



COUN6380 Clinical Practicum

New Orleans Baptist Theological Seminary
Church and Community Ministries Division
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Mission Statement

The mission of New Orleans Baptist Theological Seminary is to equip leaders to fulfill the Great Commission and the Great Commandments through the local church and its ministries.

Mission Statement of the Counseling Program (CACREP I.N, II.A)

The mission of the NOBTS Counseling Program is to provide training and supervised experience in evidence-based counseling methods to help people deal with life issues in a biblically sound way and prepare students for licensure in counseling and counseling-related professions. We seek to produce graduates who have the values, knowledge, skills, and personal disposition to promote the mental health and holistic wellness of clients across diverse populations.

Core Value Focus

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is Servant Leadership.

Curriculum Competencies

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competencies addressed in this course are: Biblical Exposition, Disciple Making, Interpersonal Skills, Servant Leadership, and Spiritual and Character Formation.

Syllabus Distribution (CACREP II.D)

This syllabus is distributed at the beginning of the semester for review and can be found electronically on blackboard.

Course Description (CACREP II.D.1)

This course is designed as a semester-length (16-week), mental health practicum totaling at least 100 clock hours, with a focus on diagnosis and treatment. The student is required to complete 40 hours of direct counseling, one hour per week of individual supervision, and one and one-half hours per week of group supervision. Students pursuing LPC licensure in Louisiana must complete a clinical mental health practicum with 16 weeks and 40 Direct Client Hours. The Practicum is considered part of the Clinical Practice requirement of 500 Direct Client Hours for those pursuing LMFT licensure in Louisiana. All student must complete Clinical Practicum at the Leeke Magee Christian Counseling Center. Students wishing to register for this course must first go through the application and approval process, obtained a signed approval form from the NOBTS Director of Training prior to enrollment. Prerequisites: COUN6301, COUN6302, and COUN6303; and COUN6350 or COUN6351.

Student Learning Outcomes (CACREP II.D.2)

At the end of the Clinical Practicum the student should be able to

- A. demonstrate knowledge and understanding of using the DSM-5 to make clinical diagnoses
- B. increase skills related to counseling by

1. continuing the task of integrating and synthesizing theories and techniques and biblical concepts learned in the classroom in a real work setting.
 2. demonstrating the ability to synthesize and apply counseling concepts in their case presentation when required of them in individual or group supervision.
 3. developing treatment plans that are biblical, that will motivate clients, and that research has shown to be effective strategies for clients' identified problem(s),
 4. effectively using feedback, direction, and constructive criticism from supervision and consultation,
 5. maintaining an effective counseling process and relationship until the client(s)' problem(s) have been resolved,
 6. documenting clinical work in a way that meets the standards of the counseling site, insurance companies, and the state in which the student is working.
 7. demonstrate ability to practice counseling skills abiding by basic ethical and legal standards of the Bible and counseling profession.
- C. increase their personal ability to
1. establish rapport and positive working relationships with client(s) during the first session,
 2. take a psychological history (the specifics will depend upon theoretical orientation and the requirements of the Practicum site),
 3. develop more fully the personal qualities, characteristics and behavior of a biblical professional counselor,
 4. begin the transition from "trainee" to "practitioner."
 5. work cooperatively and effectively within an agency setting and initiate appropriate professional relationships with mental health professionals outside that agency as needed.
 6. serve as "salt and light" to those they come in contact with at the counseling site.

Textbooks (CACREP II.D.4)

Russell-Chapin, Sherman, & Ivey. (2016). Your supervised practicum and internship: Field resources for turning theory into action. (2nd ed). Cengage. ISBN 978-1-138-93581

NOBTS Faculty: The Leeke Magee Christian Counseling Center Policies and Procedures Manual
(Available on Blackboard, Practicum site).

Clinical Training Manager: Subscription. The subscription for clinical training manager can be paid by check or cash at the Counseling Office. This is a one-time payment for the subscription for a personal profile that will contain all required documents across the career of the counseling and student and graduate. Please make the check out to NOBTS.

