

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Counseling	College/School	School of Education
Prepared by	Jane Monahan	Phone	474-5362
Email Contact	jmonahan@alaska.edu	Faculty Contact	Anthony Strange

1. ACTION DESIRED

(CHECK ONE):

Trial Course

New Course

XX

2. COURSE IDENTIFICATION:

Dept

COUN

Course #

F696

No. of Credits

3

Justify upper/lower division status & number of credits:

This is a graduate level internship course including advanced level readings, assignments and part time internship placement

3. PROPOSED COURSE TITLE:

Internship IV

4. To be CROSS LISTED?

YES/NO

NO

If yes, Dept:

Course #

(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)

5. To be STACKED?

YES/NO

NO

If yes, Dept:

Course #

6. FREQUENCY OF OFFERING:

Every Fall and Spring

Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) — or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (AY2011-12 if approved by 3/1/2012; otherwise AY2012-13)

Fall 2012

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT:
(check all that apply)

1

2

3

4

5

XX

6 weeks to full semester

OTHER FORMAT (specify)

Mode of delivery (specify lecture, field trips, labs, etc)

Lecture, seminar, internship placement

9. CONTACT HOURS PER WEEK:

3

LECTURE
hours/weeks

0

LAB
hours/week

20

PRACTICUM
hours/week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing/> for more information on number of credits.

OTHER HOURS (specify type)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

COUN F696 Internship IV

3 credits

Offered Fall, Spring

The course is designed to give counseling program candidates experience and supervised practice in the broad scope of activities (e.g., record keeping, individual and group counseling, information and referral, consultation, in-service and staff/faculty meetings, and supervision) engaged in by either

fully credentialed school counselors or licensed professional counselors. Students must have completed three semesters of field placement. COUN F634P, COUN F636, COUN F690, COUN F691 admittance to the Counseling program; permission of instructor. (3+0+20)

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities

S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? **If YES, attach form.**

YES:

NO:

XX

If YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, **Format 6**

W = Writing Intensive, **Format 7**

Natural Science, **Format 8**

12. COURSE REPEATABILITY:

Is this course repeatable for credit?

YES

NO

XX

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?

TIMES

If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

13. GRADING SYSTEM: Specify only one. Note: Later changing the grading system for a course constitutes a Major Course Change.

LETTER:

XX

PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES

COUN F634P, COUN F636, COUN F690, COUN F691 admittance to the Counseling program; permission of instructor.

These will be required before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS

16. PROPOSED COURSE FEES

\$150

Has a memo been submitted through your dean to the Provost for fee approval?

YES

Yes/No

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously?

NO

Yes/No

If yes, give semester, year, course #, etc.:

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Faculty/Budget: An instructor will be required to teach the new course. This can be added to an existing faculty member's workload or taught by an adjunct instructor. The instructor will need to be available to conduct site supervision.

Space: The new course will need classroom space. Counseling classes are taught in the early evening and utilize video and/or audio conference classrooms. The courses are taught to students on campus and by distance delivery at the same time.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

XX

Yes

This course will not require additional library resources.

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo)

The Counseling Department will be affected by this action. The number of credits required for the M. Ed. in Counseling and the School Counselor Certification program does not change. The internship credits are simply distributed between the existing internship classes and the new internship classes.

Advanced internship classes (Internship III and Internship IV) will provide students with new information and skills different than they received in their first year of internship. It will also provide a forum for discussion with students who have previously completed a year of internship placement

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

Positive: Students in the advanced internship classes will receive instruction tailored to their level of experience, separating them from students who are in introductory internship placements.

Negative: Another instructor is needed, impacting the budget.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Students in the School Counseling concentration of the M. Ed. in Counseling degree or the School Counseling Certification program must complete two semester of Internship for EACH level of certification they are seeking (elementary and secondary). Currently students register for COUN F636, Internship I twice and COUN F690, Internship II twice. During the second semesters of these courses experienced students are grouped with initial students. Students in their second full year of internship require different knowledge, skills and discussion. Creating advanced internship classes answers this need. Students earning K-12 school counseling certification will complete Internship I, II, III, IV.

