

**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

## **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, 1:00 – 4:00 pm, York Room 117

This course meets approximately every other week. **The meeting dates for Summer 2023 are 5/8, 5/22, 6/12, 7/10, 7/24, and 8/7**

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

4445 SW Barbur Blvd, 97239

Nori Gruber, LPC, NCC; Interim Clinic Director: 503-768-6320 | 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 Accessibility:**

If you have a disability that may impact your academic performance, you may request accommodations by meeting with the Office of Student Accessibility staff and submitting documentation on the Office of Student Accessibility website. Email [access@lclark.edu](mailto:access@lclark.edu) with any additional questions or concerns.

**Notice of Graduate School Essential Policies:**

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](https://go.lclark.edu/gsec-nondiscrimination)
- Standards for professional student conduct and academic integrity: [go.lclark.edu/gsec-conduct](https://go.lclark.edu/gsec-conduct)
- Sexual misconduct: [go.lclark.edu/titleIX](https://go.lclark.edu/titleIX)

**General Requirements:**

Primary course requirements will include (a) class attendance, (b) completion of a written client case presentation and presentation/discussion at the 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 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, where students will access information related to this course, relevant learning modules, and all course materials. Log in to [moodle.lclark.edu](https://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.

Some client sessions are conducted via Zoom telehealth at the Lewis & Clark Community Counseling Center. As conditions change regarding the COVID-19 pandemic, clients may be invited 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 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 before the following class.

**Course Requirements:**

To 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 perform satisfactorily on the Practicum Evaluation Form. Activities counted toward the 100 hours may include professional activities such as consultation, coordination, supervision, documentation, case conceptualization, and research/study/learning related to counseling or client issues. The student will be expected to demonstrate various counseling techniques and communication skills in completing these activities. At the end of the semester, the student must document the time they were engaged in these activities and submit them to their site supervisor for approval.

**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 relationships.

**CARE Notes:** CARE notes are a one-page document of 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 before August 7, 2023, at Noon. You may also submit your conceptualization earlier than the due date.**

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 Summer 2023 is TBA. Part-time students will work with their advisor on the most appropriate time to take the CECE.

### **Attendance:**

Students must 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 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 that extenuating circumstances make the prior arrangement extraordinarily difficult or impossible, make-up work may be assigned by the 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 the written review
- Another relevant assignment at the discretion of the instructor

Any planned absences must be discussed with and approved by the course professor at least two weeks before the absence. **In case of illness and emergencies, please notify the site supervisor, Lewis & Clark Clinic director, and your clients as soon as possible.** More than one absence a semester could fail 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 and a meeting with the campus supervisor to determine the 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 and 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 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 honest, direct, and open communication from me as your instructor.

2) 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 regarding the daily operations. This includes understanding screening procedures, being knowledgeable of all intake paperwork, checking phone messages, ensuring clients are greeted/have intake paperwork, maintaining appropriate confidentiality of conversation/written information while clients are in the clinic, walking 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.
- Complete all paperwork and progress/case notes promptly (same day of the session with the client).
- You cannot take any paperwork or identify client information outside the clinic.
- On rare occasions, you may need to make phone calls to clients outside of clinic hours. In this case, you must block your telephone number using the \*67 feature before each call.
- You are encouraged to complete a weekly log identifying your hours in the clinic.
- Decisions about client assignments will be made as needed. Sometimes, these decisions will be made with the site supervisor and faculty instructor. The site supervisor reserves the right to assign a particular client to you without consultation.
- Your site 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.
- You are responsible for informing your clients of your limited schedule, length of time in the clinic, and how to contact you/the clinic. You are also responsible for following up with your client when they have missed a 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 about the course, client care, clinic policy, or procedures with your site supervisor and faculty instructor. Aside from overall clinic policy and procedure, all decisions about client care are made in consultation with the supervisor and instructor of your course.

### **Grading:**

This class is graded using **Credit/No Credit**. Each student will be evaluated by their site supervisor in counseling competence, using effective micro-skills, theoretical knowledge, self-awareness, and ethical practice. Case presentations during group supervision, case conceptualization, the effectiveness of oral and written communication, and openness to feedback and supervision will all be considered in the grade. Evaluation methods may include (any) written work, observation, tape or audio review, transcriptions, case presentations, supervisor evaluations and in-class participation, and timely completion of all class assignments. Your site supervisor and faculty instructor will evaluate 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 practicum semester 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 practicum semester.
- Failure to follow the profession's ethical guidelines 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 on to an internship to pass practicum.
- Occasionally personal issues or life events will make it impossible for a student to 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). They must perform satisfactorily on the Practicum Evaluation Form to be approved to move on to the Internship.

Activities counted toward the 100 hours may include professional activities such as observation/feedback, consultation, coordination, supervision, documentation, case conceptualization, and research/study/learning related to counseling or client issues. The student will be expected to demonstrate various counseling techniques and communication skills in completing these activities. At the end of the semester, the student must document the time they were engaged in these activities and submit them to their 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 primary 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, submitted to your site supervisor for approval, and approved by your site supervisor by **Noon on August 18, 2023**. If your clinical hours are not received by Noon on August 18, 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 the American Counseling Association put forth and seek supervision when there is case confusion or an ethical dilemma to be resolved. Failure to follow ethical guidelines, non-disclosure of ethical problems, and seeking appropriate supervision may result in dismissal from the practicum and counseling program. To follow ethical guidelines about clients and to respect the work of our peers, it is of fundamental importance that the contents of group discussions be regarded as absolutely confidential.

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

Students will inform their clients that they are enrolled in the M.A. or M.S. program in Counseling at Lewis and Clark College and 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 recorded and that the counseling experience will be discussed for training. 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 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 recordings and client records secure to keep client information confidential.

### **Mandated Reporting:**

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