

**Psychology 402 —Fall 2021 – Virtual Classroom
Practicum in Counseling and Psychotherapy**

Professor: Ellen Meier, Ph.D. **Office:** Science D231 **Email:** emeier@uwsp.edu

Office hours: Mondays 2-3pm ONLINE ([Meier Office Hours Link](#); Password: UWSP);

Tuesdays 1-1:30pm IN-PERSON (Science D231)

Virtual Class Meetings: Mondays 12-1:30pm via zoom ([402 Class Link](#); Password: UWSP)

I want to be available to meet with you when you need help. Please feel free to contact me as soon as issues or problems arise. Before/after class, during office hours, and through email is the best way to reach me. I will stay on the zoom call after class is dismissed, much liked you'd be able to ask me questions after class for in-person classes. I will usually respond within one day of receiving your email, Monday-Friday. I do not answer emails on Saturdays.

***Note:** It may be necessary to change parts of this syllabus to adapt to class circumstances. In order to allow necessary flexibility, Professor Meier reserves the right to change this syllabus as she deems necessary. Notice of such changes will be given in class or through email.*

Course Goals

1. Students will demonstrate fundamental counseling skills and ethical decision-making processes as helpers.
2. Students will demonstrate skills as self-directed and reflective learners.
3. Students will present themselves as a confident, professional, helpers.

Note: THIS CLASS IS NOT A SUBSTITUTE FOR PROFESSIONAL PSYCHOLOGICAL DIAGNOSIS OR PSYCHOTHERAPY. If you have attended therapy, you may find that your experience is different from the information and case material discussed in class. It is also important to know that this course is not a substitute for therapy—we will be applying techniques for the purpose of learning for college course credit, not for treatment of any psychological disorder. I am acting only in the capacity of a college professor and will not enter a treatment provider relationship with any student. If you find that class content brings up certain emotional or familial issues for which psychotherapy might be useful, I suggest contacting the UWSP counseling center for help (715-346-3553) for which services are free for all students.

Required Text, Videos, and Additional Readings

1. Corey, G., Corey, M. S. & Callanan P. (2015). *Issues and Ethics in the Helping Professions (9th ed.)*. Pacific Grove, CA: Brooks/Cole Publishing Co. This book will be referred to as Corey on the course calendar.
2. Young, M. E. (2012). *Learning the Art of Helping (5th ed.)*. Upper Saddle River, NJ: Pearson Merrill Prentice Hall. This book will be referred to as Young on the course calendar.
3. APA Ethics Code at <http://www.apa.org/ethics/code2002.html>.
4. Additional readings, as assigned on the schedule below, available on Canvas

Expected Instructor Response Times

Announcements. I will post canvas announcements at 1-2 times per week. These announcements will communicate information about assignments and tests, and other relevant information. Additionally, I will post weekly tasks list with all the links and information you need.

Email. I check my email frequently, daily, M-F. Most emails will receive a response from me within 24 hours (excluding weekends). I encourage general questions to be posted on the FAQ board (see below)

FAQ board. If you have general course/assignment questions, please use the FAQ discussion forum. Students are free to answer each other's posts and I will respond within 24 hours (excluding weekends).

Online Office Hours. My office hours are on Mondays 2-3pm **via zoom or phone**, and Tuesdays 1-1:30pm **in-person** (D231), or by appointment. I will email and post to canvas a link to the meeting and you can also access it here: [Meier Office Hours Link](#); Password: UWSP. Sign-in and download software through UWSP at <https://uwsp.zoom.us>.

Virtual Class Meetings. To ensure adequate to watch recorded lectures, zoom class meetings will be Mondays 12-1:30pm. Our zoom meetings will involve some new material, practice activities, and small group discussions/activities in which points will be assigned. Points will be assigned for virtual classroom activity participation (i.e., See "Participation Activities" section). I will post to canvas a link to the meeting, and you can also access it here: [402 Class Link](#); Password: UWSP. I will not record class meetings to ensure confidentiality of any "client" recordings and to encourage attendance. Sign-in and download software through UWSP at <https://uwsp.zoom.us/>

Grading/Feedback. Feedback for any assigned discussions will be provided within 72 hours after posting. Feedback on written submitted assignments (e.g., participation, exams, papers) will be provided within 1 week after the due date.

Electronic Resources

Canvas. We will utilize the Canvas platform. All course resources will be available there including links to additional readings. Visit the site early and often to check for updates.

