**Wake Forest University** **Department of Counseling**

**CNS 744b: Clinical Mental Health Internship I**

**Fall 2021; Wednesdays, 12:15 – 1:45, Greene 311**

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**Office Hours:** By appointment

**Course Overview**

Internship is a highly individualized learning experience that provides opportunities for growth in skills, knowledge, and personal development. In Internship, you will be provided the opportunity to increase understanding of yourself and your impact on others as well as augment your understanding of your clinical setting. Internship meetings will be composed of various experiences to be determined by the needs, abilities, and concerns of the group members and supervisor. Activities will be designed to facilitate growth in specific counseling skills, case conceptualization skills, self-awareness, and professional identity development.

**Internship Overview**

You will complete internship courses that together total a minimum of 600 hours of experience in a clinical mental health counseling site, with a minimum of 240 hours of direct client contact. University supervision, including group and individual supervision meetings, are included as part of the 600 hour minimum requirement. See your Clinical Experience Manual for examples of direct and indirect service hours. The requirements for each semester of internship are as follows:

* 200, 300, or 600 Hours of work in an approved clinical mental health setting over a period of one full semester, according to the credit hours you have elected for the course, including:
  + A proportional number of direct client contact hours(i.e., 80, 120, or 240 hours) and
  + 14 hours of individual supervision with your site supervisor (i.e., 1 hour of individual site supervision per week).
* 21 Hours of group supervision (1.5 hours per week) with your university supervisor and student colleagues, and at least 3 hours of individual supervision with your university supervisor. Additional individual supervision may be required at the discretion of your instructor.
* Direct and indirect hours at your site suggest a time-based requirement, but merely completing these hours will not meet the expectations for this course; counseling students must develop clinically, professionally, and personally in order to fulfill the requirements for this course.

**Recommended Texts and Readings**

Jongsma Jr., A. E., Bruce, T. J., & Peterson, L. M. (2014). *The Complete Adult Psychotherapy Treatment Planner: Includes DSM-5 Updates (5 ed.):Wiley.*

**Learning Outcome Objectives: Knowledge and Skills**

From Section 3 of CACREP’s 2016 standards:

1. Students are covered by individual professional counseling liability insurance policies while enrolled in practicum and internship.
2. Supervision of practicum and internship students includes program-appropriate audio/video recordings and/or live supervision of students’ interactions with clients.
3. Formative and summative evaluations of the student’s counseling performance and ability to integrate and apply knowledge are conducted as part of the student’s practicum and internship.
4. Students have the opportunity to become familiar with a variety of professional activities and resources, including technological resources, during their practicum and internship.
5. In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group.
6. After successful completion of the practicum, students complete 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area.

Internship students complete **at least 240 clock hours of direct service.** You will need to complete 120 direct hours per semester (+/- 15 hours).

Internship students have weekly interaction with supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship, provided by the site supervisor (along with 3 additional hours with your university supervisor, per WFU course requirements).

Internship students participate in an average of 1½ hours per week of group supervision on a regular schedule throughout the internship. Group supervision must be provided by a counselor education program faculty member or a student supervisor who is under the supervision of a counselor education program faculty member.

**Methods of Instruction**

Instructional methods in this course include discussions and a variety of other supervision activities. Examples of such activities include:

* Role playing
* Case presentations
* Taping and critiquing
* Group interaction
* Skill development exercises
* Peer consultation, including giving and receiving feedback
* Selected assigned readings about current issues and challenges
* Self-assessment

**Expectations per WFU Counseling Department as related to CACREP 2016 Standards 3:D-E**

* Understand the complex interactions that characterize professional counseling organizations.
* Analyze policies, schedules, forms, and procedures of professional counseling organizations.
* Conduct yourself as a counseling professional, following an organization’s policies and procedures.
* Conduct yourself based on established professional counseling ethics and related laws.
* Understand diversity, need for advocacy, and social justice issues relevant to society.
* Demonstrate ability to implement counseling and consultation skills related to diversity, advocacy, and social justice issues.
* Understand basic counseling and interviewing skills.
* Perform basic counseling and interviewing skills.
* Perform basic skills when counseling, consulting, or collaborating with individuals and groups.
* Complete necessary client-related documentation (e.g., case notes, client records).
* Demonstrate ability to respond to crisis situations or personal traumas (e.g., suicidal/homicidal ideation or behavior, abuse, natural disasters).
* Understand the various professional roles performed by counselors.
* Perform in the various roles held by professional counselors.

