

## College of Education

We develop educational leaders who create tomorrow's opportunities.

The College of Education at Northern Arizona University embraces its mission to prepare competent and committed professionals who are equipped to make positive differences for children, students, and adults in educational settings and communities.

*Northern Arizona University sits at the base of the San Francisco Peaks, on homelands sacred to Native Americans throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.*

### COURSE SYLLABUS

#### **EPS 694: COUNSELING INTERNSHIP**

*Department of Educational Psychology*

(3 CR.)

**Instructor:**

**Contact:**

**Office:**

**Office hours:**

**Class Meetings:**

**Location:**

**Mode of Instruction:**

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### COURSE PRE-REQUISITE(S), CO-REQUISITE(S), CO-CONVENED, AND/OR CROSS-LISTED COURSES

Admission to Clinical Mental Health Counseling (MA) or Counseling-School Counseling (MEd) or Counseling-Student Affairs (MEd) or Educational Psychology-Counseling Psychology (PhD) and EPS 692

### COURSE PURPOSE

The purpose of this course is for students to gain supervised experience at an agency. According to CACREP (2024), internship “provides for the application of theory and the development of counseling skills under supervision. Fieldwork experiences will provide opportunities for students to counsel diverse clients.”

<b><u>CACREP 2024 STUDENT LEARNING OUTCOMES</u></b>	<b>CACREP 2024 Standards</b>
Counselor characteristics, behaviors, and strategies that facilitate effective counseling relationships <b>NACE Competency: Career &amp; Self-Development</b>	3-E8
After successful completion of the practicum, students complete 600 hours of supervised counseling internship in roles and settings with actual clients relevant to their CACREP specialized practice area <b>NACE Competency: Career &amp; Self-Development, Communication, Critical Thinking, Equity, Professionalism, Teamwork, Technology</b>	4.U
Internship students complete a minimum of 240 hours of direct service with actual clients	4.V
Throughout the duration of the internship, each student receives individual and/or triadic supervision on a regular schedule that averages one hour a week and is provided by at least one of the following: 1. a counselor education program faculty member, or 2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member, or 3. a fieldwork site supervisor who is working in consultation on a regular schedule with a counselor education program faculty member in accordance with the supervision agreement.	4.W
Throughout the duration of the internship, each student receives group supervision on a regular schedule that averages 1½ hours per week and is provided by at least one of the following: 1. a counselor education program faculty member or 2. a doctoral student supervisor who is under the supervision of a qualified core or affiliate counselor education program faculty member.	4.x

### **COURSE STUDENT LEARNING OUTCOMES**

1. To successfully engage in individual and group counseling (as well as couples, parents and families, when applicable) that enhances their knowledge and skills in the following areas: (a) human growth and development, (b) social and cultural foundations and multicultural competencies, (c) helping relationships, (d) groups, (e) career and lifestyle development, (f) appraisal, conceptualization and diagnosis, (g) research and program evaluation, (h) professional orientation (including legal and ethical issues), and (i) foundations, contextual dimensions and practice of clinical mental health counseling.
2. To operate successfully within the function, structure, and goals of the agency.
3. To learn how to establish and maintain effective working relationships with supervisors, coworkers, outside- agency personnel (when called for) and to appropriately apply legal and ethical codes and multicultural competencies in all clinical contexts.
4. To develop written and oral communication skills that are considered essential to functioning effectively within the agency.
5. To gain supervised experience in the use of a variety of professional resources such as assessment instruments, technology, print and non-print media, professional literature, research, and information and referral to appropriate providers.
6. To perform the duties required of a regularly employed staff member who is occupying the professional role similar to which the student is aspiring

## ASSIGNMENTS/ASSESSMENTS OF COURSE STUDENT LEARNING OUTCOMES

### 1. SUBMISSION OF MATERIALS PRIOR TO BEGINNING INTERNSHIP DIRECT HOURS

- a. Copy of the Internship Contract
- b. Copy of student's Liability Insurance
- c. Copy of supervisor's CV/Resume
- d. Copy of current Licensure Verification for supervisor

### 2. SITE SUPERVISOR, UNIVERSITY SUPERVISOR, AND STUDENT MEETINGS

- a. Arrange and attend 3 supervision meetings with your site supervisor and your faculty supervisor.
  - i. **Meeting 1** will occur at the start of your internship, **Meeting 2** will occur after the midpoint evaluation is completed by your site supervisor, and **Meeting 3** will occur after your site supervisor completes your final evaluation.
  - ii. Prior to **Meeting 1**, email your site supervisor the following link and discuss the evaluation forms and processes: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>.

