodle</u></p> <p>Forum: Self-Care and Community Care</p> <p>Assignment: Career Portfolio</p> <p><u>In Class</u></p>		<p><b>Self Care Practice Forum Response(s)</b></p> <p><b>Career Portfolio (due 6/22)</b></p>

	<p>Presentation and Discussion:</p> <ul style="list-style-type: none"><li>• Current labor market</li><li>• Laws and ethics</li><li>• Role of supervision</li></ul> <p>Guest Speaker(s):</p> <ul style="list-style-type: none"><li>• Chris Ternosky, New Narrative Treatment – Programs and Openings</li><li>• Melissa Bierman, Unity Behavioral Health – Programs and Openings</li></ul>		
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