Technical Requirements. Because this course is delivered fully online, certain technical requirements and competencies are necessary for you to participate in this course. You will need to have regular (daily) access to a computer or tablet with (a) a reliable high-speed Internet connection, (b) audio/sound, and (c) hardware and software capable of video streaming. You will need to have a browser compatible with Canvas and the ability to navigate Canvas and other common websites (like YouTube). Students are also expected to have access to software either freely available or through the UWSP Software Distribution Center including Adobe Acrobat Reader and Microsoft Word and PowerPoint.

My Expectations for Students

- ✓ Come to class on time and be prepared to actively participate in the class.
- ✓ Be respectful of, and open to, others' values, beliefs, and learning style.
- ✓ Turn in assignments on time and take exams on time.
- ✓ Work hard and put forth an honest effort.
- ✓ Ask questions when you have them; ask for help when you need it.
- ✓ To do well in the course, complete all assigned readings. At a minimum, read each chapter by the completion of their discussion in class. *Do not wait until the week before the test to read 3 chapters.* Research shows this is an INEFFECTIVE way to learn and retain information.
- ✓ On discussion boards and in emails:

- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overuse them.
- Never make fun of someone's ability to read or write.
- Share tips with other students. Help each other out ☺
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions must be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). Netiquette: Make it part of your syllabus. *Journal of Online Learning and Teaching*, 6(1). Retrieved from http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.

What Students Can Expect from Me

- ✓ I will come to class prepared, begin on time, and end on time.
- ✓ I will not lecture for the entire class period. Rather, I will take breaks to facilitate discussions, to illustrate concepts, show videos that demonstrate concepts, and structure activities in which students can learn from each other.
- ✓ I will create a classroom environment that is respectful; I will not tolerate disrespect.
- ✓ I will take all questions, concerns, and comments seriously and respond in a timely manner.
- ✓ I will provide helpful feedback on all assignments that are earnestly submitted. I reserve the right to *not* grade or comment on assignments that were only partially completed or otherwise show lack of effort.

Attendance

Attendance is mandatory. *If you choose to not attend class due to an unexcused reason, I will not provide you with notes, handouts, announcements, or any other materials that you missed because you did not attend.* You should get these materials from a classmate instead. Also, if you are late to class you are responsible for getting the information you missed from a classmate and online. If you miss class due to illness, including covid-19, **you must email me within 1 hour of class starting.** Alternative participation activities for points will be assigned when advanced notice for sickness is provided. This is policy is similar, if not more lenient, than would be expected at a job, particularly in human services (i.e., patients need advanced notice of cancellations from their therapist).

Grading Breakdown (500 points possible)

Exams (160 points) – 2 exams: Midterm worth 105 points; Final worth 55 points

There are 2 exams, a midterm and a final. Both will be take-home exams. You are expected turn in exams on time. Any exceptions must be discussed and agreed upon 48 hours *before the exam is due.* Turning in an exam late for an excused reason without making previous arrangements can result in a 25% penalty for each day you fail to notify me about your situation. Turning in an exam late for an

unexcused reason can result in a zero for the exam. The midterm is due before class Monday Oct. 18th. The Final is due Monday Dec. 13th at midnight.

Tips for doing well on the exam

1. Attend all classes and actively participate
2. Review notes before and after class for a minimum of 10 minutes
3. Read chapters prior to covering the content in class.
4. Take detailed lecture notes. If you print lecture slides ahead of time, make sure to add new comments to the slides during the lecture
5. Complete in and out of class activities
6. Ask questions soon and often

Participation & Discussion Notes (80 points: 40 points for first 1/2, 40 points for second 1/2)

Participation reflecting integration of readings and course materials. This course is organized in a graduate student format. You will be expected to read materials and initiate class discussions. Your final course grade will be affected by both the quality and quantity of participation. I want you to participate in this course as a professional, which means being an active, engaged participant. For those wondering how much is enough – each student should make *at least two, meaningful* comments elaborating on the material per class session to earn 100%. *The best way to prepare for these discussions is to complete the assigned reading while taking notes on important concepts, watch assigned videos and answer video questions, and bring these notes to class.*

Discussion notes. On days noted in the calendar below, you will turn in your reading/discussion notes you prepared for class discussion. The calendar includes specific videos or exercises to “be sure to include” in your discussion notes. This is to help guide you on what is most important. These will be included in your final attendance grade. Discussion notes should be *written/typed and at least ½ a page long.* These notes, in addition to class participation, will be scored for your participation grade.

