Course Syllabus  
Counselor Education CE 981  
School Counseling Practicum Online

Course Location: ONLINE

Instructor: Eric J. Perry, MA, NCC, ACS  
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Virtual Office Hours: By Appointment.

Catalog Description: An intensive, one hundred hour field placement in an appropriate setting providing individual and group counseling to students under the supervision of an experienced counselor. Requires completed placement application and approval of program coordinator. Liability insurance required.

Course Description: The goal of this course is to facilitate the development of the student’s counseling skills in the school setting within the context of the larger school counseling program.

Rationale: The purpose of this course is to provide the student with the necessary theoretical knowledge and experience bases to prepare them for counseling students and clients in the areas of career choice, career planning and career adjustment. A concomitant purpose of the course is to assist students in understanding the central role of work in lifestyle and in one’s developmental processes.

Program Statement

The Counselor Education program prepares counselors to serve students, school staff, families and the community at large. To be prepared to work with these constituents effectively, students must be able to perform adequately in academic work, conduct themselves in an appropriate
interpersonal manner and be open to opportunities for personal exploration and growth. A student’s continuation in the program may be delayed if his or her academic performance, interpersonal or emotional wellbeing interferes with learning or the operation of the program.

Students have the right and personal responsibility to only share or disclose issues and information with which they feel comfortable. If at any time during the group process you feel discomfort or unable to continue, you can request to stop any group activity. This applies for the class groups and the Titan Traverse. However, if you find yourself very uncomfortable with the nature and activities required by this course as well as the counseling practice and issues one must face, you may prefer to drop this course.

Course Requirements

1. Faculty Supervisor - Site Supervisor Conference Call – I will contact your site supervisor by phone/Skype to discuss course requirements, examine the evaluation process and review and complete the Practicum Training Agreement during the beginning of the course. If you are able to join us, I encourage you to join us. If you are unable to do so, your first responsibility in the school will be to review the training agreement and the requirements. Additional contact by email and phone may be made periodically throughout the semester. Be sure to review the School Counseling program handbook to ensure your site, site supervisor, and activities meet the requirements.

2. Clearances – Regardless of whether or not you are already employed in a school setting, you will need to provide copies of your clearances. These can be scanned and submitted via the D2L drop box. These clearances will be kept on file with the School Counseling Program Coordinator in accordance with PDE/ODE guidelines.

3. Private Liability Insurance – You are required to maintain private professional liability insurance throughout the duration of the practicum and internship. This is true even if you are covered by your district’s insurance policy as a teacher. A copy of the insurance contract is required by the first class meeting. You can get free liability insurance if you get a student membership in ASCA. You can also purchase a student policy at cphins.com at a reasonable rate.

4. Supervision Meetings: Students must attend all scheduled supervision meetings unless there is a contractual obligation, illness or family emergency. If you anticipate an absence, please inform the instructor immediately. At least 3 scheduled phone/Skype conferences will be required throughout the course. These meetings may consist of 1 on 1 supervision with your
instructor or group supervision with multiple members of the course. Let me know of anything that would affect your attendance or your work at the school.

5. **School Based Supervision** – You and your supervisor must meet at least once a week for supervision that focuses on your development as a counselor. You will provide a listing the major points of your meeting and the areas of performance that you will work on during the following week. This should be done by placing your weekly notes in the D2L drop box. This time can be counted as indirect hours.

6. **Direct Service Activities** – The School Counseling Practicum is a 100-hour field placement that requires a minimum of 40% (40 clock hours) of direct counseling contact with students or parents and family members.

7. **Individual, Dyadic and Triadic Supervision** – Regular supervision meetings are scheduled throughout the semester and may be in various formats.

**Written and Other Assignments**

1. **Practicum Plan** – You will describe a general plan for your practicum that you will make in cooperation with your supervisor that will include the following items. This is a plan, and as such it is amenable to modification. The purpose of the plan is to stimulate goal directed dialogue between you and your supervisor that will result in the identification of learning goals and the activities that your supervisor will be able to make available to you. Write a brief description of this plan and post it to the course site. The completed plan should be posted in the D2L drop box. The following is what should be included in the plan:
   a. A brief written description of how you and your supervisor plan for your gradual movement from observing school counseling that is conducted by your supervisor and other counselors in the department to more independent activities. Note: this does not preclude ongoing observation, co-counseling, etc. that form valuable learning experiences throughout the practicum. Remember, that it is unlikely that you will be working with students on your own until you and your supervisor develop sufficient mutual trust and this only occurs with time with one another.
   b. The day of the week and time that you have set aside for supervision.
   c. Times and days of the week that you plan to work on the practicum.
   d. The types of student “problems” or “issues” that you hope to learn about and address in counseling.
   e. The school counseling activities you will be engaged in during the practicum experience. Please be as specific as possible. Identify the domains that your activities fall under: academic, career, personal/social.
**Liability Insurance:** ASCA provides Liability Insurance for students who are members. Visit http://www.schoolcounselor.org/school-counselors-members/member-benefits-info/liability-insurance for details.

