

**Lewis & Clark College**  
**Professional Mental Health Counseling & Professional Mental Health Counseling –**  
**Specialization in Addictions**  
**MHC 580**  
**Practicum in Counseling**  
**Syllabus Cover Sheet**

Required Objectives:

Professional Counseling Identity (CACREP 2016 Standards)

- 1i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling
- 5g. essential interviewing, counseling, and case conceptualization skills
- 5l. suicide prevention models and strategies
- 5m. crisis intervention, trauma-informed, and community-based strategies, such as Psychological First Aid
- 7b. methods of effectively preparing for and conducting initial assessment meetings
- 7c. procedures for assessing risk of aggression or danger to others, self-inflicted harm, or suicide
- 7d. procedures for identifying trauma and abuse and for reporting abuse
- 7e. use of assessments for diagnostic and intervention planning purposes

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

- C2l. legal and ethical considerations specific to clinical mental health counseling
- C3a. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management
- C3b. techniques and interventions for prevention and treatment of a broad range of mental health issues
- C3c. strategies for interfacing with the legal system regarding court-referred clients
- C3d. strategies for interfacing with integrated behavioral health care professionals
- C3e. strategies to advocate for persons with mental health issues

## 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.

Theory and Research into Practice		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
<b>Goal 1 of 6</b>							
Develops an understanding of counseling theories and develops own theoretical orientation	Practicum	Can articulate theoretical orientation, and conceptualizes clients consistent with this theory most of the time Score:3	Can articulate theoretical orientation and begins to connect theory with practice Score: 2 on most items	Can articulate theoretical orientation but cannot connect theory to practice Score: 1 on most items	Cannot articulate theoretical orientation Score: 0	Practicum Evaluation: Score on item(s) 51,53,54	Assessment Chair Review/Referral to BRC or ARC
	Internship	Articulates theoretical orientation and consistently conceptualizes clients consistent with this theory Score: 3	Can articulate theoretical orientation, and conceptualizes clients consistent with this theory most of the time Score:2, most items	Can articulate theoretical orientation but cannot connect theory to practice Score: 1 on most or more items	Cannot articulate theoretical orientation Score: 0	Practicum Evaluation: Score on item(s) 51.53,54, 55	Internship Instructor Review/Referral to BRC or ARC

Theory and Research into Practice		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
<b>Goal 2 of 6 Human Development</b>							
Demonstrates and understanding of individual and family development.	Practicum	Highly skilled at identifying the impact individual and family development has on the therapeutic process.:Score: 3	Understands the impact of a person's individual and family development on the therapeutic process: Score 2	Is aware of the impact of a person's individual and family development on the therapeutic process Score: 1	Is unable to apply developmental theory with clients Score:0	Practicum Evaluation Item 52  Average or above score on CPCE	Assessment Chair Review/Referral to BRC or ARC

Theory and Research into Practice		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
<b>Goal 3 of 6</b>							
Understands and applies diagnosis	Practicum	Consistently uses diagnosis as appropriate from a critical theory perspective Score :3	Begins to use diagnosis as appropriate from a critical theory perspective Score:2	Begins to identify client problems using DSM criteria as appropriate Score:1	Inappropriately uses diagnosis to pathologize client problems or fails to use diagnosis when needed Score: 0	Practicum Evaluation Item 32	Assessment Chair Review/Referral to BRC or ARC

Theory and Research into Practice		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
<b>Goal 4 of 6</b>							
Understands and applies interventions	Practicum	Is able to implement specific interventions consistent with conceptualization Score:3	Is able to identify and implement specific interventions to utilize with adults and/or children & families Score:2 as relevant	Is able to identify specific interventions to utilize with adults and/or children & families Score:1	Is unable to identify specific interventions to utilize with adults and/or children & families Score: 0	Practicum Evaluation Item(s) 33, adult 84, child/adol 85, family	Assessment Chair Review/Referral to BRC or ARC