Course Teaching Methodology (CACREP 2.D.3)

The course will involve the following methodologies: Practical experience gained by counseling face-to face with clients, practicing appropriate note taking and preparation for sessions, and being supervised individually and in a peer-group setting.

Course Requirements (CACREP 2.D.2; 2.D.3)

Assignment

<u>Topic</u>	<u>Key Assessments</u>	<u>CACREP standard crf</u>
Read completely the NOBTS Practicum/Internship Manual. Students are responsible to notify site supervisors of changes and provide them with updated forms when necessary.	Complete and pass Manual Exam on Blackboard with grade no less than 85% for entering Internship 2.	2.A
Read completely the Leeke Magee Christian Counseling Center Policies and Procedures Manual.	Students must sign an Attestation that they have completed reading the LMCCC Manual, and must	3.D

<p>Read <i>Your supervised practicum and internship: Field resources for turning theory into action.</i> Students will have assignments throughout the semester to complete this book. Assignments from the book must be completed on time.</p>	attend full Orientation	
<p>Attend the Practicum/Internship Required meeting the first group supervision the Fall and Spring Semesters. Students should plan to attend this meeting in advance in order to avoid conflicts with work and family schedules.</p>	Attendance Records are checked.	2.D.
<p>Maintaining current liability insurance throughout the internship. A copy of current insurance verification must be on file in the Psychology and Counseling Office. If for any reason a student's insurance lapses or there is no copy of current insurance in the file the student has 2 weeks to provide proof of coverage, during which the student will not be allowed to count the weeks/hours for that time period. After 2 weeks lapse with no proof of coverage, the student will be suspended from the site until proof of coverage is provided. Liability insurance coverage is the responsibility of the student, but a lapse of liability insurance coverage places you, your supervisor, and site agency in danger.</p>	Regular check on liability insurance policies are made to discover any that are expired.	3.A
<p>Clinical Training Manager All students must subscribe to CTM, and maintain an up-to-date Personal Profile.</p>		3.D
<p>Session Observation: Make necessary arrangements so you can be observed by your individual supervisor conducting an individual session (40 minutes minimum) at least 3 times during the semester. In the event that a direct observation is not possible, the student must provide a video tape (can be a small clip if ok with supervisor) of a session. An audio tape is not acceptable.</p>	Supervisors track to be sure all students bring 3 videos (or observation of a live session) to be observed during the Clinical Practicum. Tracking is recorded on Clinical Training Manager.	3.B

<p>Case Presentation in group supervision. Every student is required to present at least one case during the semester in group supervision. Every student is required to present at least one case during the semester in group supervision. Please use Resource Q Case Presentation Outline Guide found on the Blackboard Clinical Practicum site.</p>	<p>Group Supervisors track the fulfillment of this task on Clinical Training Manager, and grade with a Pass or Fail.</p>	<p>3.C</p>
<p>Individual Supervision attendance once a week (1 hr): Individual Supervisors will be assigned to the student. Each individual supervision will be triadic (two students, one supervisor). The student must be proactive in seeking individual supervision. The student must seek supervision even when their assigned supervisor is not available.</p>	<p>The student must log attendance of Individual Supervision weekly, and submit for approval by the Individual Supervisor.</p>	<p>3.H</p>
<p>Attendance of Group Supervision once a week (1.5 hrs) Students must sign up on the Wikki Blackboard sign-up list. Students are expected to pursue group supervision and to adjust their schedules accordingly. Do not give any identifying information when discussing a case in group</p>	<p>The student must log attendance of Group Supervision weekly, and submit for approval by the Group Supervisor.</p>	<p>3.I</p>
<p>Clinical Training Manager. Students must submit weekly reports in Clinical Training Manager, and submit a printed report at the end of Clinical Practicum. Students are expected to submit their hours weekly, and may be penalized by the loss of direct hours if they do not submit weekly. When moving from Practicum to Internship 1, the student MUST change their Clinical Practicum Title level on Clinical Training Manager to Internship 1.</p>	<p>Clinical Training Manager is the official method to track all direct and indirect hours for Internship 1. CTM logging and verification reports must be logged weekly. A staff member of the counseling staff regularly surveys CTM to ensure weekly logging of hours.</p>	<p>3.D</p>
<p>Clinical Practicum completion: By the end of Clinical Practicum the student must have a total of no less than 16 weeks and no less than 40 Direct Client Hours, 100 Indirect Hours. (40 hours for 16 weeks = an average of 4 Direct</p>	<p>Verification of required hours must be submitted before Clinical Practicum will be closed and graded.</p>	<p>3.F 3.G</p>

