MCC 693: Clinical Internship III

3 Graduate Credit Hours, 10 Week Course Syllabus

Instructor: [Instructor Name]
Office Phone: [Phone Number]
Office Location: [Office Location]
Office Hours: [Office Hours]
Email address: [Email Address]
BEST way to reach me: [Best Way to Reach]

Required Course Texts: None

Prerequisites: Successful completion of MCC 692.

Catalog Description: The Internship is an advanced clinical, experiential course designed to strengthen student’s skills and understanding of the practice of clinical mental health counseling through supervised practice. In this course, students will complete 200 hours of supervised practice, forty-percent of the hours must be direct service with clients/patients/consumers. A minimum of 10 hours of leading or co-leading groupwork is required prior to Internship III. Additionally, students will attend weekly class led by Program Faculty designed to deepen their learning and growth at the Internship site.

Purpose: This course is designed to support students during their first clinical internship.

LEARNING OBJECTIVES
Upon completion of this course, students should be able to:

<table>
<thead>
<tr>
<th>Knowledge Standards</th>
<th>How/where covered and measured</th>
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<tbody>
<tr>
<td>II.G.5.b</td>
<td>Develop understanding of counselor characteristics and behaviors that influence helping processes</td>
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<table>
<thead>
<tr>
<th>Skill Standards</th>
<th>How/where covered and measured</th>
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<tr>
<td>II.G.5.c</td>
<td>Develop essential interviewing and counseling skills</td>
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<tr>
<td>CMHC B.1</td>
<td>Demonstrates the ability to apply and adhere to ethical and legal standards in clinical mental health counseling.</td>
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<td>CMHC D.4</td>
<td>Applies effective strategies to promote client understanding of and access to a variety of community resources.</td>
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<td>CMHC D.5</td>
<td>Demonstrates appropriate use of culturally responsive individual, couple, family, group, and systems modalities for initiating, maintaining, and terminating counseling.</td>
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<td>CMHC D.7</td>
<td>Applies current record-keeping standards related to clinical mental health counseling.</td>
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<tr>
<td>CMHC L.1</td>
<td>Demonstrates appropriate use of diagnostic tools, including the current edition of the DSM, to describe the symptoms and clinical presentation of clients with mental and emotional impairments.</td>
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<tr>
<td>CMHC L.2</td>
<td>Is able to conceptualize an accurate multi-axial diagnosis of disorders presented by a client and discuss the differential diagnosis with collaborating professionals.</td>
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**Residential and Online Class Attendance Policy**

**Attendance is mandatory.** You are expected to attend every class meeting. Our weekly sessions are required for successful completion of the course. **As this is a Pass/Fail course, if you miss more than one class meeting, you will Fail the course.** If you do need to miss a class meeting due to some emergency, please contact the instructor prior to the class session if at all possible.

**Instructor Communication Policy:**

I will make every effort to communicate with you within 48 hours (not including weekends or holidays). E-mail is the most efficient way to communicate with me. Additionally, please make sure to have your updated e-mail in the Bellevue University system, as that is how I will communicate with you. If you have multiple e-mails, you can go into the system to have e-mail automatically forwarded to other e-mails. I would suggest simply using your assigned Bellevue University e-mail. Regardless of what e-mail you choose, make sure to have it updated so you do not miss any correspondence related to the course.

**Student Expectations:**

Students are expected to embody and display professional interactions and behaviors in all aspects of this course. This behaviors and interactions reflect those commonly expected from professional
counselors and human services professionals. This includes, but is not limited to, respectful dialogue and interactions with faculty, students, and staff. Students not maintaining professional behavior will be advised; and, this advisement will be part of the documentation of the student’s progress and performance in the program. Additionally, if warranted, further action may be taken to address inappropriate or unacceptable behavior, which may include removal from the course and/or program.

In the Counseling Practicum & Clinical Internships, faculty will complete the Personal and Professional Dispositions Form on each student at the end of the course. This is a formal assessment of our expectations of you as a professional.