Theory and Research into Practice		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
<b>Goal 5 of 6</b>							
Able to gather client data, conceptualize and develop a treatment plan	Practicum	Gathers data, creates conceptualization, and plans treatment to match conceptualization with clear objectives to meet goals Score 3 on all	Gathers data, creates conceptualization, and plans treatment to match conceptualization) Score 2 on both	Insufficient at one or more of: gathering data, creating conceptualization, or writing treatment plans to match conceptualization:		MHC: 549 Final tx plan OR MHC A580 Client tx plan AND Practicum evaluation Items 31,34	Assessment Chair Review/Referral to BRC or ARC

Clinical skill		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
Goal 1 of 5							
Students develop therapeutic communications skills emphasize the client-counselor relationship with individuals and families	Practicum	Demonstrates high level of therapeutic communication skills, is able to develop and maintain very strong counseling relationships Score:3 on all	Demonstrates <i>good</i> level of therapeutic communication skills, is able to develop and maintain good counseling relationships Score:2 on both	Demonstrates adequate level of therapeutic communication skills, is able to develop and maintain adequate counseling relationships Score:1	Demonstrates very low level of therapeutic communication skills, is not able to develop and maintain counseling relationships Score:0	Practicum evaluation  Items 41,42	Assessment Chair Review/Referral to BRC or ARC

Clinical skill		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As Evidenced by:	Evaluation and Remediation
Goal 2 of 5							
Students facilitate and manage the counseling process with individuals and families	Practicum Year	Demonstrates high level of able to facilitate and manage the counseling process across longer periods of time and across many different client populations Score 3 on most	Demonstrates good level of able to facilitate and manage the counseling process across longer periods of time and across several different client populations Score 2 on most	Is beginning to be able to facilitate and manage the counseling process across moderate periods of time and across limited client populations Score 1 on most	Is not able to facilitate and manage the counseling process across periods of time and across many different client populations Score 0 on most	Practicum Evaluation items 44,45,46,47	Assessment Chair Review/Referral to BRC or ARC

Clinical skill		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
Goal 4 of 5							
	Practicum Year	Score 3 on most	Scores 2 on most	Score 1 on most	Score 0 on most	Practicum Evaluation Items 70 to 78	Assessment Chair Review/Referral to BRC or ARC

<b>Clinical skill</b>		<b>Proficient (A)</b>	<b>Benchmark (B)</b>	<b>Emerging (C)</b>	<b>Inadequate /Fail</b>	<b>As evidenced by:</b>	<b>Evaluation and Remediation</b>
<b>Goal 5 of 5</b>							
Students develop an understanding of the impact of trauma on clients and demonstrate skills in trauma counseling.	Practicum Year	Score 3 on most	Scores 2 on most	Score 1 on most	Score 0 on most	Practicum Evaluation Items 67,68,69	Assessment Chair Review/Referral to BRC or ARC

<b>Self as Counselor</b>		<b>Proficient (A)</b>	<b>Benchmark (B)</b>	<b>Emerging (C)</b>	<b>Inadequate /Fail</b>	<b>As evidenced by:</b>	<b>Evaluation and Remediation</b>
<b>Goal 1 of 5</b>							
Demonstrates awareness of their social locations and impact on their life experiences.	Practicum Year	Demonstrates ability to address the impact of counselor social locations in therapeutic process Score 3 on both	Demonstrates beginning awareness impact of counselor social locations on therapeutic process Score 2 on both	Is able to identify 1-3 social locations and the impact on personal experience and worldview. Score one on one	Is unable or unwilling to explore own worldview Score 0 on one or both	Practicum evaluation Items 13,57	Assessment Chair Review/Referral to BRC or ARC

<b>Self as Counselor</b>		<b>Proficient (A)</b>	<b>Benchmark (B)</b>	<b>Emerging (C)</b>	<b>Inadequate /Fail</b>	<b>As evidenced by:</b>	<b>Evaluation and Remediation</b>
<b>Goal 2 of 5</b>							
Demonstrates ability to explore how personal experiences, thoughts, and feelings impact counseling with clients.	Practicum	Demonstrates self awareness and emotional stability. Immerging use of self in therapeutic process, uses	Demonstrates self awareness and emotional stability and a beginning understanding of impact of self in relationships with clients, seeks	Demonstrates self awareness and willingness to address/mediate problems. Score 1	Student demonstrates lack of self awareness that impedes learning or client care. Score 0	Practicum Evaluation Item 48	Assessment Chair Review/Referral to BRC or ARC

