

Health Screening: Students who come to campus for face-to-face classes will be required to complete a daily health screening which will include temperature checks. If you have experienced COVID-19 symptoms and/or have tested positive within the past 10 days; or if you have had close contact (less than 6 feet for longer than 15 minutes while unmasked) with a suspected or confirmed COVID-19 patient within the past 14 days, you are not allowed to come to campus. Please complete the campus [online reporting form](#). A campus official will reply to provide guidance and information.

Safety Measures: Consistent with the Governor’s order and updated state public-health guidelines, face masks or cloth face coverings are required to be worn in public spaces on-campus and during in-person classes to reduce possible exposure to COVID-19 and prevent the spread of the virus. Physical distancing must be practiced by maintaining 6 feet of distance between individuals. Good hygiene of hand washing for a minimum of 20 seconds or using hand sanitizer is required. Please avoid touching your face with unclean hands. Disposable face masks will be provided to anyone who arrives to campus without one.

Please see university website for the most updated information: www.fresnostate.edu/coronavirus



**Kremen School of Education
and Human Development**



**Fall 2020 - Syllabus for
COUN 239 • Field Placement in
Counseling (3 and 6 units)**

**H. Dan Smith EdD, LMFT
Professor Emeritus
Chair Emeritus**

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-- SYNCHRONOUS VIRTUAL INSTRUCTION ONLY --

Syllabus for COUN 239 • Field Placement in Counseling (3 and 6 units)			
Semester:	Fall 2020	Department:	Counselor Education & Rehabilitation
Course:	Field Placement in Counseling	Instructor:	H. Dan Smith, EdD, MFT
Units:	Three (3) and Six (6)	Office:	ED 481 (Fall ONLY) Zoom!
Time:	Tuesdays, 1:30 pm to 2:50 pm	e-mail:	dans@mail.fresnostate.edu
Location:	Virtual Instruction Only	Telephone:	559-287-5413 - cell
Website:	http://hdansmith.com	Office Hours:	See below . . .

Instructor Office Hours (by appointment only via Zoom): I'm a pretty busy guy, but I'll find a way to make time for you for consultation. *ALWAYS by e-mail, too. Don't hesitate.*

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THE CALIFORNIA STATE UNIVERSITY

SYNCHRONOUS VIRTUAL INSTRUCTION ONLY means the course is taught in "real time" and only at the times specified for the course, students will be present via Zoom with all cameras turned ON.

Communication: My office phone number is 559/278-0329, but I am there ONLY during office hours (as noted above). You can also text or phone my cell: 559-287-5413. I monitor e-mail constantly, regardless of my schedule or my travels, so you might wish to try this first: dans@mail.fresnostate.edu. We have our own web site portal at <http://hdansmith.com/coun239.html> where you can find additional information about the course, a replacement syllabus, links to required forms, etc.

Course Description: This course is designed to provide the student with the opportunity to gain experience as a counselor trainee in a field placement setting. The counselor trainee will have the opportunity to apply the theoretical knowledge and skill development accumulated during their course of study in the MFT program in an approved clinical site. It should be noted that this course is designed to augment supervision provided by your field practicum supervisor. See *Handbook for COUN 239: Field Placement in Counseling* for further details.

Prerequisites: COUN 200 • Seminar in Counseling Techniques
 COUN 208 • Practicum in Counseling
 COUN 238 • Practicum in Marriage and Family Therapy
 ... and completion of 40+ units in the MFT Program.

Course Objectives for Marriage, Family and Child Counseling Graduate Students (per the Council for the Accreditation of Counseling and Related Educational Programs – CACREP):

CACREP Standard		Learning Activities & Experiences	Evaluation Method
F. MARRIAGE, COUPLE, AND FAMILY COUNSELING			
Foundations			
e.	Principles and models of assessment and case conceptualization from a systems perspective	Discussion, Case Presentations	Case Presentations
f.	Assessments relevant to marriage, couple, and family counseling	Discussion	Case Presentations
Contextual Dimensions			
a.	Roles and settings of marriage, couple, and family counselors	Discussion	Discussion
b.	Structures of marriages, couples, and families	Discussion	Discussion
c.	Diagnostic process, including differential diagnosis and the use of current diagnostic classification systems, including the <i>Diagnostic and Statistical Manual of Mental Disorders (DSM)</i> and the <i>International Classification of Diseases (ICD)</i>	Discussion, Case Presentations	Case Presentations
o.	Ethical and legal considerations and family law issues unique to the practice of marriage, couple, and family counseling	Discussion, Case Presentations	Case Presentations
Practice			
a.	Assessment, evaluation, and case management for working with individuals, couples, and families from a systems perspective	Discussion, Case Presentations	Discussion, Case Presentations
b.	Fostering family wellness	Discussion	Discussion