*All assignments in the course should be completed using the most recent publication of the APA manual, especially with regards to writing academic papers.*

*Note – all assignments are to be submitted electronically in Word format.*

**INTERNSHIP ACTIVITIES**

**Weekly Face to Face/Online Synchronous Class Sessions (200 points possible)**

(Meets CACREP Standards III.G.3; III.G.4; III.G.6):

Students will meet weekly for 1 1/2 hour class sessions led by a Program Faculty Instructor. This face to face or online synchronous session is designed to provide faculty support and guidance to students during the Internship.

Students must come prepared to the weekly sessions with recent reflections and notes regarding experiences and insights related to your Internship Site work. Use this class time to explore areas of strength and areas for growth, as well as wonders about diagnosis, client dynamics, supervision process, the organization/system of your site, and other related insights and concerns.

Your Faculty Instructor will guide education and discussion based on the needs of the students in the Internship class. So be sure to speak up for what you need. Additionally, your Faculty Instructor will provide summative feedback through the *Personal and Professional Disposition Form* and *Faculty Evaluation Form* at the close of the term.

| Masters of Clinical Counseling Synchronous Online Discussion Grading Rubric |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| **Criteria**                    | **Unacceptable**         | **Needs Improvement**    | **Competent**            | **Excellent**           |
| **Content and Presentation**    | Does not participate     | Engages in the discussion but discussion lacks depth or is incomplete. Student does not initiate discussion or provide facilitative feedback to peers. Student does not | Engages in discussion by raising topics for exploration, as well as providing facilitative feedback to peers. Student does not demonstrate a high level of | Fully engages in discussion by raising topics for exploration, as well as providing facilitative feedback to peers. Demonstrates growth in openness and willingness to |
| *(up to 20 points)*            | *(0 points)*             |                          |                          |                          |
Masters of Clinical Counseling Residential Class Discussion Grading Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Unacceptable (up to 20 points)</th>
<th>Needs Improvement</th>
<th>Competent</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content and Presentation</td>
<td>Does not participate (0 points)</td>
<td>Engages in the discussion but discussion lacks depth or is incomplete. Student does not initiate discussion or provide facilitative feedback to peers. Student does not demonstrate openness and willingness to self-explore. (15 points or less)</td>
<td>Engages in discussion by raising topics for exploration, as well as providing facilitative feedback to peers. Student does not demonstrate a high level of openness and willingness to self-explore.</td>
<td>Fully engages in discussion by raising topics for exploration, as well as providing facilitative feedback to peers. Demonstrates growth in openness and willingness to self-explore. (19-20 points)</td>
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Clinical Hours (Meets CACREP Standards III.G.1):
To graduate, students are required to complete 600 clinical hours total across Internship I, II, and III. The goal is to obtain 200 hours during each of the three Internship terms. Forty percent (40%) of the 600 hours or 240 hours must be Direct Service (e.g., individual, group and family counseling). Hours beyond 240 may be Direct or Indirect (e.g., supervision, clinical documentation) hours. See the Clinical Manual for further discussion.

During this course and each of the three Internships, you need to complete 200 hours minimum to pass the course and move onto the next Internship. If you accrue more than 200 hours, they can be “rolled-over” into your next internship term. Should your state licensure board require more than 600 hours of Internship, it is your responsibility to collect the necessary hours during your Internship courses.

Additionally, you are required to complete 10 hours as the leader or co-leader of groupwork sessions prior to Internship III. Your supervisor will attest to your completion of the 10 hours of groupwork experience on the Internship Final Evaluation Form.

NOTE: Students earn Indirect hours for participation in 1.5 hours per week class meeting and the 1 hour weekly supervision session with site supervisor. This can be added into the Indirect Hours on the Internship Final Evaluation Form.
EMERGENCIES at your site:
Should you experience an emergency at your Site which involves ethics, safety of client or yourself, supervision conflict, or other experience out of the ordinary, contact me on my cell phone: Your first call will be to your Site supervisor to obtain guidance of how to proceed, and the next call will be to me as your Faculty supervisor.

