

*LEWIS & CLARK COLLEGE*  
*GRADUATE SCHOOL OF EDUCATION AND COUNSELING*  
*Department of Counseling Psychology*  
*Professional Mental Health Counseling-Addiction*

---

**MHCA 582**  
**Professional Mental Health and Addiction Counseling Internship**  
**Fall and Spring 2014-15**

---

Time & Day: Thursdays, 830A-230P

Class Room: Upstairs LCCC

Instructor: Kathy Tomlin

Office Hours: As Needed

Phone: Text: 503-282-0560

E-mail: kmtsioux1153@comcast.net

---

**Course Catalogue Description:**

Supervision, consultation, and instruction for students who are counseling clients at LCCC and their internship field placements. Students may be required to provide counseling samples (video tape recordings), write reports about their clients, and submit these for feedback. Students are also responsible for keeping records of their hours and turning completed records in to the instructor.

**Course Description and Objectives**

This course is specifically designed to provide supportive supervision for internship counselors while seeing clients at the Lewis & Clark Community Counseling Center and at their community-based internship placements. The primary purpose of the course is to avail internship students counseling supervision in an individual, triadic, or group setting throughout their supervised internship experience to assure the safety and welfare of both the clients and interns in training. The central focus of the class will be on the integration of counselor knowledge and skills addressing the areas of assessment, treatment planning, intervention/prevention philosophies, legal and ethical issues, and relevant theoretically derived counseling perspectives. An additional focus and priority of this class will be on factors directly related to the fostering, development, and maintenance of resources that promote and support intern self-care and personal and professional development and growth.

Both semesters of MHCA 582 internship courses meet at LCCC weekly and students will continue to see clients at the clinic during their first semester of internship. Class activities will primarily be organized around supervision, client sessions, case reviews and treatment planning supplemented with appropriate readings, lectures, role-playing, student presentations, and direct supervision. Due to the importance of the actual counseling experiences drawn from the internship, the vast majority of the class time will be devoted to this area. Critical areas of common interest to all participants will be addressed throughout the semester and other topics of interest will be focused upon as needs and interests are presented. Issues directly related to the importance and awareness of diversity as it is presented in the counseling experience will be addressed throughout the semester.

Class discussions will provide each intern with support, critical feedback, and treatment suggestions/recommendations. Additionally, the discussions will mediate group sharing concerning transference and countertransference issues, theory exploration, personal concerns, and interpersonal communication. It is intended that the intern will complete the internship prepared for entry into the professional community with the skills necessary to provide competent and effective treatment services to child/adolescent/adult clients.

### **PROGRAM /COURSE PURPOSE & OBJECTIVES**

To develop the skills, attitudes and knowledge to be qualified for employment as an entry-level professional mental health and addiction counselor.

To develop entry-level skills in establishing a constructive working relationship with clients, assessing client needs, goals and relevant cultural and personal contexts, forming accurate diagnoses, developing sound treatment plans, assisting clients in accessing community resources, and evaluating client progress

To develop familiarity with and use of person-centered, culturally appropriate relationship skills and a collaborative approach to working for change, commonly referred to as assessment and treatment intervention

To learn to identify and use evidence-based practices to inform judgments in assessment, intervention, and evaluation of outcomes

To establish a successful working relationship with supervisors and peers in an internship setting and internship supervision group on campus

To document work in formats accepted in professional settings

To understand the work environments, expectations and requirements for effective work in client service settings including consultation with other professionals, and to demonstrate competence in meeting those standards

To identify and respond to ethical issues, problems and dilemmas using knowledge and procedures that meet current professional standards for professional mental health and addiction counselors

Demonstrate an awareness of the role of racial, ethnic, and cultural heritage, nationality, socioeconomic status, family structure, age, gender, sexual orientation, religious and spiritual beliefs, occupation, and physical and mental status, and equity issues in professional mental health and addiction counseling.

### **CACREP COUNSELING OBJECTIVES & STUDENT LEARNING OUTCOMES**

II.K.1.b; II.K.1.d; II.K.1.e; II.K.2.c; II.K.5.b.; II.K.5.c.; II.K.5.e.; II.K.5.f.; I.K.5.g.; II.K.6.d.; II.K.6.e; II.K.6.g.; II.K.7.g.; II.K.7.h.; II.K.7.i.; A2.; A5.; B2.; C1.; C3.; C5.; C7.

## **CACREP ADDICTION COUNSELING OBJECTIVES & LEARNING OUTCOMES**

AC.A.2.; AC.A.7.; AC.B.1.; AC.B.2.; AC.C.7.; AC.C.8.; AC.D.1.; AC.D.2.; AC.D.3.; AC.D.4.; AC.D.5.; AC.D.6.; AC.D.7.; AC.D.8.; AC.D.9.; AC.F.1.; AC.F.2.; AC.F.3.; AC.G.4.; AC.H.1.; AC.H.2.; AC.H.3.; AC.H.4.; AC.H.5.; AC.J.1.; AC.J.2.; AC.J.3.; AC.K.1.; AC.K.4.; AC.L.1.; AC.L.2.