Client Hours per week).		
Evaluations at end of Clinical Practicum. Your Site Supervisor must submit an evaluation. The student is responsible to send the supervisor a link for the evaluation form, and request its completion. Supervisors should review the evaluation with the student before submitting it. The student must also complete an evaluation of the supervisor/ site and submit it to the Clinical Director. (Link for Evaluation forms provided on Blackboard).	Students will not receive a grade for Clinical Practicum until all hours are completed and all evaluations are submitted.	3.C

Additional Class Requirements:

1. **Absences in Group Supervision and Individual Supervision** can be "made up" if done so within two weeks of the time of the absence. Absences not made up will result in the loss of direct contact hours for that week. Any student with an excess of TWO absences from group supervision will be required to drop the course unless approved by Dr. Kathryn Steele

Evaluation of Grade (CACREP II.D.5)

The student's grade will be computed as follows:

P = Pass

F = Fail

I = Incomplete

Course Concerns: All questions regarding grades, assignments, or other course issues should be addressed to Dr. Kathryn Steele.

Course Policies, Academic Conduct, and Professional Conduct (CACREP I.J, G, O; II.D.6)

Academic Honesty Policy

All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

Academic Policies

Academic policies relate to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Academic Catalog](#).

Classroom Parameters

Please arrive on time.

Turn off cell phones. Utilize laptops and other technology for class purposes only.

Respect the professor and other members of the class.

Maintain confidentiality when someone shares personal information.

Participate in class and group discussions.

Disabilities and Accommodations (CACREP II.D.6)

New Orleans Baptist Theological Seminary does not discriminate against applicants/ students on the basis of personal disabilities. The Seminary, in voluntary compliance with the American Disabilities Act, will provide reasonable institutional accommodations, modifications, and adjustments to enable and empower students with disabilities to participate in Seminary programs and activities to the fullest extent possible. However, NOBTS cannot support accommodations that place undue hardship on the Seminary or its

resources or which alter the essential requirements of curriculum and academic progress. While the seminary does not provide direct assistance to students in the form of equipment or personnel, accommodations may be made by individual professors at their discretion. These accommodations usually take the form of early access to lecture materials in electronic format and additional time to complete tests and assignments. The most efficient way to pursue such accommodations is to provide the Director of Testing and Counseling (Dr. Jeff Nave, jnave@nobts.edu, 504-282-4455 ext. 8004) with documentation of the condition for which you seek accommodation, an explanation of helpful accommodations received in the past, and a description of the specific accommodations you desire. The Director of Testing and Counseling will document your request and communicate on your behalf with the professors who teach the course(s) for which you are registered. The seminary reserves the right to consider each request for “special” accommodations on a case by case basis pursuant to the criteria enumerated above.

Diversity (CACREP I.J)

The Counseling Program at NOBTS affirms the Christian doctrinal position that God created man in His own image, and that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love. We believe the counseling profession affords our students and graduates the opportunity to be “salt and light” (Matthew 5:13-16) whatever their places of service, and that a robust appreciation for and sensitivity to human diversity is key to that end. Further, a learning environment diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. Students and faculty benefit from diversity. The quality of learning, research, scholarship, and creative activities are enhanced by a climate of inclusion, understanding, and appreciation of the full range of human experience. We are committed to nurturing and training a diverse student body in an atmosphere of mutual respect and appreciation of differences. As a result, the counseling program is committed to diversity and equal opportunity and recognizes that it must represent the diversity inherent in American society, reflected in our local community, and aligned with the core values of the NOBTS community.