Weekly Face to Face (individual and/or triadic) supervision with registered Site Supervisor (Meets CACREP Standard III.G.2; III.G.4):
The following documents are required to be enrolled in Clinical Internship:

- Clinical Internship Application
- Clinical Internship Agreement
- Proof of current Malpractice Insurance

These documents are required to be enrolled in Clinical Internship. If you need to change your Site Supervisor during your Internship, you are required to have your new supervisor approved through a new Site/Site Supervisor Data Sheet and a new Internship Agreement. Contact the Clinical Coordinator for assistance with this process.

Weekly Clinical Supervision (individual and/or triadic) is required.
This is an opportunity for you to grow through examination of the development of your counseling skills and theoretical understanding of client concerns; relationship dynamics with clients; diagnosis, clinical documentation and other knowledge skills applicable to your Internship site. Your Site Supervisor will act as guide, teacher, mentor and evaluator during your Internship experience. Your Site Supervisor will meet with you for supervision, and connect with the Faculty Instructor throughout the term for ongoing evaluation. Your Site Supervisor will use the Internship Evaluation Form for summative evaluation.

Faculty bi-weekly contact with Site Supervisor (Meets CACREP Standard III.F.2):
A MSCC Program Faculty Instructor will make bi-weekly contact with your Site Supervisor regarding your progress at the counseling site. You will be asked to supply the instructor with your Site Supervisor’s contact information and update it as needed. See assignment in course.

ASSIGNMENTS
This documents must be placed in the internship Blackboard course during the first week of class.

- Site Supervisor Contact Information Form (Pass/Fail)

Intake Summary Report (100 points)
ASSESSMENT PROBE: Meets CMHC Standards L.1 and L.2

This assignment is a demonstration of many skills you have learned throughout the program. Using your interviewing, assessment, diagnostic, treatment planning, and writing skills, you will complete an Intake Summary Report on a current client at your Internship site. You will maintain your client’s confidentiality by not using the clients name, changing other identifying information in the report, and deleting the file once you have submitted the assignment.
Your Intake Summary Report will include these sections:
Identifying information
Presenting Problem
Mental Status Exam
Psychiatric Information
Medical History
Substance Abuse Screen
Diagnosis
Assessment Summary
Treatment Plan

The Format you should use if included in the Blackboard assignment.

**Intake Summary Report RUBRIC**

<table>
<thead>
<tr>
<th>Content</th>
<th>Novice 59 points or less</th>
<th>Competent 60-63 points</th>
<th>Proficient 64-76 points</th>
<th>Exemplary 77-80 points</th>
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<tbody>
<tr>
<td></td>
<td>Did not complete assignment as outlined.</td>
<td>Report includes a limited history; MSE and risk assessment may be incomplete or unclear; diagnosis based on the case presented may be incorrect or presented incorrectly. Treatment plan unclear and/or incomplete.</td>
<td>Report includes mostly thorough history; generally clear and complete MSE and risk assessment; and an accurate diagnosis based on the case presented. Treatment plan is complete and targets outlined concerns.</td>
<td>Report includes thorough history, clear and complete MSE and risk assessment, and an accurate diagnosis based on the case presented. Treatment plan very thorough and fully targets outlined concerns.</td>
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<tr>
<th>Writing</th>
<th>Novice 12 points or less</th>
<th>Competent 13-15 points</th>
<th>Proficient 16-18 points</th>
<th>Exemplary 19-20 points</th>
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<tr>
<td></td>
<td>Writing style lacked clarity and included multiple typographical and/or grammatical errors. Assigned format not followed.</td>
<td>Writing style lacked clarity and included multiple typographical and/or grammatical errors. Assigned format may/may not have been followed.</td>
<td>Writing was mostly clear and included one or two typographical and/or grammatical errors. Assigned format followed,</td>
<td>Writing was very clear and well organized. No typographical and/or grammatical errors. Assigned format followed exactly.</td>
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**Creative Arts Final Project (100 points)**
**Purpose:** To help you take the time to do a serious reflection of your experience as a graduate student in counseling as you near completion, and to allow your creative self to share that with each of us in class.