### 3. MONTHLY LOGS

- a. Please upload signed copies of your monthly logs to Canvas LMS.

### 4. SITE SUPERVISOR MID TERM AND FINAL EVALUATIONS

- a. The midterm site supervisor evaluation is completed after you have gained approximately **120 direct** hours and **300 total** hours. Please provide your supervisor with the link to: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>
- b. The midterm site supervisor evaluation is completed after you have gained approximately **240 direct** hours and **600 total** hours. Please provide your supervisor with the link to: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>

### 5. MID TERM AND FINAL REFLECTION PAPERS

- a. After you have gained approximately **120 direct hours** and **300 total hours**, please complete the Mid- Term reflection paper (follow rubric carefully). This will be scored online by your NAU faculty internship supervisor. Check the grade and comments when it comes to your email box. Revise and resubmit this paper within one week IF needed. Rubric and instructions at: [https://nau.co1.qualtrics.com/jfe/form/SV\\_eUT43gi95WVNBnn](https://nau.co1.qualtrics.com/jfe/form/SV_eUT43gi95WVNBnn)
- b. After you have gained approximately **240 direct hours** and **600 total hours**, please complete the Final reflection paper (follow rubric carefully). This will be scored online by your NAU faculty internship supervisor. Check the grade and comments when it comes to your email box. Revise and resubmit this paper within one week IF required to do so. Rubric and instructions at: [https://nau.co1.qualtrics.com/jfe/form/SV\\_eUT43gi95WVNBnn](https://nau.co1.qualtrics.com/jfe/form/SV_eUT43gi95WVNBnn)

## 6. COMPLETION OF FINAL FEEDBACK SURVEYS AND SELF EVALUATION

After you have gained approximately **240 direct hours** and **600 total hours**, please complete the

- a. Feedback for Agency Supervisor (final)
- b. Feedback for NAU faculty (final)
- c. Feedback for Site (final)
- d. Final Self-Evaluation and discuss findings with your site supervisor.
- e. Ask your supervisor to complete the: End of Internship Program Evaluation link online These forms can all be found at: <https://nau.edu/ed-psych/forms-checklists-manuals/#Practicum>

## 7. PARTICIPATION AND ETHICAL PRACTICE

- a. Adhere to the professional and ethical standards referenced within the **Internship Handbook**
- b. Lead assigned case discussions and staffing in group supervision.
- c. Behave professionally and ethically throughout entire internship.
- d. Complete all aspects of your Contract, including participating in individual supervision on a weekly basis
- e. Keep track of hours in **Weekly Hour Log** (in excel)
- f. Attend all group supervision meetings at via Zoom.
- g. Site Visits arranged by internship faculty. (If Zoom, you must use a headset with a microphone in order to participate effectively)

## GRADING SYSTEM

Depending on your progress, the instructor will assign a P, F, or IP. To pass the course, you must demonstrate passing performance on each of the assignments.

## READINGS AND MATERIALS

This is a field placement class; we will primarily use articles and resources in Canvas LMS.

**Note on the Emergency Textbook Loan Program:** NAU has partnered with Follett to create the Emergency Textbook Loan program. The program is administered by the LEADS Center. The program assists students with unmet financial need in obtaining required textbook(s) and other materials for courses. Students must apply and meet eligibility criteria before textbooks are purchased on their behalf. Textbooks must be returned at the end of the term in which the textbooks were loaned. More information can be found online: <http://nau.edu/LEADS-Center/Textbook-Loan-Program/>

## COURSE SCHEDULE

<b>Module</b>	<b>Topic</b> <b>Please note the course schedule and topics may change due to class progress</b>	<b>Assignments</b>
1	1. Intro to Course & Syllabus	Review Syllabus, Canvas LMS Submit all required materials to begin internship practice.
2	Discussion of cases, topics, and internship experience	
3	Discussion of cases, topics, and internship experience	
4	Discussion of cases, topics, and internship experience	
5	Discussion of cases, topics, and internship experience	
6	Discussion of cases, topics, and internship experience	
7	Discussion of cases, topics, and internship experience	
8	Discussion of cases, topics, and internship experience	
9	Discussion of cases, topics, and internship experience	

10	Discussion of cases, topics, and internship experience	
11	Discussion of cases, topics, and internship experience	
12	Discussion of cases, topics, and internship experience	
13	Discussion of cases, topics, and internship experience	
14	Discussion of cases, topics, and internship experience	
15	Wrap up Internship and discuss next steps	

## CLASS POLICIES

### ATTENDANCE POLICY

The class attendance policy is as follows: You may miss 2 group supervision sessions **over the course of your internship experience**. If you know ahead of time that you are going to miss class, contact the instructor in advance. Please provide evidence of a reasonable excuse (family/medical emergency, etc.) if you will be missing class. If there is another section, you may be able to join that group supervision to make up your absence.