### **Confidentiality**

Much of our class discussion and most of the written work you do for this class will contain information about clients. All such private information falls within our shared responsibility for maintaining its confidentiality and protecting the privacy of our clients. Guidelines for fulfilling our responsibilities in this regard include the following:

- Written materials referring to clients should either refer to them by initials. If the materials are copied and contain the client's name, the name should be blocked out with a black felt tip pen.
- Tapes of client counseling sessions should be kept secure and should be erased when they have been viewed according to LCCC policy
- Classroom doors will be closed when we are discussing cases or viewing videos of actual clients.
- Written materials you turn in for review must follow confidentiality guidelines.
- Remember, what we talk about in the classroom **STAYS IN THE CLASSROOM!**

**RELATED AUTHORIZATIONS:** Successful completion of this course is necessary for fulfillment of degree requirements for any of the specialty areas in the Counseling Psychology Department. This course is also necessary for gaining access to licensure as a professional counselor, as a school psychologist, or as a school counselor.

### **Before any direct client contact hours commence**

Completed Internship Contracts for LCCC and community site

Completed criminal background check

Proof of Professional Liability insurance

### **Semester Activities/Assignments**

Assigned readings and other learning activities

Interaction and completion of assignments on the Moodle website

Weekly CARE (if required by supervisor) notes documented and turned in every class session reflecting your work at your community sites (Summer/Fall/Spring)

Weekly group & one hour of individual or triadic supervision per week

### **Separate documentation should be kept for hours accrued at LCCC & community site**

Documentation of Clinical Hours (Summer/Fall/Spring Summary forms) for both sites

Documentation of all on-site experiences including supervision and "Other" hours (Summer/Fall/Spring Summary forms) for both sites

Evaluation by the On-site and LCCC Supervisors (Summer/Fall/Spring)

Student final site evaluation (final semester only)

Summer/Fall/Spring/Final Hours Summary Forms for LCCC & community site

A total time commitment of at least 600 hours is needed to be completed during the two semesters of the internship. These hours are divided into the following activities: direct service, supervision, and “other” activities. The following table shows a breakdown of the number of hours associated with each type of activity. Further definitions of these different types of hours are provided below the table.

During internship I & II classes at LCCC each student receives one (1) hour per week of individual and/or triadic supervision and an average of two (2) hours per week of group related interaction and supervision. Additionally, each student receives one (1) hour per week of individual supervision at their community site which occurs regularly over the academic term.

<b>TYPE OF ACTIVITY (Totals for both semesters of MHCA 583)</b>	<b>HOURS REQUIRED</b>
Direct Service	240
Supervision LCCC (at the clinic)	30 Individual 60 Group
On-site	30
Other Hours	240
<b>Total Hours</b>	<b>600*</b>
<b>* Does not include practicum hours</b>	

**All forms and practicum and internship manuals are available online for download:**

[http://graduate.lclark.edu/departments/counseling\\_psychology/addiction\\_studies/masters\\_degrees/evaluations\\_forms\\_handbooks/](http://graduate.lclark.edu/departments/counseling_psychology/addiction_studies/masters_degrees/evaluations_forms_handbooks/)

**Readings-Moodle**

Readings, notes, assignments and other course-related information will be available and downloadable from the course online site.

1. 2014 ACA Code of Ethics
2. NAADAC Code of Ethics-
3. OR Code of Ethics (ACCBO)
4. Boundaries Where You End And I Begin: How To Recognize And Set Healthy Boundaries by Anne Katherine M.A.

[http://www.amazon.com/Boundaries-Where-You-End-Begin/dp/1568380305/ref=sr\\_1\\_1?s=books&ie=UTF8&qid=1409627898&sr=1-1](http://www.amazon.com/Boundaries-Where-You-End-Begin/dp/1568380305/ref=sr_1_1?s=books&ie=UTF8&qid=1409627898&sr=1-1)

## Weekly Course Activities

Week	Date	Course Activities	Notes
1	9-4	Check-in and review expectations	
2	9-11	Case Planning, reviews and supervision	
3	9-18	Case Planning, reviews and supervision	
4	9-25	Case Planning, reviews and supervision	
5	10-2	Case Planning, reviews and supervision	
6	10-9	Case Planning, reviews and supervision	
7	10-16	Case Planning, reviews and supervision	
8	10-23	Case Planning, reviews and supervision	
9	10-30	Case Planning, reviews and supervision	
10	11-6	Case Planning, reviews and supervision	
11	11-13	Case Planning, reviews and supervision	
12	11-20	Case Planning, reviews and supervision	
13	11-27	THANKSGIVING HOLIDAY	NO CLASS
14	12-4	Case Planning, reviews and supervision	
15	12-11	Complete final paperwork, transferring clients	<b>END OF SEMESTER</b>
16	12-18	OPTIONAL CLASS	

