This syllabus is a representative sample for this course. Specific information such as texts, assignments, and schedule may vary by semester.

COURSE DESCRIPTION
Prerequisite: Permission of Instructor
Supervised counseling practices and comprehensive guidance activities in an approved school setting.

REQUIRED READINGS & MATERIALS
School Counseling Practicum and Internship Packet
Review of Counselor Education texts and appropriate professional journals.
Group Counseling for School Counselors

REQUIRED RESOURCES: LiveText
Students in this course are required by the College of Education to have an active LiveText account to track mastery of programs skills, competencies and critical assignments and to meet program and college accreditation requirements. Students must have an account within: the first four (4) weeks of the fall or spring semester, within the first three (3) weeks of summer session, or after the first class of a fast track course. Students who do not have an active LiveText account may have an academic hold placed on their record. Information regarding account activation is provided on the College of Education website, http://coe.fau.edu/livetext.

GUIDELINES USED IN DEVELOPING COURSE OBJECTIVES
2010 Florida Educators Accomplished Practices (FEAPs): 1.1, 2.1, 3.1, 3.2, 4.1, 5.1, 6.1, 7.1, 8.1, 9.1, 10.1, 11.1, 12.1
2010 Subject Area Competencies and Skills (SAC&S): 1.4, 1.5

CONCEPTUAL FRAMEWORK
As a reflective decision-maker the student will demonstrate the ability to make informed decisions, exhibit ethical behavior, and provide evidence of being a capable professional through the implementation of direct and indirect guidance and counseling activities with written and verbal feedback from peers and multiple evaluators.

COURSE OBJECTIVES
Upon completion of the course students will:
1. Become familiar with the practicum setting, guidance and counseling practices of the school as related to the school’s mission and National Standards for School Counseling Programs.
2. Apply theoretical knowledge about counseling from an advocacy perspective to the actual practice of school counseling including developmental strategies as well as strategies for prevention and early intervention of issues that may effect the development and functioning of students.
3. Demonstrate individual, group, classroom guidance approaches aimed at improved academic, career, and personal/social outcomes for all students.
4. Apply theoretical knowledge about consultation and coordination to actual practice from an advocacy perspective through case consultation and partnerships/teamwork with teachers and parents while accessing community resources.
5. Learn through supervision from the cooperating counselor the many roles and functions of the school guidance counselor including the relationship to the academic and student services programs.
6. Apply methods of program and action planning, implementation, and evaluation of a school-counseling program integrated into the total school curriculum through the use of data and emerging technology.

Last updated Dec. 2010
7. Increase knowledge of resources, including technology, available to students, parents, and teachers that promote informed academic, career, and personal/social development.
8. Demonstrate understanding of the role of diversity and equity issues in the particular school community including opportunities to enhance as well as barriers that may impede academic, career, and personal/social success and overall development.
9. Develop a professional approach and conduct themselves in an ethical and professional manner based on knowledge of professional codes; school based policies, laws, and legislation as well as personal characteristics that affect performance as a school counselor.

COURSE REQUIREMENTS AND EXPECTATIONS

Any student who does not meet expectations on a competency assessment is required to remediate on the assignment before earning a grade in the course. * Indicates a Competency Assessment Assignment