The NAU attendance policy states:

#### **Regular class attendance is a strong predictor of student success.**

The student is responsible for regularly attending all courses for which they are enrolled. Should an absence from class be unavoidable, the student is responsible for reporting the reason to her/his instructors. In addition, students are responsible for making up any work they miss. Instructors are under no obligation to make special arrangements for students who have been absent.

Be aware that Fronske/Campus Health Services Center does not provide documentation of student health problems.

### RELIGIOUS BELIEFS OR PRACTICES

The Arizona Board of Regents' policy forbids discrimination because of religious beliefs or practices or any absences resulting from them. In addition, students cannot be discriminated against for seeking a religious accommodation pursuant to this policy.

### DISABILITY ACCOMMODATIONS

If a qualified student with a disability believes he or she may not be able to abide by the attendance policy for disability-related reasons, the student should contact the Office of Disability Resources prior to the beginning of the semester, or as soon as possible after the need for an exception arises, to discuss the matter of a possible accommodation. To qualify, students must be activated by the Office of Disability Resources.

For more information on accommodation, please see the Attendance Accommodation policy.

[https://nau.edu/uploadedFiles/Administrative/EMSA\\_Sites/Health\\_Services/Folder\\_Templates/\\_Forms/Attendance\\_Accommodation.pdf](https://nau.edu/uploadedFiles/Administrative/EMSA_Sites/Health_Services/Folder_Templates/_Forms/Attendance_Accommodation.pdf)

### CELL PHONES, PAGERS, ETC

The distraction of hearing cell phones and other electronic devices go off during class is disruptive to the learning process. Generally, it is expected that you will not receive calls during class time. If you absolutely must be available to others during class time, be sure that you are using a non-auditory signal for incoming calls. Take a seat close to the door and please answer your call once you have left the room.

## SYLLABUS POLICY STATEMENTS

### ACADEMIC INTEGRITY

NAU expects every student to firmly adhere to a strong ethical code of academic integrity in all their scholarly pursuits. The primary attributes of academic integrity are honesty, trustworthiness, fairness, and responsibility. As a student, you are expected to submit original work while giving proper credit to other people's ideas or contributions. Acting with academic integrity means completing your assignments independently while truthfully acknowledging all sources of information, or collaboration with others when appropriate. When you submit your work, you are implicitly declaring that the work is your own. Academic integrity is expected not only during formal coursework, but in all your relationships or interactions that are connected to the

educational enterprise. All forms of academic deceit such as plagiarism, cheating, collusion, falsification or fabrication of results or records, permitting your work to be submitted by another, or inappropriately recycling your own work from one class to another, constitute academic misconduct that may result in serious disciplinary consequences. All students and faculty members are responsible for reporting suspected instances of academic misconduct. All students are encouraged to complete NAU's online academic integrity workshop available in the E-Learning Center and should review the full *Academic Integrity* policy available at <https://policy.nau.edu/policy/policy.aspx?num=100601>.

#### **COPYRIGHT INFRINGEMENT**

All lectures and course materials, including but not limited to exams, quizzes, study outlines, and similar materials are protected by copyright. These materials may not be shared, uploaded, distributed, reproduced, or publicly displayed without the express written permission of NAU. Sharing materials on websites such as Course Hero, Chegg, or related websites is considered copyright infringement subject to United States Copyright Law and a violation of NAU Student Code of Conduct. For additional information on ABOR policies relating to course materials, please refer to [ABOR Policy 6-908 A\(2\)\(5\)](#).

#### **COURSE TIME COMMITMENT**

Pursuant to Arizona Board of Regents guidance (ABOR Policy 2-224, *Academic Credit*), each unit of credit requires a minimum of 45 hours of work by students, including but not limited to, class time, preparation, homework, and studying. For example, for a 3-credit course a student should expect to work at least 8.5 hours each week in a 16-week session and a minimum of 33 hours per week for a 3-credit course in a 4-week session.

#### **DISRUPTIVE BEHAVIOR**

Membership in NAU's academic community entails a special obligation to maintain class environments that are conducive to learning, whether instruction is taking place in the classroom, a laboratory or clinical setting, during course-related fieldwork, or online. Students have the obligation to engage in the educational process in a manner that does not interfere with normal class activities or violate the rights of others. Instructors have the authority and responsibility to address disruptive behavior that interferes with student learning, which can include the involuntary withdrawal of a student from a course with a grade of "W". For additional information, see NAU's *Disruptive Behavior in an Instructional Setting* policy at <https://nau.edu/university-policy-library/disruptive-behavior>.