Students in the Community Counseling concentration of the degree must complete 3 semesters of Internship total. The addition of COUN 691, Internship III provides the same benefits mentioned above. Students in the Community Counseling program will complete Internship I, II, III.

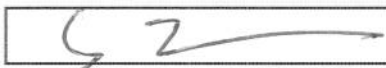
APPROVALS: Add additional signature lines as needed.



Signature, Chair, Counseling Department, Anthony Strange

Date

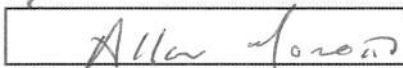
Sept 30, 2011



Signature, Chair, College/School Curriculum Council for: School of Education

Date

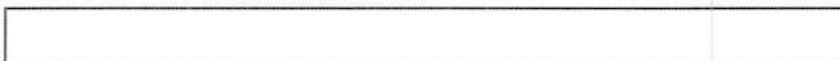
10/5/11



Signature, Dean, School of Education, Allan Morotti

Date

10-5-2011



Date

Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
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Signature, Chair

Faculty Senate Review Committee: ___Curriculum Review ___GAAC

___Core Review ___SADAC

**UAF Counseling Program
Internship IV (COUN F696)
3 Credits
Day/Time: TBA
On Campus Location: TBA
Audio Conference/Video Conference number: TBA**

Instructor: Tony Strange, Ed.D
Office: 709-A Gruening Building
Office Hours: Tuesday and Wednesday 2:00-4:00 pm, or by appointment
Office Telephone: 907-474-7701
Home Telephone: 907-378-5876
E-mail: atstrange@alaska.edu

Course Description:

The course is designed to give counseling program candidates experience and supervised practice in the broad scope of activities (e.g., record keeping, individual and group counseling, information and referral, consultation, in-service and staff/faculty meetings, and supervision) engaged in by either fully credentialed school counselors or licensed professional counselors. Students must have completed three semesters of field placement. This course is designed to give the candidate an opportunity to engage in in-depth case discussion and to receive feedback regarding their role as a professional counselor. The internship requires a minimum of 300 hours of which a minimum of 240 hours must be in direct services.

Course Objectives:

To improve skills developed during other courses and provide students with a practical training experience that allows them to function as a professional counselor in an approved clinical setting under the supervision of an appropriately trained counselor.

Student Learning Outcomes

After completing this course, students will be able to:

- Understand and perform a variety of professional activities (e.g., record keeping, information and referral, consultation, in-service and staff/faculty meetings, supervision).
- Relate theory to practice and evaluate and test counseling philosophies and attitudes within the context in which they must be made.
- Use an understanding of multicultural and diversity issues and needs in order to provide culturally responsive services.
- Evaluate their professional strengths and weaknesses and evaluate their professional growth.
- Use their professional experiences to gain an understanding and appreciation of professional, ethical, and legal issues and behavior

Instructional Methods

Classes will consist of distance student and on campus students connected by audio/video conferencing. Five major methods will be used in the class to facilitate the students' understanding the course information: (a) lecture, (b) readings, (c) student presentations, (d)

student projects, and (e) student participation with weekly updates on their internship experiences.

Required Texts:

Conyne, R. K., & Bemak, F. (Eds.) (2005). *Journeys to professional excellence*. Alexandria, VA:

American Counseling Association. ISBN-10: 1556202423 ISBN-13: 9781556202421

Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (2010). *Thirty-five techniques every*

counselor should know. Upper Saddle River, NJ: Prentice Hall. ISBN-10: 0131702823

ISBN-13: 9780131702820

University of Alaska Fairbanks Graduate Program in Counseling. *Internship manual for*

master's degree in counseling (Revised Ed., 2012). Fairbanks, AK: Author.

Recommended Texts:

Golden, L., & Hendersen, P. (2007). *Case studies in school counseling*. Upper Saddle River, NJ:

Prentice Hall. ISBN-10: 0130494844 ISBN-13: 9780130494849

Rochlen, A. B. (2007). *Applying counseling theories: An online, case-based approach*. Upper

Saddle River, NJ: Prentice Hall. ISBN-10: 0131700820 ISBN-13: 9780131700826

Wedding, D., & Corsini, R. J. (2011). *Case studies in psychotherapy* (6th Ed.). Boston, MA:

Brooks Cole. ISBN-10: 0840032579 ISBN-13: 9780840032577

Other readings may be assigned by the instructor throughout the term.