**Student Expectations**

1. **Entering and Belonging:** Become familiar with the site in which you are working. Spend time becoming aware of the complex interactions that characterize the organization. Learn about policies, schedules, forms, and procedures. Your site supervisor will introduce you to staff members. As soon as you have finalized your schedule for being on site, please provide your university supervisor with telephone numbers and other contact information.
2. **Professional Behavior:** You and your site supervisor need to determine your site work hours and any scheduled time off – treat this just like a professional job. You are their employee in legal terms and need to follow all their policies and procedures (e.g., dress code, timeliness to work, who to contact when you will be missing work, confidentiality regulations, ethical and legal issues, record keeping, professional conduct, crisis and abuse reporting procedures). Please ask to see the policy manual within your first week on site. Also, please determine who you report to in instances when your on-site supervisor is not available. Remember you will also be asking for recommendations in the future for jobs, licensure, etc., so think about how you want to be remembered.
3. **Field Experiences:** Provision of clinical mental health counseling services in individual and group settings (see Overview for specific requirements).
4. **Confidentiality:** Information shared during group and individual supervision is confidential and should be treated as such. If you think there is a need to break confidentiality(i.e., duty to warn), consult with your site and university supervisors first.
5. **Skills:** Continue to build upon the skills that you developed in Practicum. Some areas of focus are:
   1. **Individual Counseling.** Practice and continue to improve your basic counseling and interviewing skills with individuals, including structuring a counseling session and following the lead of the client to build a helping relationship. Keep progress notes for all individual counseling sessions in accordance with the site requirements. If you are in a co-counseling role, discuss your observations with your site supervisors and with me.
   2. **Group Counseling.** Observe then co-lead groups before leading them yourself. Be prepared to show your overall plan for the groups, your method of evaluating the groups, and your reactions to the group leadership experience.
   3. **Consultation.** Participate in at least one consultation experience, if possible. This may include parent consultation, consultation with school personnel, peer review at the site, or consultation with other agencies(when appropriate).

**Student Responsibilities**

Note: Failure to complete tasks as assigned may prevent you from being able to complete the course.

1. **Insurance:** Obtain professional liability insurance **prior to beginning practicum and internship**.
2. **Consent to Record form:** Check to see if your site has a written consent-to-record form. If the site doesn’t have such a form, you may use the sample provided on the WFU Counseling Department website and modify as needed in conjunction with your site and university supervisors. **If you are modifying the WFU form or using your site’s form, please submit a blank copy to your university supervisor to review.** Talk with your site supervisor about recording issues. Some sites have special requirements or circumstances. Obtain permission to audio record counseling sessions during your first session with a client. If the client is a minor, the form needs to be signed by a parent or legal guardian. Talk to your site supervisor **BEFORE you send out a consent form to anyone.**
3. **Site Supervisor-Student Recording Agreement form:** You and your site supervisor sign this form in agreement that your signed consent to record forms will remain secured onsite.
4. **Ethical Guidelines for Internship and Practicum Students form:** Please review the form with your site supervisor.
5. **Professional disclosure statement form:** Revise your professional disclosure statement, which identifies you as an internship student from Wake Forest University.
6. **Practicum /Internship Learning Agreement form:** Develop and present an internship agreement signed by the student and the site supervisor, and approved by the university supervisor. Negotiation and modification of this contract may be required. Students should submit the completed and signed form, including a description of your site’s crisis protocols, **by the end of the first week of internship**.
7. **Learning Goals form:** Develop and submit a written statement of individual learning goals for internship. Goals should be clearly and specifically articulated and should address issues in the following four areas: specific counseling skills, case conceptualization skills, self awareness, and professional growth and development.
8. **Recordings:** You will record as many of your client sessions as you are able. You will submit **three client counseling sessions** (approximately 45-50 minutes in length, for a total of approximately 2.25 hours of recorded clinical work). If you are submitting group sessions for review, you must also submit individual sessions as well. Your recordings must be AUDIBLE. INAUDIBLE recordings will NOT be accepted, and you will be asked to produce more recordings. You must use Webex Pro to record your sessions. You MUST test your device and Webex Pro to make certain that the audio is clear and AUDIBLE. Remember, you will need to ensure that you can send the recording to your instructor.