c.	Techniques and interventions of marriage, couple, and family counseling	Discussion, Case Presentations	Discussion, Case Presentations
d.	Conceptualizing and implementing treatment, planning, and intervention strategies in marriage, couple, and family counseling	Discussion, Case Presentations	Discussion, Case Presentations
e.	Strategies for interfacing with the legal system relevant	Discussion, Case Presentations	Case Presentations

Student Outcome and Assessment Plan (SOAP): The Counselor Education faculty is committed to providing a program milieu that offers students the opportunity for professional and personal growth. The learning goals of the program emphasize achieving a firm understanding of the theoretical foundations of counseling and its practical applications, and becoming responsive to the cultural, ethnic, racial, disability, gender, sexual identity, and socio-economic context of individuals, couples, and families. COUN 239 emphasizes the following twelve learning objectives.

SOAP Goals/Objs.	Objective	Evaluation Method
<u>Goal 1:</u> Prepare professional counselors to meet the mental health needs of an increasingly diverse and changing society. Upon successful completion of the Counseling: Option in Marriage, Family and Child Counseling, MS degree program, students will be expected to be able to:		
Objective 1.1	Articulate orally and in written form a theoretical base and rationale for counseling.	Discussion, Case Presentation
Objective 1.2	Conduct effective individual, couples, marriage, family, child, and group counseling.	Evaluation by Site Supervisor
Objective 1.4	Apply professional counseling expertise under direct supervision.	Discussion, Case Presentation
Objective 1.5	Accurately conduct mental health diagnoses and apply measurement and evaluation in the field of counseling.	Discussion, Case Presentation
Objective 1.7	Demonstrate awareness to the existence of cultural diversity, demonstrate sensitivity to people with differences, demonstrate responsiveness to recognize differences through counselor interventions with individuals and groups.	Discussion, Case Presentation
<u>Goal 2:</u> Prepare professional counselors who are proficient in written and verbal communications		
Objective 2.2	Communicate with peers, professors, and supervisors in a manner that is consistent with appropriate mental terminology and consultative practices.	Discussion, Case Presentation
<u>Goal 3:</u> Prepare professional counselors to practice effectively in collaborative and interdisciplinary environments		
Objective 3.1	Participate in cooperative and collaborative ventures with members of our professional and service community.	Discussion, Case Presentation
Objective 3.2	Maintain effective working relationships with members of the mental health and service community.	Discussion, Case Presentation, Evaluation by Site Supervisor
<u>Goal 4:</u> Promote the development of counselor professional identity and an understanding of the ethical standards of the American Counseling Association and the legal statutes of the State of California.		
Objective 4.1	Identify counseling, legal, and ethical concerns related to the needs of people who are living and developing in a pluralistic society.	Discussion, Case Presentation

Objective 4.2	Adhere to the legal statutes of the State of California and ethical standards of the American Counseling Association.	Discussion, Case Presentation
Goal 5: Provide Counseling: Option in Marriage, Family and Child Counseling students with the academic and practical experiences that satisfy the program accreditation standards set forth by the Council for the Accreditation of Counseling and Related Education Programs (CACREP) and the licensure requirements of the State of California's Board of Behavioral Science as a Marriage and Family Therapist.		
Objective 5.1	Monitor and adjust program curricula to comply with the regulations of the State of California's Board of Behavioral Science.	Discussion, Case Presentation, Evaluation by Site Supervisor
Objective 5.2	Maintain academic and practical curricula reflective of standards set forth by the Council for the Accreditation of Counseling and Related Education Programs (CACREP).	Discussion, Case Presentation, Evaluation by Site Supervisor

Required On-Line "Mini-Workshop" for Site Supervisors: Site Supervisors are required to complete our mini-workshop, entitled "Supervisor's Guide to COUN 239 - Field Placement in Counseling," on line at <http://smith.soehd.csufresno.edu/239guide>. Please inform your supervisor of this CACREP requirement, and ask them to pay special attention to the instructions on the last page of the mini-workshop. This should take them no more than 20 minutes. You should run through this, too; you'll learn a lot about how our program interfaces with BBS and CACREP!