Points calculation:

In the first 1/2 of the semester, there are 7 weeks + 2 discussion notes assignments = 9 items. So, $40/9 = 4.44$ points each day of class and for each discussion notes assignment.

In the second 1/2 of the semester, there are 8 weeks + 1 discussion notes assignment = 9 items. Again, $40/9 = 4.44$ points each day of class and for each discussion notes assignment.

Videotaped Interviews and Critiques (150 points: various point values)

5 min. tape = 10 points each x 1 = 10 points; classmates

15 min. tapes = 20 points each x 2 = 40 points; classmates

30 min tapes = 30 points each x 2 = 60 points; 1 classmate and 1 outsider

50 min tape = 40 points each x 1 = 40 points; outsider

This assignment is measuring your ability to integrate course materials in actual interviews and includes completion of videotaped counseling sessions. These recordings should be critiqued in advance using the Counselor Assessment Scale provided. Also, a segment to review should be cued up in advance for class. Consent forms must be turned in before showing any of your tapes.

It is imperative that you maintain the security of all your counseling session files. In addition, please do not watch or critique your recorded sessions in the presence of others, such as with your

roommate or in communal computer labs. If you watch them on your computer, make sure that other people cannot see them or hear the soundtrack. All consent forms need to be turned in as well.

We will conduct all sessions via telehealth (something most therapists are performing during the pandemic and an important transferable skill for future health care workers). I suggest using the zoom record feature (available to all UWSP students) or Google Hangouts/Meet. Recordings must show both the client and the therapist at the same time. More information regarding recording of counseling sessions will be provided.

Reflection Papers (60 points – 3 worth 20 points each)

You will be asked to complete reflections on topics covered in class. You will have specific questions to answer for this assignment. Take the time to review relevant class material when completing these papers. Papers should be 2-2.5 pages, double spaced. A rubric will be provided.

Individual Supervision Assignment (50 points)

You will be asked to analyze one of the 30 or 50min tapes/DVD's that we have not watched in class. This is meant to be something that goes above and beyond your initial self-assignment. We will review this together on designated days in class. You will turn in a written portion and be graded on your supervision preparation/discussion with me. Further instructions will be covered in class.

Calculation of Final Course Grade

Item	Points	%
Midterm (1 @ 105 points)	105	21%
Final (1 at 55 points)	55	11%
Participation/Discussion Notes (First/second half @ 35 points ea.)	80	16%
Videotaped Interviews and Critiques (6 @ 10-40 points each)	150	30%
Individual Supervision Assignment (50 points)	50	10%
Reflection Papers (3 @ 20 points each)	60	12%
Total:	500	100

Extra Credit

Any extra credit will be discussed in class, and will be available to the entire class – no extra credit opportunities will be provided on an individual basis.

Grading

I grade using typical percentages; i.e. 93% and above of the total points is an A.

A = 93%-100%	A- = 90%-92.9%	B+ = 88%-89.9%	B = 83%-87.9%
B- = 80%-82.9%	C+ = 78%-79.9%	C = 73%-77.9%	C- = 70%-72.9%
D = 65%-69.9%	F = ≤64.9%		

Summary of Course Meetings

Any changes to this schedule will be announced in class and on Canvas.