Please remember that it is your responsibility to adhere to the highest standards for privacy, including HIPAA regulations, regarding client confidentiality. Do not include clients’ names or initials in any written communication (e.g., emails, recording review forms).

You are encouraged to record as many sessions as possible. **Your university supervisor and/or lead faculty instructor may request additional recordings and/or transcriptions of sessions at any time in order to assess your clinical skills.**

* 1. Recordings should comply with the host site’s policies.
  2. Students should ensure that clients have signed proper release forms, which include the notification that such recordings may be used for educational purposes.
  3. Listen to your recording before giving it to the faculty supervisor.
  4. All recordings should be accompanied by the Recording Review Form. You must give your supervisor adequate time to review your recording. Please turn it in for review at least 48 hours prior to your individual/triadic supervision session. (This does not include Saturday/Sunday.)

1. **Case presentations:** Make **at least one oral case presentation** to your supervision group. Turn in the Recording Review Form and your full recording at least 48 hours prior to your presentation. Follow the Guidelines for Oral Case Presentations on the Department website. You should use **one continuous segment of tape approximately 10 minutes long for your presentation**. Make a note on your write up about which 10 minute segment you plan to use. Students will sign up for presentation dates. This will count as one of your three required recordings. Additional opportunities to present cases may be required by your instructors, and/or requested by students. Student requests will be accommodated when time allows.
2. **On-site supervision:** Meet regularly (1x/week for 1 hour) with your site supervisor. \*Note: If there are any urgent, unusual, or otherwise pressing issues that supervisors need to be aware of, please notify your site and university supervisors as soon as possible (don’t wait until your next scheduled supervision meeting).
3. **Self-evaluation:** In lieu of a final examination, submit a self-evaluation paper (4-5 pages) that describes your personal and professional achievements during the internship. Discuss what you learned as a result of this experience and include goals for your next clinical experience.
4. **Participation:** Attend and actively participate in all weekly group and individual supervision sessions. **One absence** in group will be excused without penalty; however, each additional absence may result in a 10% deduction in your final grade. Excessive absences are unacceptable and may result in failure to receive credit for the course. Arriving late, leaving early, driving during session, and not being in a private space are not permitted and will negatively impact your grade. These behaviors will be treated as absences, as well as potential ethical/professional violations. If you are unable to attend a supervision session, please let your university supervisor know as soon as possible, as part of your demonstration of professional behaviors in this course.
5. **Other Forms:** There are several forms you will need to complete throughout the semester. Failure to submit required forms as assigned may prevent you from being able to proceed to internship. Also see checklist at the end of the syllabus.
   1. **Time Log:** Maintain a **weekly** time log recording your field experiences. Your completed time log will be reviewed regularly by your supervisors. Submit a log signed by your site supervisor at midterm and at the end of the semester.
   2. **Recording Review Form:** Submit a completed Recording Review Form with recordings as assigned.
   3. **Student Evaluation of Internship Experience Form:** This form is to be completed at the end of the semester. It provides information about your site and overall experience at your internship.
   4. **Evaluation of University Supervisor:** These confidential forms are available on the Department website. Forms should be emailed to Louise Schatz by the last day of the semester. This form is called “Practicum/Internship Student’s Evaluation of University Supervisor.”
   5. **Site Supervisor Evaluation of Student:** Review, sign, and submit the mid-semester and end of the semester evaluations of student completed by **site supervisor.**
   6. **University Supervisor Evaluation of Student:** Review, sign, and submit the mid-semester and end of the semester evaluations of student completed by university supervisor.