Agencies Must be "Contracted" Before Trainees Can Begin Seeing Clients: In order for you to be covered by the Lloyd's of London SPLIP liability insurance program while working in your agency, the agency must have an "Fresno State Interagency Risk Management Contract" with the university . . . or at least have a signed contract that has been submitted for processing. You can check the status of your agency on our COUN 239 website. Please go to:

<http://hdansmith.com/239sites.html>

If your agency is NOT on the list, there is a form at the top of the directory page for that purpose; please let your supervisor know, immediately ... this is a university requirement!

In the two far-right columns, you can check the status of the agency's contract. If it says "Contracted," you're good-to-go. If it says "Pending," we need to begin the process before you can start seeing clients. The contract form is a simple document that requires minimal effort, yet it must be signed by an official with contracting authority in the agency. The Fresno State Interagency Risk Management Contract is located on the COUN 239 "forms" web page, and is distinguished by a **green bar** in the margin to the left of the text.

The purpose of the "Fresno State Interagency Risk Management Contract" is to indemnify the parties should there be a problem, and to lay out the general terms of the supervisory relationship.

Attendance: Attendance at supervisory meetings is mandatory. The experiential nature of the class and the responsibilities associated with counseling practice makes regular attendance necessary. Professional demeanor dictates that MFT trainees are punctual and prepared to fully participate in all classes and supervisory experiences. The student is responsible for alerting the professor as soon as possible, when illness and/or other reasonable cause that prevents attendance to class/counseling sessions.

Professional Behavior: Students are expected to maintain the highest ethical and professional behavior throughout the class and during counseling experiences in accordance with the American Counseling Association's (ACA) "Code of Ethics and Standards of Practice" and the California Association for Marriage and Family Therapists' (CAMFT) "Ethical Standards." Confidentiality and respect for client welfare and privacy must be maintained.

Graduate Students are Subject to Clinical Review. Counselor Education students are evaluated throughout their time in the program. Any faculty member may present concerns regarding a student's academic progress, dispositional characteristics, emotional stability, and professional fit to the Clinical Review Committee at any time during the student's tenure in the program. Please see the program handbook for additional information regarding the Clinical Review process.

University Policy on Disruptive Classroom Behavior: "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live ... Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.

Contact information for Department Chair: The Department Chair, who is the next contact level beyond the faculty member, should be contacted should students need assistance with a concern that they are unable to address satisfactorily with the faculty member directly. This will put the student on a direct path for assistance with any issue and allow the chair to work with the faculty member and the student immediately to attempt to resolve the matter. If the issue relates to Title IX or Discrimination, Harassment or Retaliation allegations, those issues will be reported to the appropriate office as mandated by Executive Orders. **Chair:** Dr. Jenelle Pitt, ED 350, phone: 559-278-0304.

Counselor Education Program Policy on the use of Electronic Devices in the Classroom

(Adopted 12-11-2007): Living in these modern times comes with unique challenges that, by their very nature, may degrade the learning environment, create a disrespectful environment for the professionalism of the instructor, and be a nuisance for all. As such, the department has adopted guidelines for appropriate use of electronic devices within the classroom. **Cell**

Phones: Students must put cell phones on "silent mode" (**not** "vibrate mode") upon entering the classroom, and all cell phone business must be handled on breaks. In some specific laboratory settings, the presence of even "silent" cell phones may interfere with electronic devices used to advance the learning process, and in such cases your instructor may require that you turn cell phones to the "off" mode. "Texting" during class is offensive and will not be tolerated. If you are "on call" for a mental health agency or some other urgent service, let your instructor know in advance of each class meeting that you have such responsibilities. **Computers:** While computers are generally welcome in most classrooms (unless otherwise specified by the instructor), their use is strictly confined to direct educational support for the specific class being attended (note taking, seeking course-related material, etc.). The use of an open computer for activities such as instant messaging, chatting, social networking (Facebook, LinkedIn, Instagram, Twitter, etc.), shopping, bidding, surfing, e-mailing, etc., are strictly prohibited.

iPods, MP3 players, etc.: The use of such devices, with the accompanying use of earphones, ear buds, etc., is strictly prohibited. Of course, assistive devices of a similar nature are always

welcome; the instructor should be apprised in advance of their presence. Students who are in violation of this policy and have been previously warned are considered to be in violation of the **University Policy on Disruptive Classroom Behavior** and will be subject to disciplinary action.