1. The Practicum consists of a minimum of 150 hours on site during the semester involving counseling and guidance related activities. You are expected to conduct as many counseling sessions as possible and as appropriate for the site. Individual counseling, small group counseling, classroom guidance, and consultation with parents/teachers must account for at least 60 (40%) of the hours. Non-direct hours in guidance related activities will be determined by the Coordinating Counselor and the University Supervisor. The preparation of a parent/teacher workshop using the workshop format is required.
2. Students will meet with the University Supervisor weekly for group supervision and for individual supervision. You should not miss any of the meetings unless you are sick. However, if you cannot attend please call in advance.
3. Summarize your counseling contacts and other activities weekly. Complete the Electronic Weekly Summary Log located at http://www.coe.fau.edu/counsel/interninfo.htm Print the form and have it signed by your site supervisor and submit it to your University Supervisor. Keep a copy of each for your own records.
4. Students will present a minimum of four video tapes* of counseling done at the practicum site during the semester. These tapes should include at least one individual, small group, consultation, and classroom guidance session. You should view your tape and complete a tape evaluation form* prior to sharing the tape in class. If the quality of the tape is poor (can’t hear/see or skills are not being adequately demonstrated) you will be expected to choose another experience to tape and share with the class. Be prepared to share your first tape on: September 23, 2010.
5. Students will provide peers with feedback* on each taped session presented during group supervision.
6. Students will follow the FAU Counseling format and models* for the four direct counseling services: individual counseling (including the use of the problem solving model), small group counseling, large group guidance and consultation.
7. Satisfactory evaluations on all competency assessments*.
8. Students will create a portfolio of the work completed during the practicum experience. The following sections should be included in the portfolio and must be uploaded to LiveText:
   o Table of Contents
   o Internship Activity Plan*
   o Permission letters from all parents/guardians of students you work with in small groups or individually
   o Individual counseling
     ▪ Case study* (case study format in packet) for one of our individual clients
     ▪ Summary notes for all sessions for case study client
     ▪ Videotape feedback forms* completed by peers and University Supervisor for an individual counseling session
   o Group counseling
     ▪ Structured session plans for one academic, one social skills and one career group
     ▪ Group session plan * (see group counseling format in packet) for video taped session for class presentations
     ▪ Videotape feedback forms* completed by peers and University Supervisor for the group counseling session
     ▪ All small group counseling student feedback forms
   o Classroom guidance
     ▪ Structured lesson plans for one career, one learning, and one social skills unit
     ▪ Lesson summary form * (see classroom guidance in packet) for videoed lesson
- Videotape feedback forms* completed by peers and University Supervisor for the classroom guidance session
- Classroom guidance teacher evaluations (2 for practicum, 5 for internship)
  - Consultation
    - Consultation summary for videoed lesson (see consultation format in packet)
    - Videotape feedback forms* completed by peers and University Supervisor for the consultation session
  - Workshop format
  - Peer facilitator self reflection (see packet).
  - Site Supervisor and University Supervisor evaluation forms from:
    - Site Supervisor – FAU Counselor Education Dept. Practicum evaluation form
    - University Supervisor – IPEP evaluation form
    - Evaluation of Practicum Site experience
  - Contact logs to document 150 total and 60 direct contact hours
    - Electronic Weekly Summary Log (each experience is documented)
    - Semester summary (printed from the electronic database)
    - End of Semester Checklist

### COURSE EVALUATION

Grades will be assigned based on points earned.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>FEAP Indicators</th>
<th>SAC&amp;S Standards</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Submission of FTCE and General Knowledge passing scores and Insurance and Insurance</td>
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<td></td>
<td>5</td>
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<tr>
<td>Practicum Activity Plan</td>
<td>10.1</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Video Tapes Presentations and Feedback</td>
<td>2.1, 3.1, 3.2, 4.1, 5.1, 6.1, 8.1, 9.1, 12.1</td>
<td>1.4, 1.6, Sunshine State Standards</td>
<td>20</td>
</tr>
<tr>
<td>Preparation and demonstration of FAU direct service counseling formats and models</td>
<td>7.1, 11.1</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Case Study</td>
<td>1.1</td>
<td></td>
<td>20</td>
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<tr>
<td>Completion of the Electronic Weekly Summary Log</td>
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<td>10</td>
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<tr>
<td>Submission of all required course documentation</td>
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<td>10</td>
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<tr>
<td>Satisfactory evaluations on all competency assessments</td>
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<td></td>
<td>10</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>100</strong></td>
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### GRADING SCALE

Practicum requirements as described will be evaluated throughout the practicum. Practicum students will receive written and verbal feedback on tapes presented during the University supervision at the time of their presentation. Internship students will also receive ongoing feedback regarding their experiences from site and university supervisors on a weekly basis.