2. **Practicum Log & Reflective Journal**- Students will maintain a log of activities that will be submitted for review. Record your hours in quarter hour increments (e.g., 15 minutes = .25, half an hour = .5, three quarters of an hour = .75, one hour = 1.0, etc.). You will maintain a weekly reflective journal that describes your experience. This will be posted in the D2L drop box for the course.

3. **Discussion postings** – Each week, you will be asked to post a portion of your reflective journal to discuss with the instructor and your peers. This feedback is crucial to assist you with issues, problems, and challenges during your practicum experience. You will be asked to respond to at least two of your peers each week as well. Initial posts for discussions are due on Thursdays by midnight. Two replies are due by Sunday at midnight. Substantive posts should be at least 2-3 sizable paragraphs in length. Paragraphs are 4 sentences or more. Replies should meet the same criteria and include comments/questions aimed at continuing the dialogue. Make sure you only post what you are comfortable sharing with the class and discussing.

4. **Practicum Summary** – Examine the following items, discuss with your supervisor and write a brief report about your findings and reactions. If the items do not exist, are ambiguous or cannot be accessed, describe your evaluative reaction to this fact. This will be posted in the D2L drop box for the course.
   a. School counselor job description. You may scan this document to post if needed, if one exists.
   b. School counseling program description. Use an official description if one is available. Otherwise, describe it yourself.
   c. Departmental mission statement if one exists. You may post a link if needed; scan the document, cut/paste, etc.
   d. School website and counseling program website, you should describe the site briefly and provide a link, if it exists.
   e. Pertinent policies and procedures of the school counseling program, building and district with special attention to those related to suicide, homicide, harming self, threats to others, intruders, releasing information. This will require a summary of the policies and procedures based on your review.
End of the Semester Documentation

1. Practicum Report: Each student will write a report at the end of the semester describing the knowledge gained, the skills developed during the practicum. This report should be no longer than one page and should be APA formatted. A general description of the following areas should be provided:

   a. Date, place, supervisor and principal, number of hours completed
   b. Very general description of student body and community characteristics.
   c. The student/school needs that you addressed throughout your practicum. Your log will provide a clear reference for the content for the report.
   d. A listing of the skills developed, knowledge gained and student issues addressed.

2. Practicum Performance Evaluation: Your supervisor will be asked to provide ongoing formative assessment and feedback throughout the semester regarding your performance in your supervision meetings. Your supervisor should complete an end of the semester summative evaluation and review this with you to before submitting to the instructor. Inform your site supervisor well in advance of the necessity to complete this form to permit sufficient time for completion and review with you. Make sure that both of you sign the completed form.

Other Critical Issues Related to Your Work as a Practicum Student

1. Informed Consent: All students, parents, colleagues or others must be informed of your counselor trainee status and the title “School Counselor Intern” or “School Counselor Trainee” should be used with all documentation and verbal communication with anyone.

2. Professionalism and Ethical Practice: Students are required to follow ASCA Code for Ethical Practice (schoolcounselor.org) and the Code of Professional Conduct for Pennsylvania Educators (www.westminster.edu/grad) at the practicum site, on campus and in your public life. Professionalism includes, but is not limited to, promptness, collegiality, follow through on assignments, appropriate dress and presentation of self, willingness to receive and respond to feedback, respectful interactions with school and campus based supervisors and administrators, checking in/communicating as planned with the school counseling supervisor, practicing within the scope of one’s training, etc.. The codes of ethics noted above, may be accessed via the graduate program webpage at www.westminster.edu/grad. Breaches in ethics will be addressed immediately. Consequences will range from remediation to flunking the course and expulsion.
Problems at the Practicum/Internship Site

Any problem with the practicum including getting appropriate work to complete, difficulties with
the supervisor or any other school personnel or problems in your personal life which affects your
ability to complete the hours or the quality of the experience must be immediately reported to
your instructor.

Student-related problems, especially those relating to student safety, should be discussed with
school counseling supervisor immediately. After you have resolved the incident with your
supervisor, you must your instructor after having received supervision from your supervisor.

Important! Every instance of violence, suspicion or actual threats of violence toward self or
others, or issues related to your safety or student safety should immediately be reported to your
school counseling supervisor or his/her designee. Your instructor must also be notified after you
have dealt with the issue with your supervisor. A thorough understanding of your district’s
policies and procedures and your compliance with them is essential to your success as a School
Counseling Practicum student.