University Policy on Students with Disabilities: The University is committed to providing reasonable academic accommodation to students with disabilities. Services for Students with Disabilities provides university academic support services and specialized assistance to students with disabilities. Individuals with physical, perceptual, or learning disabilities as addressed by the Americans with Disabilities Act should contact Services for Students with Disabilities (SSD) at 559-278-2811 for information regarding accommodations. Please notify your instructor that instructions from SSD will be forthcoming so that reasonable efforts can be made to accommodate your needs. **IF YOU EXPECT ACCOMMODATION THROUGH THE ACT, YOU MUST MAKE A FORMAL REQUEST THROUGH SERVICES FOR STUDENTS WITH DISABILITIES.**

Honor Code: "Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities." You should:

1. Understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration);
2. Neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading; and
3. Take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

It is important that we all do the "right thing" where exams, papers, and other academic matters are concerned, including the logging of hours and activities in field placements.

University Policy on Cheating and Plagiarism: "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a "0" or "F" on a particular assignment, through an "F" for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the *Schedule of Courses* ("Legal Notices on Cheating and Plagiarism") or the *University Catalog* ("Policies and Regulations").

Intellectual Property Provision: As part of your participation in virtual/online instruction, please remember that the same student conduct rules that are used for in-person classrooms instruction also apply for virtual/online classrooms. Students are prohibited from any unauthorized recording, dissemination, or publication of any academic presentation, including any online classroom instruction, for any commercial purpose. In addition, students may not record or use virtual/online instruction in any manner that would violate copyright law. Students are to use all online/virtual instruction exclusively for the educational purpose of the online class in which the instruction is being provided. Students may not re-record any online recordings or

post any online recordings on any other format (e.g., electronic, video, social media, audio recording, web page, internet, hard paper copy, etc.) for any purpose without the explicit written permission of the faculty member providing the instruction. Exceptions for disability-related accommodations will be addressed by Services for Students with Disabilities (SSD) working in conjunction with the student and faculty member.

University Policy on Student Access to Computers: "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (<http://www.csufresno.edu/ITS>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

Method of Instruction: As a supervision course, instruction will take the form of clinical supervision. In addition, instruction in specialized counseling techniques will also be provided as needed.

Required Text: *Handbook for COUN 239: Field Placement in Counseling*, Revised recently (on the web: <http://hdansmith.com/coun239.html>)

Note: Students will be expected to read the required text. In addition, students will be required to review readings provided by the instructor, as would any professional i.e., pursuant to topics appropriate to their professional growth and/or their client's needs.

Liability Insurance: Students automatically purchase malpractice insurance through the university (written by Lloyd's of London) by their registration in this class; unfortunately, you are not a "named insured" and you don't get a policy in your hands. Dan's *personal* view of this is that the Lloyd's policy is designed to protect the university primarily, and you secondarily. The faculty recommends (and many placements demand) that students have their own insurance, which comes with a policy face sheet with YOUR NAME on the policy.

Malpractice insurance is available through ACA, CAMFT, and AAMFT (and probably others, too). Since you are pursuing the MFT Degree (and the license in California), you are strongly encouraged to examine the CAMFT program for your independent insurance (it will be something you will carry during your career.) **Note:** ACA, AAMFT, and CAMFT are professional counseling organizations and not merely sources for liability insurance. Marriage and family therapy students/trainees are strongly encouraged to participate in counseling organizations to further promote professional growth and counseling identity.

Grading and Evaluation: Evaluation and grading will be determined by the University Supervisor in collaboration with the information and recommendations provided by the respective Field Placement Supervisor(s). Grading is based on ***credit/noncredit*** and will be based on performance in the weekly supervision class. The COUN 239 class is also approved for SP grading. Grading and evaluation is also based on the completion of all the required paperwork as defined in the *Handbook for COUN 239: Field Placement in Counseling*. These requirements include the completion of 300 hours of activities at the chosen field placement site of which 150 hours must be face-to-face client contact hours. Other requirements include the

completion of evaluations forms and a written and oral case study as defined in the *Handbook for COUN 239: Field Placement in Counseling*.