Netiquette

Netiquette refers to appropriate online behavior in Blackboard or other online discussions. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

Plagiarism on Written Assignments

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

Policy for Graduating Seniors

Graduating Seniors are responsible for alerting the professor of your intention to graduate. All of your assignments must be completed by noon (12:00 PM) on the Wednesday prior to commencement exercises.

Professional Conduct (CACREP I.O)

Students are expected to adhere to the appropriate code of ethic for their particular program. Any behavior deemed unethical will be grounds for dismissal from the program.

Professor’s Policy on Late Assignments

All work is due on the assigned date in the syllabus. The grade for late assignments will automatically be reduced by four points for each week day an assignment is late. Assignments will NOT be accepted after they are one week overdue.

Technical Assistance (CACREP I.G)

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:

1. Selfserve@nobts.edu - Email for technical questions/support requests with the Selfserve.nobts.edu site (Access to online registration, financial account, online transcript, etc.)

2. BlackboardHelpDesk@nobts.edu - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System NOBTS.Blackboard.com.
3. ITCSupport@nobts.edu - Email for general technical questions/support requests.
4. www.NOBTS.edu/itc/ - General NOBTS technical help information is provided on this website.

Writing Center (CACREP I.G)

NOBTS has adopted a Quality Enhancement Plan to improve English writing at the graduate level. As part of this effort, NOBTS has established a writing center located in the Hardin Student Center (290B). Visit the official [NOBTS Writing Center](#) online help site for writing academic papers and essays. You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew. More information about how to set up an appointment for writing assistance is available on the writing center page.

Writing Style

All papers are to be written in American Psychological Association (APA) style. Please see the APA Manual 6th edition. Be thorough, and answer completely all the questions in the assignments.

Student Services
(CACREP I,F, H)

This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to www.nobts.edu/student-services, email us at studentservices@nobts.edu, or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!

Need	Email	Phone	Web Page
Advising – Graduate Program	studentservices@nobts.edu	504.282.4455 x3312	www.nobts.edu/registrar/default.html#advising
Advising – Undergraduate Program	lcadminasst@nobts.edu	504.816.8590	www.nobts.edu/LeavellCollege
Church Minister Relations (for ministry jobs)	cmr@nobts.edu	504.282.4455 x3291	www.nobts.edu/CMR
Financial Aid	financialaid@nobts.edu	504.282.4455 x3348	www.nobts.edu/financialaid
PREP (help to avoid student debt)	Prepassistant1@nobts.edu	504.816.8091	www.nobts.edu/prep
Gatekeeper NOBTS news	pr@nobts.edu	504.816.8003	nobtsgatekeeper.wordpress.com
Information Technology Center	itcsupport@nobts.edu	504.816.8180	selfserve.nobts.edu
Help with Blackboard	blackboardhelpdesk@nobts.edu	504.816.8180	nobts.blackboard.com
Library	library@nobts.edu	504.816.8018	www.nobts.edu/Library
Online library resources	library@nobts.edu	504.816.8018	http://www.nobts.edu/research-links/default.html
Writing and Turabian style help	library@nobts.edu	504.816.8018	http://www.nobts.edu/writing/default.html
Guest Housing (Providence Guest House)	ph@nobts.edu	504.282.4455 x4455	www.provhouse.com
Student Counseling	lmccc@nobts.edu	504.816.8004	www.nobts.edu/student-services/counseling-services.html
Women's	womensacademic@nobts.edu	504.282.4455	www.nobts.edu/women

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students
- Interact with us online at –



TWITTER.COM/NOBTS INSTAGRAM.COM/NOBTS FACEBOOK.COM/NOBTS

Selected Bibliography (CACREP II.E)

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- Friedman, D., & Kaslow, N.J. (1986). The development of professional identity in psychotherapists: Six stages in the supervision process. In F.W.Kaslow (Ed.), *Supervision and training: Models, dilemmas and challenges*, 29-50. New York: Haworth Press.
- Mitchell, R. (2001). Documentation in counseling records. Alexandria, VA: American Counseling Association.
- Pipher, M. (2003). Letters to a young therapist. New York: Basic Book.
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