Professional Development Policy

The Counselor Education program prepares school counselors to serve students, school staff,
families and the community at large. To be prepared to work with these constituents effectively,
students must be able to perform adequately in academic work, conduct themselves in an
appropriate professional and interpersonal manner and be open to opportunities for personal
exploration and growth. If you find that you are unable or unwilling to do this, you may wish to
withdraw from the class. If, however, the nature of self-exploration and discovery in a
confidential setting is disturbing to you, you may wish to reconsider your reasons for entering
into this profession. A student’s continuation in the program may be delayed or ended if his or
her academic or fieldwork performance, ethical decision making, interpersonal or emotional
functioning interferes with learning or the operation of the program.

Time Requirements

Fieldwork places considerable time demands on a student. If you do not believe that you will
have sufficient time to dedicate to this class, you may wish to take it at another time. Remaining
in class implies your understanding of these conditions and your consent to engage in this
process.


ACA Code of Ethics at [www.counseling.org](http://www.counseling.org)
Pennsylvania’s Code of Professional Practice and Conduct for Educators.

Academic Integrity

Students are expected to adhere to the highest standards of academic integrity. Plagiarism, cheating and class disruptiveness is not permitted. Students should be intimately familiar with Westminster College’s Academic Integrity Policy. The Westminster Policy provides a detailed description of what is considered academic integrity, behaviors which are viewed as breaches of the policy, the procedures that will be followed in every case of violation of the policy and the consequences of violating the policy. Students are also required to follow the Pennsylvania Code for Professional Practice and Conduct. Failure to access and to become familiar with either code is not justifiable excuses. All written work will be electronically submitted to Turnitin.com, a plagiarism detection service. Details about this service will be described in class.

Cheating on exams or assignments, plagiarism, or class disruptiveness may result in penalties ranging from an “F” on an assignment or the course to expulsion, depending on the seriousness of the offense. Unless specifically described, all assignments are to be done individually and not in groups.

Disability Policy

Students who desire some form of accommodation for a diagnosed learning disability or physical problem must inform their instructors at the beginning of each semester (within two weeks) as to the nature of the disability and type of accommodation requested. If the disability or physical problem is diagnosed during the semester, students should inform their instructors immediately of the problem and accommodations needed. Student with disabilities should also inform the Disabilities Coordinator in the Office of Student Affairs, who is available to assist in evaluating the disability and to facilitate communication between the College and the student in considering special accommodations. The type of accommodation provided will depend on the needs of the student, the circumstances of the student’s classes, and the resources of the College.
Grading

Of all possible points = A+
96-100 = A
92-93 = A-
90-91 = B+
84-89 = B
82-83 = B-
80-81 = C+
74-79 = C
72-73 = C-
65-71 = D
Below 65 = Failure of course

Assignment Point Values

Discussions (10pts x 8) = 80pts
Reflections (10pts x 8) = 80pts
Practicum Training Agreement (5pts x 1) = 5pts
Clearances (10pts x 1) = 10pts
Proof of Insurance (5pts x 1) = 5pts
Fieldwork Logs (10pts x 1) = 10pts
Practicum Evaluation (10pts x 1) = 10pts
Practicum Plan (50pts x 1) = 50pts
Practicum Summary (50pts x 1) = 50pts

Total Points Possible: 300 pts.

Practicum Course Schedule
<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics</th>
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<tbody>
<tr>
<td>Week One</td>
<td>Beginning Fieldwork</td>
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<tr>
<td>Week Two</td>
<td>First Experiences *Practicum Plan Due</td>
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<tr>
<td>Week Three</td>
<td>Processes of School Counseling</td>
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<td>Week Four</td>
<td>Social and Cultural Issues in School Counseling</td>
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<td>Week Five</td>
<td>Managing Burnout with Professional Identity as a Support Factor</td>
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<td>Week Six</td>
<td>School Counselor as a Leader in the School</td>
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<td>Week Seven</td>
<td>Professionalism and ethical practice</td>
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<td>Week Eight</td>
<td>Assessment of the Experience</td>
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<td></td>
<td>• Practicum Report Due</td>
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<td></td>
<td>• Practicum Evaluation by Supervisor Due</td>
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<td>• All Logs and Journals Due</td>
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**PDE Standards**

I.B.~ Physiological and psychological growth and development of individuals with emphasis on adolescents and young adults

I.C.~ Social and cultural influences on adolescent development
I.D.~ Theories, models and processes of counseling and consultation
I.F.~ Assessment techniques
I.J.~ Characteristics and identification of the range of exceptional students
I.K.~ Identification and provision of services for at-risk youth and special needs students I.~ Technology for information management and processing, program management and communication
C.~ Social and cultural influences on adolescent and development