		supervision to continue growth. Score 3	assistance for continued learning. Score 2				
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Self as Counselor		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
Goal 3 of 5							
Maintains self care	Practicum	Demonstrates ability to maintain personal wellness to optimize professional competence. Recognizes and proactively addresses early signs of burnout. Score 3 on both	Demonstrates ability to perform adequate self care to enhance personal wellness and ability to attend to professional responsibilities. Recognizes signs of burn out before client care is impacted. Score 2 on both	Begins to use self care plan, learns to adapt plan when needed, and seeks supervision and personal therapy as needed. Score on one or more	Engages in inadequate self care that impedes learning ability or client care. Score 0 on one or more	Practicum Evaluation Items 14,24	Assessment Chair Review/Referral to BRC or ARC

Self as Counselor		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
Goal 4 of 5							
Demonstrates awareness of competence and limitations	Practicum	Demonstrates clear awareness of competence and limitations, uses multiple channels to learn/grow (e.g. supervisor, literature search, colleague feedback.	Demonstrates basic awareness of competence and limitations and seeks supervisory support	Is under confident or inconsistent in awareness of limitations, unsure when to seek supervision	Overestimates competence does not recognize limitations	Practicum Evaluation Item 25	Assessment Chair Review/Referral to BRC or ARC

Self as Counselor		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
Goal 5 of 5							

PQE Critical Items: Openness to supervision	Practicum	Develops clear supervisory working alliance with faculty, supervisors and peers. Able to determine when/how to express opinions differing from supervisor and to work toward resolution. Score 3 on both	Seeks supervision from faculty, supervisors and peers. Utilizes supervision to grow and develop. Score 2 on both	Same as above Score 1 on one or more	Same as above Score 0 on one or more	Practicum Evaluation Items 6,27	Assessment Chair Review/Referral to BRC or ARC
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Multicultural Competence		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
<b>Goal 1 of 4</b>							
Students develop awareness of the effect of power, privilege, and difference and their own cultural attitudes, beliefs,	Practicum	Addresses impact of therapist cultural attitudes and beliefs on therapeutic process with client either directly with client or in tx planning as appropriate Score 3 on both	Understands how therapist cultural attitudes and beliefs impact relationship and therapeutic process with client, begins to develop strategies to address impact Score 2 on both	Understands how therapist cultural attitudes and beliefs may impact relationship and therapeutic process with client with supervisor assistance. Score 1 on one or more	Fails to recognize how therapist cultural attitudes and beliefs impacts relationship and therapeutic process with client, and impedes client care. Score 0 on one or more	Practicum Evaluation Item 15,58	Assessment Chair Review/Referral to BRC or ARC

Multicultural Competence		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
<b>Goal 2 of 4</b>							
PQE Critical items: Responsibility Item 5 Students will demonstrate the ability to engage in dialogue with people who carry or hold other perspectives in ways that show respect for the other persons and other points of view. Integrity Items 3,4,5 Respect for others	Practicum		Score of 2 on most	Score of 1 on most	Score of 0 on most	Practicum Evaluation: Dispositions 4, 10, 11	Assessment Chair Review/Referral to BRC or ARC

Multicultural Competence		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
<b>Goal 3 of 4</b>							
Students recognize limitations of theory and research to apply to all people and demonstrates awareness of need to adapt to individual client worldview, culture and social location.	Practicum	Recognizes client worldview, social locations, and culture and the impact on client problems, and adapts treatment accordingly. Score 3 on both	Recognizes client worldview, social locations, and culture and the impact on client problems and adapts treatment with supervisor assistance Score 2 on both	Recognizes, with supervisor assistance, client worldview, social locations, culture and the impact on client problems Scores 1 on one or more	Fails to acknowledge client worldview, social locations, culture and the impact on client problems Score 0 on one or more	Practicum Evaluation Items 16,60	Assessment Chair Review/Referral to BRC or ARC



Multicultural Competence		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Evaluation and Remediation
Goal 4 of 4							
Learns strategies for working with gender and gender spectrum issues, diverse populations, ethnic and other non-dominant groups.	Practicum	Score 3	Score 2	Score 1	Score 0	Practicum Evaluation: Item 61	Assessment Chair Review/Referral to BRC or ARC