Comprehensive evaluation by Site Supervisor and University Supervisor regarding progression in counseling skills and other aspects of delivering guidance and counseling services in a school setting will occur at the end of the internship. The practicum student is encouraged to have a midterm meeting with both supervisors to clarify whether or not adequate progress if being made. The two evaluation forms (Practicum packet) will be used for the final evaluation and can be used informally for the midterm progress review.

Grading is based on input from the Site Supervisor, growth in counseling skills, participation in the practicum group, presentation of counseling tapes to the University Supervisor and performance on the tasks listed in the syllabus. Students will also complete an evaluation of the university supervision experience as well as the site placement experience.

Scores are cumulative and the grade scale represents percentage of total points earned.

Last updated Dec. 2010
ATTENDANCE
Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of nonattendance. Attendance includes active involvement in all class sessions, class discussions, and class activities, as well as professional conduct in class.

Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-sponsored activities (such as athletic or scholastic team, musical and theatrical performances, and debate activities). It is the student’s responsibility to give the instructor notice prior to any anticipated absence, and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student’s final course grade as a direct result of such absence.

Because university-based professional programs are charged with the responsibility of preparing students for certification and/or licensure, attendance policies and other course requirements tend to be considerably more demanding than academic, non-professional programs. Accordingly, Counselor Education students are expected to attend every class meeting. Please notify the University Professor/Instructor if you must miss a session. More than two absences may result in an incomplete or lower grade in the course. Attendance includes meaningful, active involvement in all class sessions, class discussions, and class activities as well as professional, ethical, conduct in class.

RELIGIOUS ACCOMMODATION
In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. Students who wish to be excused from course work, class activities or examinations must notify the instructor in advance of their intention to participate in religious observation and request an excused absence. The instructor will provide a reasonable opportunity to make up such excused absences. Any student who feels aggrieved regarding religious accommodations may present a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University’s established grievance procedure regarding alleged discrimination.

INFORMATION FOR STUDENTS WITH DISABILITIES
In Compliance with The Americans with Disabilities Act (A.D.A.), students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) located in Boca – SU 133 (561-297-3880), in Davie – MOD I (954-236-1222), or in Jupiter – SR 117 (561-799-8585) and follow all OSD procedures. The purpose of this office “is to provide reasonable accommodations to students with disabilities.” Students who require assistance should notify the professor immediately by submitting a letter from the Disabilities Office to your instructor requesting your need of specific assistance. Without such letter, the instructor is not obligated to make any accommodations for students.

UNIVERSITY HONOR CODE
Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. The FAU Honor Code requires a faculty member, student, or staff member to notify an instructor when there is reason to believe an academic irregularity is occurring in a course. The instructor must pursue any reasonable allegation, taking action where appropriate. The following constitutes academic irregularities:

(a) The use of notes, books or assistance from or to other students while taking an examination or working on other assignments unless specifically authorized by the instructor are defined as acts of cheating.

Last updated Dec. 2010
(b) The presentation of words or ideas from any other source as one’s own are an act defined as plagiarism.
(c) Other activities that interfere with the educational mission of the university.


ACADEMIC INTEGRITY STATEMENT

Because of its gate keeping function in training counselors for professional certification and licensure, the faculty of the Department of Counselor Education expects all of its graduate students to demonstrate the highest level of integrity in their personal and professional lives. Like faculty, students are expected to abide by the Ethics Code of the American Counseling Association and to know and observe both the Department’s and the University’s policies regarding, plagiarism, cheating, and other academic irregularities. In addition, any special requirements or permission regarding academic integrity in any course will be stated in the course syllabus and are binding. Failure to abide by these indicators of academic integrity will result in sanctions. In addition, students are expected to report cases of academic dishonesty to the instructor. The Counselor Education student handbook (pages 44 – 47) available at www.coe.fau.edu/counsel/MED_Handbook_Final2009.pdf includes specific policies regarding the Academic Integrity Statement, Policy on Plagiarism, Cheating, and Other Academic Irregularities. Students are encouraged to read and adhere to the outline policies.

