Instructor: Diane Williams, PhD, LPC, NCC, NCSC  
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Location: Green 225  

**CATALOG DESCRIPTION:** The internship must be in a school setting under the supervision of a qualified professional. The course may be taken for up to 12 semester hours, depending on the requirements of the credentialing body.

**RATIONALE AND LEARNING OUTCOME GOALS:** Practicum in School Counseling is an on-site application of counseling techniques acquired in the theoretical and methods classes. It is designed for the fall term of a student’s second year of the program. **The class will consist of seminars (which are mandatory), off-site/virtual assignments that combine to equal a minimum of 100 hours per three-hours of credit.** (90 hours supervised internship/10 hours in-class instruction/assignments, and off site/virtual assignments) More hours may be required, depending on the requirements of the credentialing or employing agency. The class will provide on-site experiences and analyses of the experiences in a group seminar. It is expected that the shadowing component of PSY 573 and the internship will provide the student with a broad exposure to a variety of job experiences of a school counselor. The intent of this class is to provide students with the knowledge necessary to function in an employment setting.

**Learning outcomes of the course are:**
1. To provide students with face-to-face counseling experiences in a supervised environment.  
2. To provide the opportunity for students to apply the methods and techniques learned in their classes.  
3. To provide students with experience in all aspects of a school counselor’s role.  
4. To provide students with an opportunity to apply DSM diagnostic criteria in a real-life situation.  
5. To provide students with experience in treatment planning and review.  
6. To analyze counseling sessions in a group environment.  
7. To review concepts of confidentiality, ethical behavior, and best practices in counseling.  
8. To emphasize the role of consultation in the counseling process.

**Professional Conduct**  
Students in the graduate program in school counseling are preparing for a career as a professional school counselor. Counselors licensed by the various licensing boards are required to abide by the code of professional conduct of the American School Counseling Association (ASCA) or other similar professional associations. As part of the training at WCU all graduate students are expected to be familiar with, and abide by the ASCA Code of Conduct. Violations of the code may result in the disciplinary action including, but not limited to, dismissal from the graduate program.
Children Policy
“CHILDREN ARE NOT PERMITTED to attend class with their parents. Children are NOT PERMITTED to remain outside the classroom either supervised or unsupervised while the parent attends class. Parents are responsible for making child care arrangements for their children.” *The Red Book, 2014-2015.*

Tobacco Policy
William Carey University is a tobacco-free campus. All WCU students are asked to respect this policy by refraining from smoking or other tobacco use while on campus.

Americans with Disabilities Act
The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please contact the Office of Student Services in Lawrence Hall.

University Statement on Academic Integrity
William Carey University seeks to create an environment that encourages continued growth of moral and ethical values, which include personal honesty and mutual trust. The university places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Cary University’s academic standards and Christian commitment. If such an incident occurs, students, faculty, and / or staff are obligated to initiate appropriate action. Depending upon the seriousness of the offense sanctions could include failure of the assignment, failure of the course, and could lead to suspension or dismissal from the college. A full explanation of the procedures for responding to instances of academic dishonesty are contained in the college’s Policies and Procedures manual and in the student handbook, *The Lance.*

Catastrophic Event Plan
In case of a catastrophic event, the following procedures will be maintained:

1. In case of a closed campus with internet access, this course will remain on Desire2Learn (D2L) or email delivery of assignments. Follow all assignments in the syllabus and send them via Learning House, D2L or email to your professor.

2. In case of a closed campus with no internet access, follow all syllabus’ directions for the completion of all course assignments. Completed assignments should be packaged in due date order for delivery to the campus once the campus has reopened. These assignments can also be sent by mail.

Academic Standing Policy
A 3.0 GPA on all graduate courses taken at William Carey is required for graduation. A student whose GPA drops below a 3.0 is placed on academic probation. Students are allowed to improve their GPA by retaking courses at William Carey; however, only one grade replacement is allowed. Grades from other retakes will be averaged in with grades from other courses. Students on probation may not improve their GPA by taking courses at other institutions. A student on academic probation must raise his/her GPA to a 3.0 by the end of the next trimester of enrollment or the student will be dismissed and cannot continue in the program.

Only two grades lower than a B are allowed. Upon receiving a second grade lower than a B, a student is advised to repeat one of the first two grades lower than a B before
continuing in the program. A student making a third grade lower than a B will be dismissed from the program.

*Students making application for graduation should have your application in the hands of your advisor TWO weeks prior to the deadline to the Registrar’s Office.

**Students who register for the following courses will automatically be charged $15.00 for liability insurance: practicum, internship, individual assessment, group counseling, adventure based counseling, fundamentals of school counseling.

***Students are strongly encouraged to purchase additional professional liability insurance.

****All Graduate Students are responsible for reading and adhering to all policies outlined in the William Carey University Graduate Catalog under which the student began graduate study at William Carey University, as well as all subsequent Graduate Catalogs.

**BASIC REQUIREMENTS**

All practica and internships are competency-based courses. A student is expected to master the techniques and skills applied in the practicum/internship. In general, a student must attend all seminars, all counseling sessions, and other scheduled activities. It is extremely important for the intern to be punctual and regular for all scheduled experiences, since absence may cause scheduling problems for everyone involved. Remember, you are a guest in the school, they are allowing you to fulfill this requirement. You should be helpful and an asset to the school. Absence from any seminar, counseling session, or other scheduled activity will result in the grade being lowered. Absence from more than one seminar, counseling session, or other scheduled activity will result in a grade of F for the course. Should a student clearly not demonstrate the skills, techniques, and competencies expected the instructor will schedule a conference with the student and ask that (s) he withdraw from the class. Attendance/hours required, supervising counselor’s grade and WCU instructor’s grade will be averaged for final grade in class.

A student must have a signed agreement with the receiving agency and personal liability insurance coverage on file before the first day of the internship. The capstone portfolio will be checked during the course of the internship.

In the event that the university is closed for an extended period of time due to a disaster, you may consult the university website, www.wmcarey.edu, to obtain instructions for continuation of your course progress.
Class seminars will meet on the following dates:

Seminar 1 – November 13 (Introduction/Syllabus Review Internship Forms Due at Seminar 2)

Seminar 2 – December 11

Seminar 3 – January 15

Seminar 4 – January 29

Seminar 5 – February 12 - Documentation of all internship hours served will be due on this date

An online/virtual assignment for each seminar will also be a component of this class. Assignments will be specified for the trimester on November 13 to meet requirements for successful completion of the class.

All students in the school counseling program must take the Praxis II (School Guidance) and have the score sent to William Carey University. The school code for WCU is R1907. The score is required prior to completion of winter trimester internship class.

The instructor may revise the course syllabus and class seminars when necessary.