Professional Identity		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate/Fail	As evidenced by:	Evaluation and Remediation
Goal 4 of 6							
Demonstrates ability to complete a career assessment and give feedback to client in role play	Practicum Year	Scores Effective or above in all 5 areas assessed	Scores: Effective (3) or above in 4 of 5 areas assessed	Scores below 3 in 2 or more areas assessed		MHC 540 Triad role play assignment Practicum Evaluation Item 39	Assessment Chair Review/Referral to BRC or ARC

Professional Identity		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate/Fail	As evidenced by:	Evaluation and Remediation
Goal 5 of 6							
Demonstrates Understanding of roles & functions of mental health counselors	Practicum					Practicum Evaluation	Assessment Chair Review/Referral to BRC or ARC

Ethical Practice		Proficient (A)	Benchmark (B)	Emerging (C)	Inadequate /Fail	As evidenced by:	Review and Remediation
Goal 1 of 1							
Understands, and follows ethical standards	Practicum	Demonstrates a strong understanding and commitment to ethical standards, recognizes ethical issues independently, demonstrates ability to recognize and remediates ethical errors with supervisor consultation. Score 3 on all	Demonstrates an understanding of and commitment to ethical standards, recognizes ethical issues independently, recognizes and remediates errors with supervisor assistance. Score 2 on all	Demonstrates an understanding of and commitment to ethical standards, begins to recognize ethical issues with supervision, may make ethical errors without awareness Score 1 on one or more	Does not demonstrate an understanding of ACA Code of Ethics, or does not recognize practical applications. Attempts to hide mistakes or lacks openness to supervision. Score 0 on any	Practicum Evaluation Items: 1,9,28,29,30	Practicum instructor review. Referral to ARC if not at benchmark by the end of Practicum II

## **MHC 580 - Practicum in Counseling**

### **Faculty Instructor Information:**

Cort Dorn-Medeiros, PhD, LPC, CADC III  
Department Chair & Assistant Professor  
Department of Counseling, Therapy, & School Psychology  
dorn-medeiros@lclark.edu  
503-768-6147 (office)  
971-222-9777 (cell)

**Clinical Supervisors:** Various, dependent on day/time/section assigned at Lewis & Clark Community Counseling Center (LCCC).

### **Clinic Day/Time(s)**

Various.

### **MHC 580 Course Day/Time/Location**

Mondays, 5:30 – 8:30 pm, York Room 117

This course meets every other week. **The meeting dates for Fall 2022 are 9/12, 9/26, 10/10, 10/24, 11/7, 11/21, and 12/5**

### **LCCC Location & On-Site Director:**

4445 SW Barbur Blvd, 97239

Nori Gruber, LPC, NCC; Interim Clinic Director: 503-768-6320 | [grubern@lclark.edu](mailto:grubern@lclark.edu)

### **Course Description:**

This class is designed to provide instruction and supervision to first and second semester practicum students working with clients at the Lewis and Clark Community Counseling Center. Students will receive live supervision and feedback as designated by CACREP requirements. The focus of the class will be to provide ethical and competent client care while working within the parameters of time (typically one semester), student theoretical orientation and client issues/goals. Skills that will receive particular attention will include developing a therapeutic relationship, counselor empathy and compassion. The recognition of the impact of race, culture, gender, sexual orientation and poverty as well as other societal and political influences that define the context of the therapeutic relationship will be highlighted as well. A beginning knowledge of client assessment and the development of treatment planning (including articulating the goals, objectives and interventions) will be developed. The establishment of a self-care practice and development of professional boundaries will be central as students become aware of counter-transference and vicarious trauma while growing professionally as a counselor.

### **Catalog description:**

Working with clients in the practicum clinic, agency or school setting (8 to 10 hours per week, 100 hours total) under intensive supervision from CTSP faculty, developing the therapeutic relationship and basic counseling competencies. Students are expected to demonstrate personal characteristics and professional conduct necessary for effective, ethical counseling. [Up to] two semesters, 3 credit hours each required.