**Evaluation**

All requirements for and interactions regarding this course are opportunities to demonstrate your professional counseling knowledge and behavior. Grades on your midterm and final evaluations are earned based upon our observations of your clinical and professional competence in multiple areas (see evaluation form for specific domains). You will be evaluated on your clinical skills and professional dispositions as demonstrated in: your attendance (including being on time, in an appropriate setting, and with necessary technology); your session recordings and review forms; your contributions to and engagement in individual and group supervision; your openness to and integration of feedback; your timely completion of all course requirements (including all paperwork and required signatures); your professional, timely, and ethical communication with supervisors, clients, and colleagues; and other professional tasks.

Your university supervisor’s midterm evaluation, which will be informed by your site supervisor’s midterm evaluation, will account for **40% of your final grade**. Your university supervisor’s final evaluation, which will be informed by your site supervisor’s final evaluation, will account for **60% of your final grade**.

* A: Generally exceeds expectations
* A-: Generally meets expectations, exceeds expectations in some areas
* B+: Generally meets expectations
* B: Generally meets expectations, near expectations in some areas
* B-: Near expectations in multiple areas and/or below expectations or harmful in one or more key areas
* C+: Generally below expectations, near expectations in some areas
* C: Generally below expectations
* F: Harmful in one or more key areas, ethical violations, or other serious dispositional concerns; students who earn a grade of F will be reviewed by the WFU Student Progress Review Committee; students who receive an F at midterm may be immediately removed from their sites

*[Note: Numeric values for midterm and final evaluations are as follows: A=96, A-=91, B+=88, B=85, B-=81, C+=78, C=73, F=0]*

**Grade Scale for final grades** *[NOTE: Per Department and University policy, a grade of 82.5 is required in order to receive credit for clinical courses. Students who earn a grade of 82.49 or below will be required to re-take the course.]*

* A: 93-100
* A-: 90-92
* B+: 87-89
* B: 83-86
* B-: 80-82
* C+: 77-79
* C: 70-76
* F: 0-69

Assignments are due no later than 11:55 p.m. on the day that is listed in the assignments section. Unless arrangements have been made with the course instructors, students who submit late assignments will receive a 10% grade deduction for each day beyond the due date.

**Disability Accommodation Policy and Procedure**

Wake Forest University recognizes its responsibility for creating an institutional climate in which students with differing needs and abilities can thrive. If you have a disability that may require an accommodation for taking this course, please contact the Learning Assistance Center within the first two weeks of the semester at 117 Reynolda Hall, WFU, Winston- Salem, NC, 27109. Phone: 336-758-5929. Email: lacenter@wfu.edu

**Emergency Contingency Plan**

Disaster Planning/Catastrophic Event Policy: In the event the University calendar is disrupted by disaster or catastrophic event, please continue with the assigned lessons and adhere to the due dates of assignments and discussions. The instructor will be available by email or by phone, unless internet or phone is inaccessible.

**Academic Policies and Honor Code**

Every student is required to practice and adhere to the principle of academic integrity while undertaking studies with Wake Forest University. Maintaining academic integrity is considered an essential academic standard of every graduate course and program. The University does not tolerate academic dishonesty. The graduate faculty at Wake Forest has adopted a formal honor code to provide guidance for student conduct with respect to academic pursuits. Read the Graduate Student Academic Honor Code, which can be accessed at the [Graduate School website.](http://internal.graduate.wfu.edu/students/)

[(Links to an external site.)](http://internal.graduate.wfu.edu/students/)

Academic dishonesty may be an academic issue or a disciplinary issue, or both, depending on its pervasiveness and/or severity. Any student engaged in academic dishonesty may face reprimand, disciplinary warning, a lowered or failing grade(s), and/or probation or suspension from the course, academic program, or University; or expulsion from the University.