#### **NONDISCRIMINATION AND ANTI-HARASSMENT**

NAU prohibits discrimination and harassment based on sex, gender, gender identity, race, color, age, national origin, religion, sexual orientation, disability, veteran status and genetic information. Certain consensual amorous or sexual relationships between faculty and students are also prohibited as set forth in the *Consensual Romantic and Sexual Relationships* policy. The Equity and Access Office (EAO) responds to complaints regarding discrimination and harassment that fall under NAU's *Nondiscrimination and Anti-Harassment* policy. EAO also assists with religious accommodations. For additional information about nondiscrimination or anti-harassment



or to file a complaint, contact EAO located in Old Main (building 10), Room 113, PO Box 4083, Flagstaff, AZ 86011, or by phone at 928-523-3312 (TTY: 928-523-1006), fax at 928-523-9977, email at [equityandaccess@nau.edu](mailto:equityandaccess@nau.edu), or visit the EAO website at <https://nau.edu/equity-and-access>.

### **TITLE IX**

Title IX of the Education Amendments of 1972, as amended, protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. In accordance with Title IX, Northern Arizona University prohibits discrimination based on sex or gender in all its programs or activities. Sex discrimination includes sexual harassment, sexual assault, relationship violence, and stalking. NAU does not discriminate on the basis of sex in the education programs or activities that it operates, including in admission and employment. NAU is committed to providing an environment free from discrimination based on sex or gender and provides a number of supportive measures that assist students, faculty, and staff.

One may direct inquiries concerning the application of Title IX to either or both the Title IX Coordinator or the U.S. Department of Education, Assistant Secretary, Office of Civil Rights. You may contact the Title IX Coordinator in the Office for the Resolution of Sexual Misconduct by phone at 928-523-5434, by fax at 928-523-0640, or by email at [titleix@nau.edu](mailto:titleix@nau.edu). In furtherance of its Title IX obligations, NAU promptly will investigate or equitably resolve all reports of sex or gender-based discrimination, harassment, or sexual misconduct and will eliminate any hostile environment as defined by law. The Office for the Resolution of Sexual Misconduct (ORSM): Title IX Institutional Compliance, Prevention & Response addresses matters that fall under the university's Sexual Misconduct policy. Additional important information and related resources, including how to request immediate help or confidential support following an act of sexual violence, is available at <https://in.nau.edu/title-ix>.

### **ACCESSIBILITY**

Professional disability specialists are available at Disability Resources to facilitate a range of academic support services and accommodations for students with disabilities. If you have a documented disability, you can request assistance by contacting Disability Resources at 928-523-8773 (voice), 928-523-8747 (fax), or [dr@nau.edu](mailto:dr@nau.edu) (e-mail). Once eligibility has been determined, students register with Disability Resources every semester to activate their approved accommodations. Although a student may request an accommodation at any time, it is best to initiate the application process at least four weeks before a student wishes to receive an accommodation. Students may begin the accommodation process by submitting a self-identification form online at <https://nau.edu/disability-resources/student-eligibility-process> or by contacting Disability Resources. The Director of Disability Resources, Jamie Axelrod, serves as NAU's Americans with Disabilities Act Coordinator and Section 504 Compliance Officer. He can be reached at [jamie.axelrod@nau.edu](mailto:jamie.axelrod@nau.edu).

### **RESPONSIBLE CONDUCT OF RESEARCH**

Students who engage in research at NAU must receive appropriate Responsible Conduct of Research (RCR) training. This instruction is designed to help ensure proper awareness and application of well-established professional norms and ethical principles related to the performance of all scientific research activities. More information regarding RCR training is available at <https://nau.edu/research/compliance/research-integrity>.

### **MISCONDUCT IN RESEARCH**

As noted, NAU expects every student to firmly adhere to a strong code of academic integrity in all their scholarly pursuits. This includes avoiding fabrication, falsification, or plagiarism when conducting research or reporting research results. Engaging in research misconduct may result in serious disciplinary consequences. Students must also report any suspected or actual instances of research misconduct of which they become aware. Allegations of research misconduct should be reported to your instructor or the University's Research Integrity Officer, Dr. David Faguy, who can be reached at david.faguy@nau.edu or 928-523-6117. More information about misconduct in research is available at <https://nau.edu/university-policy-library/misconduct-in-research>.

### **SENSITIVE COURSE MATERIALS**

University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In their college studies, students can expect to encounter and to critically appraise materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty

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