Due Dates:

A) The following items are to be completed and submitted to the University Supervisor during the first two weeks of the semester.

- 1) Supervised Fieldwork Agreement Form (original)
- 2) Field Practice Contract Form (original)
- 3) Proof of Liability Insurance (copy)
- 4) Supervisor's License (or certification of validity from BBS License Verification)
- 5) BBS Supervisor Agreement Form (BBS) (copy)

B) Written Case Study *and* Oral Case Presentation (due date to be assigned) is required for **EACH 3-units** of the course. Documentation of both must be in the Field Placement File. The cases reflected by the written and oral presentation may be the same or different, depending on our needs.

C) The following items are due the final day of class in your folder (or at least at the time you want credit to be assigned for the class):

- 1) Final Evaluation of Counselor Trainee by filed supervisor (original)
- 2) Site Supervisor's Evaluation of CSUF Counselor Education Program (original)
- 3) Trainee's Evaluation of Field Practicum Placement (original)
- 4) Trainee's Evaluation of Field Supervisor (original)
- 5) Trainee's Evaluation of University Supervisor (original)
- 6) COUN 239 Activity Log(s) (original)
- 7) BBS Hours Log(s) (copy for the class, original for the BBS)

A specific "calendar of events" for this course is impractical because we deal with issues and concern at our placement site on an *ad hoc* basis as the issues arise. During the semester, many of you will be attending conferences and in-service meetings as directed by your site supervisor; we will make time for attendees to convey information gleaned from the conference/meeting to the supervision group.

NO COURSE GRADE WILL BE ISSUED UNTIL THE STUDENT FILE IS COMPLETE. IT IS UP TO THE STUDENT TO ASSURE THAT MATERIALS ARE IN THE FILE.

Suggested Readings (a partial list of pertinent topics):

Capuzzi, D. (2004). *Suicide across the lifespan* (2nd ed.). Alexandria, VA: American Counseling Association.

de Shazer, S. (2005). *More than miracles: The state of the art of solution-focused therapy*. Binghamton, NY: Haworth Press.

Gil, E. (1994). *Play in family therapy*. New York: Guilford. [a classic]

Guerin, P.J., Fay, L.F., Burden, S.L., & Kautto, J.G. (1987). *The evaluation and treatment of marital conflict: A four-stage approach*. New York: Basic Books. [a classic]

Haley, J. (1987). *Problem-solving therapy*. San Francisco: Jossey-Bass. [a classic]

Humphrey, K.M. (2009). *Counseling strategies for loss and grief*. Alexandria, VA: American Counseling Association.

Jongsma, A.E., & Peterson, L.M. (1995). *The complete psychotherapy treatment planner*. New York: John Wiley & Sons. [a classic, but very functional]

Madanes, C. (1981). *Strategic family therapy*. San Francisco: Jossey-Bass. [a classic]

Minuchin, S., & Fishman, H.C. (1981). *Family therapy techniques*. Cambridge, MA: Harvard. [a classic]

O'Hanlon, B. (2003). *A guide to inclusive therapy: 26 methods of respectful, resistance-dissolving therapy*. New York: Norton.

Payne, M. (2004). *Narrative therapy* (2nd ed.). Thousand Oaks, CA: Sage.

Pearman, H. & Abrams, H. (2007). *Art therapy for children of all ages: A cookbook for therapists*. Parker, CO: Outskirts Press (a "vanity press," available on Amazon.com).

Satir, V. (1988). *The new peoplemaking*. Palo Alto, CA: Science and Behavior Books. [remake of a classic]

Seligman, L. (2007). *Selecting effective treatments: A comprehensive guide to treating mental disorders* (3rd ed.). San Francisco: Jossey-Bass.

Seligman, L. (2004). *Diagnosis and treatment planning* (3rd ed.). New York: Kluwer Academic/Plenum.

Thomlison, B. (2010). *Family assessment handbook: An introductory practice guide to family assessment and intervention* (3rd ed.). Pacific Grove, CA: Brooks/Cole.