Course Requirements:

Students will be evaluated based on four major criteria: class participation, theorist integration paper/presentation, case conceptualization, and case notes. All papers need to be typed, double-spaced, and include a list of references where applicable. Papers are expected to be well-written, well thought out, and be grammatically correct. Unless stated otherwise, writing should conform to APA style, including citations and references. Completion of course requirements includes the timely submission of all assignments and paperwork including: informed consent agreement, proof of insurance for community placements, site supervisor information form, log of hours, case notes, and on-site supervisor evaluations.

Students are expected to be knowledgeable of and adhere to the American Counseling Association's 2005 Code of Ethics and Standards of Practice and/or the American School Counselor Association's 2010 Ethical Standards for School Counselors. Failure by the student to adhere to their professional codes will result in disciplinary actions. Depending upon the severity and duration of the ethical breach, disciplinary actions may include: educative advisories

or warnings, being placed on probationary status, suspension of training, or expulsion from training.

1. **Class Participation:** Attendance and participation in class is required. Graduate seminars require a high level of personal involvement, accountability, and integrity. It is expected that students will come to class prepared – having completed readings, completed assignments, and ready to participate in discussion. At times students will be asked to participate in blackboard discussions. Students must answer all required blackboard posts with a minimum of a 250-word response of directly related content. Absence does not relieve a student from the responsibility of completing all assignments prior to the due date, or for material presented in a missed class session. Late assignments will not be accepted without prior approval from the instructor, and if accepted may reflect an automatic minimum 10% decrease in grade (emergency situations will be considered). Your participation grade will reflect your attendance, your ability to integrate information, adequately discuss your viewpoints, and appropriately respond to feedback. **All personal information shared in class, within the course blackboard site, and with agency or school personnel should be kept confidential.** Students are expected to communicate in a timely manner any questions, concerns, conflicts, or needs to the appropriate supervisory personnel; and demonstrate teamwork, mutual respect, leadership, and an openness to professional feedback.
2. **Self Evaluation/Student Feedback:** Students are to write a self-critique of their development as professional counselors. In doing so, each student will first develop a set of personal goals he/she wishes to pursue to refine his/her counseling knowledge and skills – this is due by the second class session. Students are to present their goals to a classmate to gain feedback, and allow interns to practice providing appropriate feedback to others. The critique should address the following points: (a) reflection and evaluation of initial goals, areas of strength, areas of desired professional improvement; (b) a plan for improvement; and (c) an overall evaluation of the student's present state of readiness to assume the duties of a professional counselor. As done initially, students are to present their evaluations with the same classmate and integrate the feedback into their final paper.
3. **Case Conceptualization:** Students are required to complete an in-depth case study using the case conceptualization format in the internship manual. Students will present their case study to the class for discussion purposes. As time allows, additional cases may be presented either formally or informally as requested by the instructor.
4. **Case Notes:** Students are required to complete a log of their internship hours, a weekly log of their on-site activities, and case notes for all on-going individual and group counseling sessions. The final log with original signatures must be submitted by the last night of class unless otherwise arranged with the university instructor. In addition, students are to coordinate three (3) site visits with their on-site supervisor and UAF supervisor(s) per semester (see internship manual for specific requirements, timelines, and forms). Off campus students will have one site visit and two audio/video conferences with university supervisor.

Note: In many academic disciplines students are evaluated solely on their academic performance. However, students in the Counseling Program are evaluated on both their academic

performance as well as their professional characteristics. Although a student may be in good academic standing, they must receive satisfactory evaluations from faculty members regarding their professional characteristics in order to continue on in the program. The faculty will evaluate the student's professional characteristics in relation to their ability to become a viable member of the counseling community. Students will meet with the faculty following each evaluation and the results of the evaluation will be discussed. Insubordinate and argumentative behavior in response to feedback in one or more environments may be a basis for dismissal from the Counseling Program.