**Three Steps:**
- Take time to reflect on your experience in the Program – your “book” learning, your personal learning, your interpersonal learning and experiences, your development as a student, your development as a counselor, and your development as a professional. Do this before, during, and after your project.
- Choose a creative medium which makes sense to you, to develop and share a representation of these reflections. Mediums used in the past include poetry, short story, music, drawing/painting, collage work, sculpture, photography (slide show), video presentation (YouTube). And any other creative medium that calls to you (and you can share with us) will work!

Determine method for sharing your creative arts project in 5-7 minutes in our Internship class. Powerpoint slides work well for print arts and even for song and poetry – so we can read along and truly “get it” as you perform it. Video can be posted on a private channel on YouTube. Just holding up your project for us to see with the cameras in Collaborate does not work well. If it is sculpture – several photos of various angles will help, as well as showing the piece via your camera to get an idea of size etc.

If you want us to view Powerpoint slides or photos, send them to us in the course MAIL in advance of our Final class. This way, we can access them when you are presenting to us.

- Share your project (5-7 minutes) during our final class session and let us get a glimpse of all this has meant to you.

**Creative Arts Final Project RUBRIC**

<table>
<thead>
<tr>
<th>Content</th>
<th>Novice 74 points or less</th>
<th>Competent 75-84 points</th>
<th>Proficient 85-95 points</th>
<th>Exemplary 96-100 points</th>
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<tbody>
<tr>
<td>Did not complete assignment as outlined.</td>
<td>Project included adequate self-analysis of both personal and professional development. Method selected adequately depicted student perspectives. Presentation was</td>
<td>Project included clear self-analysis of both personal and professional development. Method selected depicted student perspectives well. Presentation was mostly well prepared.</td>
<td>Project included excellent self-analysis of both personal and professional development. Method selected depicted student perspectives excellently. Presentation was</td>
<td></td>
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</table>
Final Site Paperwork:
To successfully complete this course, you must submit the following required paperwork by the Due Date posted in Blackboard.

- **Clinical Internship Evaluation Form (200 points)**
- **Student Evaluation of Site (100 points)**

Forms are included as assignments in Blackboard and in the Clinical Manual. See Clinical Manual for more details.

**Final course grades** will be computed as a total percentage of points earned.

- Possible Points: 700
  - Pass = 80% or greater: 560 points minimum
  - Fail = < 80% = 559 or fewer points

**REMINDER:** If you do not earn a minimum of 80% on the assessment probes (Intake Summary Report) – you will be given one opportunity to revise the probe. If you still fail to meet the 80% required grade, you will fail the course and need to retake it.

Please note per Bellevue University policy, students must earn a letter grade of C or above to pass a graduate course without being required to retake the class. Earning a letter grade of C- or below necessitates retaking the course, which is at the student’s expense. Additionally, regardless of grades in individual courses, students are required to maintain an overall cumulative GPA of 3.0. If a student falls below this threshold they will be placed on academic probation, and may subsequently be dismissed from the program.

**Assignment Grading and Feedback**

Normally feedback on assignments will be provided within one week of the due date – for all assignments submitted on time. This means, for instance, that grading for week one will typically be complete by the end of week 2. If you have any questions about feedback, please reach out to your instructor.

**Late Work Policy:**

Because of the nature of an online learning environment, no late discussion board posts or exams will be accepted. Other late assignments will receive a penalty deduction of 10%. Assignments more than two weeks late will not be accepted. At the instructor’s discretion, exceptions can be made to this policy; however, exceptions would typically constitute documented illnesses or emergencies. Having heavy workloads, both with school and work commitments, family functions, and vacations are examples of non-approved exceptions. Students who foresee issues
with their schedules and plans should be proactive and plan to accommodate for these issues by completing assignments prior to the due date or working with the instructor for alternative arrangements.