**Notice of Student Support Services:**

If you require academic accommodations please contact the Student Support Services Office in Albany Quadrangle (503-76-7192 or [access@lclark.edu](mailto:access@lclark.edu)). Once you complete the intake process and the accommodations agreement, you may request to send your accommodations letter. Student Support Services staff will then notify faculty of the accommodations for which you are eligible.

**General Requirements:**

Primary course requirements will include (a) attendance at synchronous Zoom supervision meetings, (b) completion of a written client case presentation and presentation/discussion at scheduled date, (c) submission of weekly CARE notes, and (d) timely submission of all required end-of-semester paperwork respective to your semester of practicum. There may also be additional tasks assigned on Moodle during the course of the semester. All Moodle tasks must be completed by the provided date and time listed on the assignment. **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, participation, and paperwork requirements.**

**Tech Requirements:**

Moodle will be used as the primary course site and is where students will access information related to this course, any relevant learning modules, and all course materials. Log in to [moodle.lclark.edu](http://moodle.lclark.edu) using your Lewis & Clark ID to access our class.

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.

Client sessions are currently being conducted at the Lewis & Clark Community Counseling Center via telehealth using Zoom. As conditions continue to change in regards to the COVID-19 pandemic, clients may be invited back to attend in person sessions at the Lewis & Clark Community Counseling Center. Please address imminent questions, concerns, or issues regarding the Zoom platform to your site supervisor or the Interim Clinic Director.

**Recommended Reading:**

There is no assigned textbook for this course. Readings may be assigned throughout the semester based on group discussions and related topics. All additional readings will be posted on Moodle and should be read prior to the following class.

**Course Requirements:**

To successfully complete the clinical practicum, the student must satisfactorily complete a minimum of 100 clock-hours of counseling activities with at least 40 of these hours in direct contact with clients over the two semesters of practicum. Students must keep approved and complete documentation of client sessions and other documentation required by the Lewis and Clark Counseling Center. Students must receive minimal 1s and no 0s on the Professional

Qualities Evaluation and must perform at a satisfactory level on the Practicum Evaluation Form. Activities that can be counted toward the 100 hours may include such professional activities as consultation, coordination, supervision, documentation, case conceptualization, and research/study/learning related to counseling or client issues. In the course of completing these activities, the student will be expected to demonstrate a wide variety of counseling techniques and communication skills. At the end of the semester, the student must document the amount of time they were engaged in these activities, and submit to your instructor.

### **Assignments:**

All assignments will be due at the start of class on the dates determined or outlined in the syllabus and are expected to be completed thoroughly and in a timely fashion. Most of the work in the Practicum Clinic is experiential and part of the therapy and administrative processes of the clinic, supervision segments and counseling relationship.

**CARE Notes:** CARE notes are a one-page form to document weekly supervision during your practicum and internship (see Moodle). CARE notes should be submitted via Moodle on a **weekly** or **biweekly** basis. There should be approximately one CARE Note for every week of practicum or internship.

**Practicum I & II - Case Conceptualization:** During the course, students will do a thorough written case conceptualization of a client. The conceptualization will include the areas:

- Theoretical Approach
- Chief complaint/presenting problem
- Demographic Data
- History of present illness
- Psychiatric/Medical concerns
- Family/Environmental Stressors that can influence treatment
- Substance Use, Abuse, Dependence (history of client and family)
- Client strengths/weaknesses
- Diagnostic summary
- Treatment plan with theoretical orientation (treatment goals should be realistic, timely and measurable)
- Specific questions for feedback

**Your written case conceptualization should be uploaded to Moodle no later than December 12, 2022 at Noon. You may also submit your conceptualization earlier than the due date if you prefer.**

Important! Any off-site transport of counseling sessions recorded on-site at the Lewis & Clark clinic must be done so using an encrypted thumb drive. The required/recommended device is the IronKey Basic series e250 or d250.

### **Practicum II Students Only:**

Those who will be full-time Practicum II students are *required* to take the Counselor Education Comprehension Exam (CECE) that will be offered virtually. Day/time for Fall 2022 is TBA. Part-time students will work with their advisor on the most appropriate timing to take the CECE.