METHODS OF INSTRUCTION

The Practicum experience provides a field based opportunity for application of knowledge and skills learned throughout the program. University Supervisors will utilize group and individual consultative and feedback approaches to support this supervised practical application. Onsite supervisors will meet weekly with practicum students to discuss implementation of their guidance plans and provide a forum for the exchange of ideas and resources.

REFERENCES


COURSE CONTENT & OUTLINE

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPICS</th>
<th>ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>• Course overview</td>
<td>• Submit Liability Insurance</td>
</tr>
<tr>
<td></td>
<td>• Review Practicum/Internship Packet</td>
<td>• Submit copies of FTCE and General Knowledge passing scores</td>
</tr>
<tr>
<td></td>
<td>• Review of competency assessment rubrics</td>
<td>• Site supervisor registration form</td>
</tr>
<tr>
<td>Week 2</td>
<td>• Review polices and procedures for supervision; strategies for successful completion of all practicum/internship requirements.</td>
<td><strong>Individual Supervision</strong></td>
</tr>
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Last updated Dec. 2010
<table>
<thead>
<tr>
<th>Week</th>
<th>Activity</th>
<th>Notes</th>
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</thead>
</table>
| 3    | Role of the School Counselor | • Review ethical, legal, and professional issues including confidentiality, child abuse, and assessment of harm to self and others.  
• Sharing and discussion of *Proposed Activity Plans*, strategies for implementation of plans, plans for assessing student outcomes, potential and existing concerns/issues, and on site resources |
| 4    | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Individual Supervision  
• Submit finalized internship activity plan. |
| 5    | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Review Tapes |
| 6    | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Individual Supervision |
| 7    | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Review Tapes |
| 8    | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Individual Supervision |
| 9    | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Review Tapes  
Submit workshop assignments |
| 10   | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Individual Supervision  
• Case study due |
| 11   | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Review Tapes |
| 12   | Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Individual Supervision |
| 13   | “Closing Cases”  
Discuss progress/issues related to the four service areas: individual and small group counseling, classroom guidance and consultation. Share successful site experiences and plan strategies to address current site issues/concerns. On-line networking (resource sharing, consultation regarding site needs/cases etc.) | Review Tapes  
Course evaluations |
| 14   | Happy Thanksgiving | No class |
| 15   | **Course Wrap Up**  
Sharing of highlights from practicum experiences, planning for Internship course and site evaluations, portfolio  
FAU exit survey | • Submit all required field experience documentation |
### BIBLIOGRAPHY