*The list that follows includes examples, although not all-inclusive, of academic dishonesty:*

* Purchase of term papers turned in as one’s own or writing the term paper(s) for another student.
* Submission of same term paper to another class without permission.
* Providing another student’s answers during an exam.
* Use of notes or book during exam when prohibited.
* Collaboration on homework or take-home exams when instruction called for independent work.
* Providing test question(s) to student(s) in another section of the class.
* Falsifying records or the fabrication of information and/or citation in an academic exercise.
* Violation of computer policies.
* **Plagiarism** is the appropriating or passing off as one’s work the writings, ideas, etc. of another. This includes (but not limited to) copying without giving credit due, forgery, literary theft, and expropriation of some other’s work. Plagiarism also includes electronic information of all types.
* Assisting someone in doing any of the above.

For the complete academic honesty policy and tips to avoid plagiarism, please see your student handbook.

**Mask Requirement:**

WFU mandates that “masks are required in all classes, labs and indoor office hours. If you do not have a mask properly covering your nose and mouth, you will not be allowed to join the class or lab, and it will be considered an unexcused absence.” Every member of this community is expected to follow the Protocols for the Fall 2021 Semester on the Our Way Forward website: [https://ourwayforward.wfu.edu/our.../fall-2021-protocols/](https://ourwayforward.wfu.edu/our-approach/fall-2021-protocols/?fbclid=IwAR2Qi6eM3rwzdf-fAmmMQw322Yenc3yyXhkoVoXvfydFqWQ8ZNG8X1G5cPk)

**Additional Academic Policies**

For further information on all academic policies, including the policies for adding and dropping a course, requesting a grade of incomplete, academic probation, termination of enrolment, reinstatement, and student and faculty expectations, see the Wake Forest University Student Handbook.

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| **Date Due** | **Assignment** |  | **CACREP Standard** |
| 8/25 | Obtain professional liability insurance |  |  |
| 9/1 | Ethical Guidelines for Internship Students form  Consent to Record Form  Site Supervisor-Student Recording Agreement  Professional Disclosure Statement  Crisis Protocols  Time Logs |  | 3.A, B, C, D, E, J |
| 9/8 | Learning Experience Form  Statement of Learning Goals  Time Logs |  | 3J |
| 9/15 | Case Presentation 1 with Recording Review Form  Time Logs |  | 3.B, D, J |
| 9/22 | Case Presentation 2 with Recording Review Form  1st Recording with Recording Review Form  Time Logs |  | 3.B, D, J |
| 9/29 | Case Presentation 3 with Recording Review Form  Time Logs |  | 3.B, D, J |
| 10/6 | Midterm Evaluation from Site Supervisor due  Signed Time Logs  Individual Supervision Meetings |  | 3.C |
| 10/13 | Case Presentation 4 with Recording Review Form  Time Logs |  | 3.B, D, J |
| 10/20 | Case Presentation 5 with Recording Review Form  Time Logs |  | 3.B, D, J |
| 10/27 | Case Presentation 6 with Recording Review Form  Time Logs |  | 3.B, D, J |
| 11/3 | Case Presentation 7 with Recording Review Form  Time Logs |  | 3.B, D, J |
| 11/10 | Case Presentation 8 with Recording Review Form  Time Logs |  | 3.B, D, J |
| 11/17 | 2nd Recording with Recording Review Form  Time Logs |  | 3.B, D, J |
| 11/24 | Thanksgiving Holiday, No Class |  |  |
| 12/1 | Final Evaluation from Site Supervisor due  Student Evaluation of Internship Experience form  Evaluation of University Supervisor  Signed Time Logs |  | 3.C, D |

*\* Schedule and assignments are subject to change at the discretion of the instructor based on the needs of the class.*