### **Attendance:**

It is essential that students attend each class session to receive credit for the required supervision and to provide reliable, ethical, and competent client care. Any missed classes will require the student to attend another practicum or internship section either the same week or the week immediately following the absence. It is up to the student to coordinate this with respective faculty instructors and obtain faculty approval to attend a different section. In the rare instance extenuating circumstances make the prior arrangement extraordinarily difficult or impossible, make-up work may be assigned by faculty instructor. Make-up work may include any of the following:

- Written work including original research paper
- Transcription and written reflection of counseling session
- Professional reading with written review
- Other relevant assignment at discretion of instructor

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 site supervisor, Lewis & Clark Clinic director, and your client as soon as possible.** More than one absence a semester could result in a failure to complete the class. Any unexcused absences or failure to notify supervisors of absences will also result in the loss of supervision credit and counseling hours for that week as well as a meeting with the campus supervisor to determine outcome which might include receiving a failing grade for the class.

### **Course Expectations & Notifications:**

It is normal to experience occasional discomfort as you go through your training program. Learning can be challenging! Receiving feedback from your peers along with your instructor can be difficult at times, too. While this is a normal developmental process, should you have emotional difficulty throughout the course that is consistent and interferes with your participation, the following measures are available to support you:

- 1) Please feel free to contact me as soon as possible to discuss your concerns or thoughts. We can communicate outside of class time. I'm available via email, phone and to meet up in person. You can expect fair, direct and open communication from me as your instructor.
- 2) Feel free to contact your advisor or another administrative ally in the counseling program to discuss your concerns or needs.
- 3) You may also work on these concerns in the context of private counseling.

You are expected to learn about the operation and policies of the clinic and be an active member of the community in regards to the daily operations. This includes understanding screening procedures, being knowledgeable of all intake paperwork, checking phone messages, ensuring clients are greeted/have intake paperwork, maintain appropriate confidentiality of

conversation/written information while clients are in the clinic, walk your clients out of the treatment room, inform them where restrooms are, shut down the clinic at day's end, etc.

- You are expected to actively participate in group discussions and case consultations with your peers. This includes providing constructive feedback and offering possible new perspectives on their work with clients. You will also be expected to actively participate in activities facilitated by your instructor during group supervision sessions weekly.
- Observe peer-counseling sessions and complete a written observation form to be given to the instructor/peer counselor.
- Complete all paperwork and progress/case notes in a timely fashion (same day of session with client) and obtain review and a signature from your instructor.
- You are not permitted to take any paperwork or identifying client information outside of the clinic.
- On a rare occasion, you may need to make phone calls to clients outside of clinic hours. In this case, you are required to block your personal telephone number using the \*67 feature prior to each phone call.
- You are encouraged to fill out a weekly log that identifies how your hours were spent in the clinic.
- Decisions about client assignments will be made as needed. At times, these decisions will be made in collaboration with the instructor. The instructor reserves the right to assign a particular client to you without consultation.
- Your practicum supervisor may join you during a counseling session to advise, consult or redirect the session with your client. Please prepare your client for this possibility at the outset of the counseling relationship.
- It is your responsibility to inform your clients of your limited schedule, length of time in the clinic, how to contact you/the clinic. You are also responsible for following up with your client when they have missed session/no showed for an appointment. You are expected to call the same day your client misses their session especially if they have not left a message with the clinic.
- Please discuss any questions you have about the course, client care, clinic policy or procedures with the instructor of your course. Aside from overall clinic policy and procedure, all decisions about client care are made in consultation with the instructor of your course.

### **Grading:**

This class is graded using **Credit/No Credit**. Each student will be evaluated by their site supervisor in the areas of counseling competence including use effective use of micro skills, theoretical knowledge, self-awareness, and ethical practice. Case presentations during group supervision, case conceptualization, effectiveness of oral and written communication, as well as openness to feedback and supervision will all be considered in the grade. Evaluation methods may include (any and/or all) written work, observation, tape or audio review, transcriptions, case presentations, supervisor evaluations and in class participation along with timely completion of all class assignments. Your faculty instructor will make evaluation of satisfactory performance.

### **Additional notes about grades:**

- The faculty instructor will make final decisions about grading.
- Failure to complete class requirements, **including timely submission of required end of**

**semester clinical hours and any additional assignments**, will result in a grade of **Incomplete**. Students who have not met all class requirements may be required to enroll in an additional semester of practicum if deemed necessary.