Date	Topic	Reading & Discussion Prep.	Due
Week 1 (Sept 2-5)	Campus-wide Monday classes do not meet – read syllabus and start working on “week 1-2” task list items		
Week 2 (Sept 6)	LABOR DAY – NO VIRTUAL CLASS MEETING. Intro. to Helping Others	Corey: Chapter 1 Young: Chapters 1-2	Discussion Notes 1 Participation Wk 1-2 (Syllabus quiz and discussion post) All due Fri Sept 10th (because of labor day)
Week 3 (Sept 13)	Therapists as a person & professional; Reflecting skills basics	Corey: Chapter 2 Young: Chapters 3-5	Reflection 1
Week 4 (Sept 20)	Reflecting Feelings; Initial Visit	Young: Chapters 6 & 9	Discussion Notes 2 5 Min. Tape #1
Week 5 (Sept 27)	Client Rights & Counselor Responsibilities; Review tapes	Corey: Chapter 5 Young: -	15 Min. Tape #1
Week 6 (Oct 4)	Reflecting meaning; Review tapes	Corey: - Young: Chapter 7	Reflection 2
Week 7 (Oct 11)	Suicide Prevention	Corey: Chapter 6 Young: -	15 Min. Tape #2
Week 8 (Oct 18)	Review tapes Expansion on ½ material	none	Mid-term Due
Week 9 (Oct 25)	Review of tapes Expansion on ½ material	none	30 Min Tape #1
Week 10 (Nov 1)	Multicultural Issues; Review tapes	Corey: Ch 4 Young: -	Reflection 3
Week 11 (Nov 8)	Boundaries; Review Tapes	Corey: Ch 7 Young: -	30 Min Tape #2
Week 12 (Nov 15)	Challenging skills; Review tapes; Discuss Individual Supervision Assignments	Corey: - Young: Chapter 8	Discussion Notes 3
Week 13 (Nov 22)	Challenging skills continued	Corey: - Young: Chapter 11	50 Min tape due
Week 14 (Nov 29)	Individual Supervision Meetings	30 minutes of class (all students); 20-minute supervision assignment sessions (individually scheduled slot)	Individual Supervision Assignment Due
Week 15 (Dec 6)	Discuss Final; Individual Supervision Meetings	30 minutes of class (all students); 20-minute supervision assignment sessions (individually scheduled slot)	Individual Supervision Assignment Due
Finals Week	Final: Ethics Case Evaluations & Lessons Summary Due Monday 12/13 at Midnight		

This syllabus and schedule are subject to change. Attend class regularly so you won't miss anything!

SYLLABUS SUPPLEMENT

Make up work for Legitimate Excuses:

Planned absences: Class deadlines are a pre-arranged commitment. Deciding/scheduling to attend another engagement is a choice (eg., wisdom teeth surgery, hunting, family reunion, etc.). If you decide to schedule a non-immediate event during class, you will not be able to make up missed points or take quizzes/exams early. University excused pre-planned absences must be discussed with Professor Meier at least **one week** prior to planned absence (eg., sports events). Additional information on UWSP policy for missing class can be found at <https://www.uwsp.edu/dos/Pages/MissedClassGuidelines.aspx>

Note: if you have a chronic illness/need surgery/treatment that makes it probable that you will repeatedly miss class, please inform both me and the Disability Service and Assistive Technology offices at 715-346-3365, in the LRC. Disability Services is a great department that can inform your professors of a prolonged illness so that you will not have to discuss your health with each of your professors. Do this early in the term. **Don't miss more than a full week of class without informing your advisor or a professor of the problem.** If you need to withdraw from a class for medical reasons after the withdrawal deadline, contact Enrollment Services at 715-346-3300.

Policy on Late Work: Assignments should be turned in on time to Canvas. Late work is typically not accepted. Any accepted late work will be docked 25% for each day it is late, including the date it was due. Consult with me if you anticipate needing to turn in an assignment late.

Incompletes: If you are unable to complete your work in a course due to extenuating circumstances or if you need to extend your research or performance beyond the normal limits of a term, you may ask the instructor for an "incomplete" in the course. An "incomplete" should be reserved for the completion of a definable amount of work (for example, one term paper or one exam) that occurs near the end of the semester. An "incomplete" normally will not be used for making up in-class work; therefore, do not expect to sit in the class in a subsequent semester. If your request for an "incomplete" is approved, the instructor will inform you and the department chair of the work you need to complete and the due date. More information on the University's policy can be viewed at <https://www.uwsp.edu/dos/Pages/Incompletes.aspx>

Scholastic Dishonesty: We will use Canvas for all assignments which allows me to submit all work to TurnItIn. If you (1) report another person's published work verbatim (word for word) without placing it in quotation marks and providing a full citation including page numbers, (2) loosely paraphrase another's written work, making only occasional synonym substitutions but retaining the basic grammatical structure of the original (even if you include a reference citation), (3) submit another student's writing (or a loosely paraphrased version of it) as your own work, or (4) resubmit a paper you wrote for another course or for the same assignment in your second attempt at the same course (without explicit prior consent of the instructor), then you are guilty of plagiarism and this will be identified on TurnItIn. At my discretion, you may receive a final grade of zero on the assignment (without an opportunity to revise and resubmit it for credit).