### Methods of Evaluation:

- PMHC-A supervisor's evaluation of clinical work
- Evaluation of informal case presentations, feedback, and group interactions and class contributions.
- Evaluation of sample of video and audio recording of work with clients
- Ongoing review of documentation of work completed
- Community site supervisor's evaluations of performance

**Requirements for credit:**

- Complete a minimum of 240 hours of supervised direct counseling/client contact with individuals, couples, families and groups combined
- Completion and documentation of all required supervision hours and required “Other” hours.
- Complete case notes, case studies, and class presentations/written evaluation required. Specific guidelines and checklists will be provided in class reflecting the content of the objectives above.
- Submit weekly documentation of supervision session to faculty supervisor (CARE notes)
- Satisfactory evaluations from on-site supervisor and on-campus instructor/supervisor. This includes satisfactory responses to ethical dilemmas and challenges.
- Attendance and active participation in LCCC intern supervision class for two full semesters.
- Demonstration of ability to accept and respond responsibly to supervision.
- Demonstration of ability to work collaboratively with colleagues at LCCC & community site

**Grading:**

Although this class is graded on the basis of credit/no credit, completion of all requirements at a satisfactory level of competence is necessary to obtain credit. Each student will be evaluated in the areas of counseling competence, self-awareness, theoretical knowledge, integration and application, ethical considerations, effectiveness of oral and written communication, and openness to feedback. Judgments about what constitutes satisfactory performance will be made by the PMHC-A supervisor in collaboration with the on-site supervisor. Final decisions will be made by the PMHC-A supervisor. Failure to complete the required number of direct service hours in the spring semester may result in a deferred grade.

**Non-Discrimination Policy Special Assistance**

*Lewis & Clark College adheres to a nondiscriminatory policy with respect to employment, enrollment, and program. The College does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, handicap or disability, sexual orientation, or marital status and has a firm commitment to promote the letter and spirit of all equal opportunity and civil rights laws.*

**Participation in the Learning Community**

Students are required to attend and actively participate in all scheduled class meetings. This includes being on time, being prepared, following through on group projects, and otherwise engaging with colleagues as fellow professionals. Becoming a counselor/therapist involves looking closely at ourselves, our values, beliefs, and biases. This can be a very personal, and sometimes emotional, process. Treating colleagues with respect, listening deeply to their experiences, and being open to diverse world views encourages a collaborative milieu of care in which we can all challenge ourselves and each other to critically examine and develop our skills and perspectives. In order to prepare for each class, students should carefully read and study all assigned materials to be ready to discuss, debate, and apply the content of readings. Class discussion and interaction with colleagues are fundamental to the process of learning to be a counselor and all sessions include necessary information. Therefore, if you must miss a class,

fellow students and the instructor may ask you to contribute to learning community in another way. If you must be absent or late, please email the instructor at least several hours prior to class.

### **CPSY Department Attendance Policy**

Timeliness and professionalism is a requirement for all clinical placements and full attendance is expected and required. Any missed time will be made up by completing extra assignments designed by the instructor. Missing more than ten percent of placement time may result in failure to complete the class. This would be 4.5 hours of a 45 hour class (3 credits), 3.0 hours for a 30 hour class (2 credits) or 1.5 hours for a 15 hour class (1 credit.) In case of extreme hardship and also at the discretion of the instructor, a grade of incomplete may be given for an assignment or the entire course. In such cases, the work to be submitted in order to remove the incomplete must be documented appropriately and stated deadlines met. Students are expected to be on time to class and tardiness may be seen as an absence that requires make-up work.

### **Special Assistance**

The Student Support Services Office, located in the Templeton Student Center, is a resource for students with disabilities. A variety of services are available through this office according to the particular needs of each student. Students interested in such services may contact Student Support Services at 503-768-7191. This contact is the necessary first step for receiving appropriate accommodations and support services. Please inform me if you need accommodations in class.

### **CPSY Department Policy for Practicum and Internship Extenders**

This policy applies to all students in practicum and internship. Students in practica and internships in schools will follow the regular school year for their districts as indicated by their contracts, however they will still need to follow the policy of being continuously enrolled in a supervision course.

For students who need to extend their practicum or internship past the end of a semester, they have the following options:

- For extensions up to four weeks past the end of a final semester (but no more than FOUR WEEKS), students must register for a zero credit practicum or internship course in order to continue to count hours towards their practicum or internship. Students must join an existing campus-based practicum or internship section for weekly supervision until they complete their practicum or internship hours.
- For extensions of more than four weeks, students must register for, attend, and participate in a full semester of practicum or internship (3 semester hours for PMHC & PMHC-A, 4 semester hours for MCFT).
- All students must obtain permission from the clinical coordinator before any extension is granted. Registration must be completed prior to the end of the semester for which the extension will be required.

- The clinical coordinator will assign campus practicum or internship sections to all extending students. Students must not assume that they will continue in the same practicum or internship section.

**PLEASE NOTE**

**The course content and structure, assignments, and readings may be modified as needed during the semester by the course professor.**