- Failure to complete the required number of direct service hours by the end of Practicum II will result in a grade of **Incomplete** with the possible enrollment in an additional semester of practicum.
- Failure to follow Ethical Guidelines of the profession will require a meeting to determine the next steps for addressing the concerns.
- Some students require more than two semesters of practicum to develop and demonstrate the requirements of a master's level counselor.
- Students must be ready to move onto Internship in order to pass Practicum.
- Occasionally personal issues or life events will make it impossible for a student to <sup>SEP</sup>move forward in their growth as a counselor and they will be encouraged or required to take some time off for self care.

### **Course Clinical Requirements:**

Students must receive minimal 1s and no 0s on the Professional Qualities Evaluation (PQE) and must perform at a satisfactory level on the Practicum Evaluation Form to be approved to move onto Internship.

Activities that can be counted toward the 100 hours may include such professional activities as observation/feedback, consultation, coordination, supervision, documentation, case conceptualization, and research/study/learning related to counseling or client issues. In the course of completing these activities, the student will be expected to demonstrate a wide variety of counseling techniques and communication skills. At the end of the semester, the student must document the amount of time they were engaged in these activities, and submit to your instructor.

### **Semester Paperwork:**

Relevant handbooks and forms can be found here:

[https://graduate.lclark.edu/departments/counseling\\_psychology/mental\\_health/masters\\_degrees/evaluations\\_forms\\_handbooks/](https://graduate.lclark.edu/departments/counseling_psychology/mental_health/masters_degrees/evaluations_forms_handbooks/)

All clinical hours for practicum and internship are recorded, signed, and submitted for approval electronically using the Salesforce platform. If you are in Practicum I, you will be emailed a link where you can record your clinical hours. **This link is personalized for you and will be your main source of recording clinical hours for all of practicum and internship.** It is strongly recommended that you bookmark this link for ease of use in the future.

To receive course credit, you must have all of your clinical hours logged, and submitted for approval, by **Noon on December 19, 2022**. If your clinical hours are not received by Noon on December 19, you will receive a course grade of Incomplete. This Incomplete grade will need to be resolved the following semester once clinical hours are submitted and approved.

### **Practicum I**



PMHC Clinical Hours Summary Report for 1<sup>st</sup> semester hours  
PMHC and PMHC-A Practicum and Student Intern Evaluation Form

## **Practicum II**

PMHC Clinical Hours Summary Report for 2<sup>nd</sup> semester hours  
PMHC Clinical Hours Summary Report for total hours  
PMHC and PMHC-A Practicum and Student Intern Evaluation Form

### **Ethical Guidelines:**

Students are expected to follow the ethical guidelines put forth by the American Counseling Association and to seek supervision when there is case confusion or an ethical dilemma to be resolved. Failure to follow ethical guidelines and/or non-disclosure of ethical problems and the seeking of appropriate supervision may result in dismissal from the practicum and/or counseling program. To follow ethical guidelines in relation to clients and to respect the work of our peers it is of fundamental importance that the contents of group discussion be regarded as absolutely confidential. <sup>[L]</sup><sub>[SEP]</sub>

### **Confidentiality and Informed Consent:**

Students will make their clients aware they are enrolled in the M.A. or M.S. program in Counseling at Lewis and Clark College and that they are working under supervision. All practicum students are required to have a Professional Disclosure Statement (PDS) and are responsible for ensuring a copy is given to all of their clients. Clients should know that they are being observed and videotaped and that the counseling experience will be discussed for training purposes. Informed Consent, PDS, and other forms will be used with all clients that delineate what information about them will be used (and how it will be protected) and for what purpose. Clients under the age of 14 must have the forms signed by a parent or legal guardian. This informed consent is required in addition to any of the other forms. Students will be vigilant in keeping records and tapes secure during transportation for the purpose of keeping client information confidential.

### **Mandated Reporting:**

Students will make mandated reports in accordance with Oregon law. Any questions about what constitutes a report or how to make a report should be immediately discussed with your instructor or the back-up supervisor. Students will utilize policies and forms related to making mandated reports as provided at the Lewis and Clark Community Counseling Center.