### COMPETENCIES

Any student who does not meet expectations on a competency assessment is required to remediate on the assignment before earning a grade in the course. Students should refer to the provided Competency Assessment rubric for evaluation criteria on each required assignment.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Indicator</th>
<th>Detailed description of assignment or activity</th>
<th>Instrument</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Assessment</td>
<td>1.1 Demonstrates ability to form diagnosis, conceptualize client issues, and assess client strengths</td>
<td><strong>Case Study</strong>: The school counselor candidate will meet with the client regarding an academic, career, or personal/social concern for a minimum of five sessions. Summary notes are recorded to monitor client treatment, progress and include descriptions of the presenting problem/issues and client strengths. The school counselor candidate submits a written case study description by following the Case Study format in the School Counseling and Practicum/Internship packet.</td>
<td>Assignment Rubric</td>
</tr>
<tr>
<td>2 Communication</td>
<td>2.1 Demonstrates ability to relate to client with warmth and attend with appropriate eye contact, posture, and expression.</td>
<td><strong>Individual Counseling Tape</strong>: The school counselor candidate will record him/herself leading an individual counseling session following the FAU brief counseling model. The video recording demonstrates the school counselor candidate’s ability to structure a session, establish core conditions including relating to the client with warmth and attending with appropriate eye contact, posture and expression; uses appropriate counselor responses and the problem-solving model.</td>
<td>Observation Rubric</td>
</tr>
<tr>
<td>3 Continuous Improvement</td>
<td>3.1 Demonstrates the ability to use input from students, teachers, and supervisors to analyze effectiveness and improve performance of individual, small group, large group, and consultation.</td>
<td><strong>Tape Recordings</strong>: The school counselor candidate will prepare four video recordings (DVD or VHS) of he/she leading an individual, small group, large group and consultation session. Each student will receive written feedback from the instructor and their peers.</td>
<td>Assignment Rubric</td>
</tr>
<tr>
<td></td>
<td>3.2 Demonstrates ability to use data from audio/video recordings and feedback to evaluate effectiveness and improve performance.</td>
<td><strong>Peer Review of Tapes</strong>: The school counselor candidate will review classmate’s tapes of the four direct counseling interventions. Students will then provide their peer with verbal and written feedback.</td>
<td>Assignment Rubric</td>
</tr>
<tr>
<td>4 Critical Thinking</td>
<td>4.1 Demonstrates knowledge and use of higher order thinking abilities.</td>
<td><strong>Problem Solving Model</strong>: The school counselor candidate will lead an individual counseling session. The counselor will use the problem-solving model to assist the client on setting realistic goals and action steps towards achieving desire goals.</td>
<td>Observation Rubric</td>
</tr>
<tr>
<td>5 Diversity</td>
<td>5.1 Demonstrates ability to establish a comfortable</td>
<td><strong>Individual Counseling Tape</strong>: The school counselor candidate will record him/herself leading</td>
<td>Observation Rubric</td>
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Last updated Dec. 2010
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<tr>
<th>Environment which accepts and fosters respect for students from diverse cultures and linguistic backgrounds.</th>
<th>an individual counseling session following the FAU brief counseling model. The video recording demonstrates the school counselor candidate’s ability to structure a session, establish core conditions including relating to the client with warmth and attending with appropriate eye contact, posture and expression; uses appropriate counselor responses and the problem-solving model.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Ethics</td>
<td>6.1 Demonstrates knowledge of professional and ethical issues needed to maintain professional integrity and honesty.</td>
</tr>
<tr>
<td>7 Human Development and Learning</td>
<td>7.1 Uses multiple activities to engage and motivate students at appropriate developmental levels.</td>
</tr>
<tr>
<td>8 Content</td>
<td>8.1 Demonstrates knowledge of guidance and counseling materials and technology to deliver the guidance curriculum in a manner appropriate to the developmental stage of the learner.</td>
</tr>
<tr>
<td>9 Learning Environment</td>
<td>9.1 Demonstrates ability to involve students in establishing standards of behavior to create and maintain a positive learning environment.</td>
</tr>
<tr>
<td>10 Planning</td>
<td>10.1 Demonstrates ability to plan classroom guidance and group counseling topics that meet developmental needs of students.</td>
</tr>
<tr>
<td>11 Role of the Teacher</td>
<td>11.1 Demonstrates ability to develop, plan, and implement guidance and counseling programs to address various student needs.</td>
</tr>
<tr>
<td><strong>12 Technology</strong></td>
<td><strong>12.1 Demonstrates ability to use available technology to prepare and implement guidance related materials, programs, and activities.</strong></td>
</tr>
<tr>
<td><strong>DOE 1. Knowledge of counseling</strong></td>
<td><strong>1.4. Recognize the criteria for selection of individual and/or group counseling as an intervention.</strong></td>
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<tr>
<td></td>
<td><strong>1.5. Demonstrate knowledge of small and large group dynamics.</strong></td>
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<tr>
<td><strong>IV. Knowledge and Understanding of Sunshine State Standards</strong></td>
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<tr>
<td><strong>VI. Other Elements of the Uniform Core Curriculum</strong></td>
<td>f) Classroom management</td>
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</tbody>
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