**MSCC Academic Honesty Policy:**

The Master of Science in Clinical Counseling of Bellevue University Academic Honesty Policy is in addition to the overall University Policy. Any time students commit academic dishonesty they show little concern for their own personal sense of integrity, and they infringe on the rights of all other members of the academic community. The following definitions and examples are forms of academic integrity violations:

**Cheating.** No student shall use or attempt to use materials, notes, or information from another student for normal course work that is intended to be done on an individual basis, either in class or out of class. Examples include, but are not limited to: (1) copying from another person’s research, paper, test or quiz, (2) using testing aids during a test where no permission has been given by the Instructor, (3) copying another’s work, (4) collaborating on any written work, without specific permission by the Instructor, or (5) allowing another person to do your work, (6) taking an exam for another student or (7) allowing another person to take an exam for you.

**Multiple Submissions.** No students shall submit a paper (in part or in whole) or any other assignment (in part or in whole) which was submitted for academic credit for any other course.

**Plagiarism.** No student shall present the work of another person as their own without the specific citation of the original author. Examples include, but are not limited to: (1) the use of another’s complete sentences or key words without quotation marks and accurate citations, (2) graphs and charts, or (3) ideas and information provided by another. Computer programs, files, and web pages must also be utilized only with the inclusion of a citation referencing or indicating the original source of the file and/or program.

**Consequences of Academic Dishonesty.** The first violation of the academic policy will result in a score of zero for the assignment, paper, exam, etc. The incident (including supporting documentation) will be reported to the Program Director who will keep the record of the incident on file until the student graduates from the program. The program director will forward the information about the violation to the office of Student Affairs. If a second violation of the academic honesty policy occurs, the student will receive a failing grade in the course in which the violation occurred. The incident (with supporting documentation) will again be reported to the Program Director who will keep the record of the incident on file until the student graduates from the program. This incident will be reported to the office of Student Affairs. If a third incident occurs, the student will be removed from MSCC program with no opportunity to return to the program. The student may appeal decisions regarding Academic Dishonesty as per the university policy.

**Need to Change Assignments and Requirements:** While not typical, the instructor reserves the right to make any necessary changes to the course as needed, which may include but is not limited to, readings, point values, assignments, grading
criteria, due dates, exams, and corrections to unforeseen errors in any aspect of the course. The instructor will provide students with notifications of any changes, and will provide students an opportunity to adjust to these changes in a timely and reasonable manner determined by the instructor.

Course Topics

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Major assignments</th>
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<tbody>
<tr>
<td>Week #1</td>
<td>Welcome &amp; Orientation; Discussion of Sites, Goals for Internship III</td>
<td>*Site Supervisor Contact  &lt;br&gt; *Information Form;  &lt;br&gt; *Malpractice Insurance</td>
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<tr>
<td>Week #2</td>
<td>Legal and ethical standards in practice</td>
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<td>Week #3</td>
<td>Intake assessment and diagnosis</td>
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<td>Week #4</td>
<td>Case Discussion</td>
<td></td>
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<td>Week #5</td>
<td>Clinical Supervision process trouble shooting</td>
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<td>Week #6</td>
<td>Emergency management systems and ER response</td>
<td>*Intake Summary Report DUE</td>
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<td>Week #7</td>
<td>Termination and referral in therapeutic relationships</td>
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<td>Week #8</td>
<td>Career development of counselors – first positions, licensure and supervision</td>
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<td>Week #9</td>
<td>Review of key experiences during Internship</td>
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<tr>
<td>Week #10</td>
<td>Creative Arts Final Project Presentations</td>
<td>*Creative Arts Final Project  &lt;br&gt; *Clinical Internship Evaluation Form  &lt;br&gt; *Student Evaluation of Site</td>
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</tbody>
</table>