In addition to the penalty, in all cases the incident will be reported to the Academic Affairs Office which maintains a file of such cases. A second instance within the same course may result in an automatic course grade of F. Multiple instances, especially across more than one course, may make you subject to expulsion from the University (at the discretion of the Academic Dean). Breaches of academic integrity and intellectual property rights are serious infractions and will not be tolerated. Please familiarize yourself with what constitutes plagiarism. When in doubt, err on the side of caution. Own your own ideas and words and give credit where it is due. Ignorance of the rules is not an acceptable excuse for breaking

them. More information on UWSP Academic Honesty Policy and Procedures can be found under UWSP 14.01 Statement of principles at <https://www.uwsp.edu/dos/Documents/UWS%2014-1.pdf>

Student's Right and Responsibilities: Understanding your rights and responsibilities as students is an important aspect of your education here at UWSP. Your instructor expects you to understand and adhere to these rights and responsibilities in accordance with UWSP policy. Accordingly, students are encouraged to visit the Community Rights and Responsibilities document on-line at the listed URL below: <http://www.uwsp.edu/Admin/stuaffairs/rights/rightsChap14.pdf>

Course Withdrawal: Students must withdraw from class in a timely manner in accordance with published deadlines. Failure to do so could result in a failing grade or the loss of reimbursable tuition fees. The published deadlines can be found at: <https://www.uwsp.edu/regrec/pages/calendars.aspx> and <https://www.uwsp.edu/regrec/Pages/Withdrawals.aspx>

Student Conduct: As a UWSP student, you are expected to adhere to the Board of Regents student conduct policies. The University strives for an environment that promotes academic achievement and integrity. Similarly, the University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community. More information can be found at <https://www.uwsp.edu/dos/Pages/Student-Conduct.aspx>

Lecture materials and recordings for this class are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor's express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWSP Chapters 14 and 17, governing student academic and non-academic misconduct.

Sexual Harassment: As outlined in the UWSP Sexual Harassment Policy, sexual harassment is recognized as a violation of civil rights laws, U.S. Equal Opportunity Commission Rules and by the civil law courts (<https://www.uwsp.edu/hr/Pages/Affirmative%20Action/prevention.aspx>). Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: 1) Submission to such conduct is made either as an implicit or explicit condition of an individual's employment, career advancement, grades, or academic achievement. 2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual. 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive working environment. Such behavior is unacceptable and will not be tolerated.

Equity, Diversity, Equal Opportunity, and Affirmative Action: The University provides equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. For more information, please consult Board of Regents Policy: <https://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx>

Disability Services and Accommodations: UWSP is committed to providing students with disabilities the academic accommodations and auxiliary aids necessary to ensure access to all university services, programs and activities. In addition to the university's campus wide efforts to promote access and inclusion, students with disabilities are further accommodated based on specific individual needs. The Disability and Assistive Technology Center (DATC) is responsible for determining these accommodations. They provide services and assistance to enrolled students who are either permanently or temporarily disabled.

If you have, or think you have, a disability such as mental health, attention, learning, chronic health, sensory, or physical, please contact Disability Services. The registration process is a complex and lengthy (2-3 weeks). Start the process early by contacting Disability Services at 715-346-3365 or emailing datctr@uwsp.edu and/or by completing the a Request for Services found at <https://www.uwsp.edu/disability/Pages/default.aspx> If you are registered with Disability Services and have a current letter requesting reasonable accommodations, please contact your instructor as early in the semester as possible to discuss how the accommodations will be applied in the course.

Mental Health and Stress Management: You may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. UWSP has services available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website: <https://www.uwsp.edu/counseling/Pages/default.aspx> *Therapy and consultation services are free for registered students.* The Counseling Center is located on the 3rd Floor of Delzell Hall. The office is open from 8:00-4:30, Mon-Fri; Tele: 715-346-3553. Please schedule an appointment ahead of time.

Academic Freedom and Responsibility: Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.* Reports of concerns about academic freedom are taken seriously, and there are individuals and offices available for help. Contact me (the instructor), the Department Chair (Dr. Craig Wendorf), your adviser, the associate dean of the college (Dr. Todd Good), or the Vice Provost for Faculty (Greg Summers). * *Language adapted from the American Association of University Professors "Joint Statement on Rights and Freedoms of Students".*

Campus Resources:

The Tutoring-Learning Center strives to maximize every student's learning potential through a variety of services. Trained peer tutors, consultants, and discussion will do everything within their power to increase their clients' knowledge of the subject. Individual tutoring and writing help are available. This resource is highly recommended for students who have struggled with writing in the past and can be a great resource for starting, finishing, and/or proofing papers. More information can be found at <https://www.uwsp.edu/tlc/Pages/default.aspx>.