Evaluation and Grading:

Your grade will be determined by your satisfactory completion of all the requirements outlined in the syllabus, along with your university supervisor's evaluations of your competency and practical skills. Specific grading components include: (a) performance at the internship site (including completion of paperwork as required by university and site guidelines); (b) completion of hours; (c) supervision evaluations; (d) case presentations; (e) self-evaluation; and (f) class attendance and participation. Assessment of practical skill will be based on the following evaluations (forms located in the Counseling Program Internship Manual): university supervisor site visit evaluations (3), on-site supervisor evaluation (1), on site supervisor professional characteristics feedback form (1). While the site and university supervisor's evaluation will be considered in determining your grade, the university course instructor will assign the final grade for practicum.

Class Participation 10% (100 points)

Self Evaluation/Student Feedback Paper 15% (150 points)

Case Conceptualization 35% (350 points)

Case Notes 10% (100 points)

Evaluation 30% (300)

A = 1000 – 900

B = 899 - 800

C = 799 – 700

D = 699 - 600

Course Policies:

Students are required to obtain a university-issued username for use of email and Blackboard. If the university server is not your primary email address, you are expected to set it up so that all emails are forwarded from the university server account. Additionally, students are required to access Blackboard regularly for announcements, documents, and other postings.

An incomplete grade (I) will be assigned only if two conditions have been met. First, the student must have completed the majority of course work, written assignments, presentation, and examinations, and earned a grade of "C" or better. Normally, a grade of "I" will be given only when there has been participation until at least the last three weeks of the semester. Second, documented evidence must be submitted to substantiate the fact that course completion was prevented because of personal problems, such as a medical or family emergency. Failing to complete the course, whether due to negligence or indifference, will result in a grade of "F" unless there has been an official course withdrawal. If an "I" is assigned, completion of all course work is the responsibility of the student. All course work must be completed within one year following the semester that the "I" was given.

Students must abide by academic integrity standards as outlined in the Student Code of Conduct found in the UAF Catalog: Academic and Regulations Chapter. The UAF Code of Conduct can be found online at http://www.uaf.edu/catalog/current/academics/regs3.html#Student_Conduct. In this course if it is found that a student has knowingly plagiarized they will receive a failing grade for the course.

Plagiarism is representing someone else's ideas and work as your own. Plagiarism includes not only copying verbatim, but also rephrasing the ideas of another without properly acknowledging the source. As they prepare and submit work to meet course requirements, whether a draft or a final version of a paper or project, students must take great care to distinguish their own ideas and language from information derived from sources. Sources include published primary and secondary materials, electronic media, and information and opinions gained directly from other people. (Capella University Learner Handbook, 2006, p. 14)

Support Services:

Writing support services are available on the UAF Campus in the Writing Center, located in 801 Gruening Building, or can be reached at 907-474-5314 or 1-800-478-5246. The web site address is <http://www.uaf.edu/English/writingcenter/>

Disability Services: The Office of Disability Services (ODS) implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials. Disability Services, a part of UAF's Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for services. The faculty of the Counseling Program makes every effort to work in conjunction with ODS to provide the necessary accommodations for all identified students enrolled in our courses. If you believe you are eligible, please contact Disability Services on the UAF campus at 208 Whitaker, 907-474-5655, fydso@uaf.edu, or visit <http://www.uaf.edu/chc/disability.html> on the web or contact a student affairs staff person at your nearest local campus.

Class Session	Readings to be Discussed
Week 1	Syllabus & Review of Course Requirements/Guidelines <i>Internship manual for master's degree in counseling</i> (Revised Ed., 2012)
Week 2	Self Evaluation Discussions
Week 3	Conyne, R. K., & Bemak, F. (Eds.) (2005). <i>Journeys to professional excellence</i>
Week 4	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 1 - 3)
Week 5	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 4 – 8)
Week 6	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 9 – 12)
Week 7	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 13 – 16)

Week 8	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 17 – 21)
Week 9	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 22 – 26)
Week 10	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 27 – 29)
Week 11	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 30 – 32) Case Conceptualizations Presentations
Week 12	Erford, B. T., Eaves, S. T., Bryant, E. M., & Young, K. A. (Ch 33 – 35) Case Conceptualizations Presentations
Week 13	Case Conceptualizations Presentations
Week 14	Case Conceptualizations Presentations
Week 15	Final Evaluation and Case Notes Due