

**SYRACUSE UNIVERSITY**  
**Department of Counseling and Human Services**

*Doctoral Clinical Experiences*

Doctoral students must complete COU 860 Advanced Practicum in Counseling and COU 950 Doctoral Internship. In COU 950 Doctoral Internship, 200 of the 600 hours are dedicated to advanced clinical work.

**Professional Comportment and Ethical Practice during the Clinical Experiences**

The clinical experience is an applied endeavor in which the knowledge and skill that is being attained in constructivist, didactic, constructivist, and experiential class settings is broadened and deepened. To develop and enhance clinical skill, cultural competence, and operate from a socially just framework, it is important that students exhibit the behaviors of responsible professionals and competent helpers as professional comportment and ethical behavior are evaluated within the clinical setting. Indicators of professional comportment include: promptness and adequacy of written work, respect displayed toward diverse client populations, employees of the clinical site, fellow students, and overall maturity regarding the roles and responsibilities of the professional counselor.

All students are obligated to operate under the highest of ethical standards as reflected in the 2014 *Code of Ethics* of the American Counseling Association (ACA) and other policies specific to the Department of Counseling and Human Services, the School of Education, Syracuse University, and the clinical site. Violations of the code of ethics and other policies will be reviewed and may result in immediate failure of the course, or a recommendation by the CHS faculty for supplementary supervision, remediation, administrative leave of absence, or removal from the program. It is the student's ethical obligation to safeguard the welfare of his/her clients. It is the purpose of supervision to provide a learning opportunity for the student while at the same time recognizing the limitations of the student. The dilemma of how to provide freedom for the student to experiment with his/her own professional behavior while protecting the client is resolved in supervision. The student is to monitor his/her professional comportment in the following ways:

1. Request consultation concerning anything about which (s)he is unsure.
2. Inform site supervisors regularly of the current status of all cases and of the procedures (s)he is using and to keep the university supervisor current on the status of the clinical experience.
3. Express feelings concerning anything pertinent to the client's or his/her own welfare.
4. Notify university and site supervisors immediately of any situation where (s)he has some question of his/her competency to handle.
5. Follow the directives of one's supervisors to the best of one's ability.

***Data Transfer and Storage Policy***

The ACA *Code of Ethics* and Health Insurance Portability and Accountability Act (HIPAA) require that all devices with client data (e.g. session recordings, progress notes, case conceptualization notes) be password protected. This includes computers, tablets, flash drives, and cell phones. If you record a session or write a progress note using a device without password protection, you must immediately transfer the session recordings or notes to a password protected device AND completely erase all client data on the unprotected device. CHS students are required to utilize either the SIMULATIONiQ Counseling platform or the 16GB Corsair Flash Padlock Thumb Drive to secure all client data. Under no circumstances should recordings be placed online, even if the website is password protected. Also, client data should not be uploaded to any cloud sites other than the SIMULATIONiQ Counseling system. This includes HIPAA compliant sites.

**Computer File Storage:** You must password protect any computer or device that contains session data. Also, all session data should be stored using encryption on either the SIMULATIONiQ Counseling platform or a 16GB Corsair Flash Padlock Key Thumb Drive.

**Flash Drive for Transfer and Storage:** Clinical coursework requires the use of the SIMULATIONiQ Counseling platform for transferring and storing videos. If unique circumstances require transfer and storage beyond the scope of the SIMULATIONiQ Counseling system, students are required to purchase and only use a 16GB Corsair Flash Padlock Thumb Drive. This flash drive needs to be dedicated to your clinical coursework in that only counseling videos and materials for clinical courses should be saved on the jump drive. The jump drive should be used across all clinical experiences. Because you will periodically submit counseling sessions for faculty and supervisor review, you will need to share with faculty members and instructors the code for accessing your Corsair Secure Key Thumb Drives.

**Encryption:** CHS students must use the SIMULATIONiQ Counseling platform or a 16GB Corsair Flash Padlock Thumb Drive to secure their client data.

### *Counseling and Counselor Education Ph.D. Program Objectives*

The overall goal for the doctorate in Counseling and Counselor Education is to produce professors, administrators, and clinicians who will become leaders at the regional and national level in their area(s) of expertise. That leadership will include contributing to the professional body of knowledge through research and disciplined practice, planning and organizing systemic services to the larger community, and establishing preparation programs for counselors to serve the future needs of society. Graduates of the Syracuse Ph.D. Counseling and Counselor Education program will:

1. Demonstrate a high level of ethics, evidence-based practices, and competence as practicing professional counselors in a variety of counseling settings;
2. Manifest advanced expertise in diversity, sociocultural, and social justice matters, how culture impacts the process of counseling, supervision, teaching, and leadership, and how social systems impact culture;
3. Demonstrate knowledge and skill in the area of clinical supervision, including theories, models, assessment, evaluation, gatekeeping, and how supervision shapes skills and reinforces preferred practices;
4. Possess the requisite skills to contribute to the body of knowledge in professional counseling through scholarly research and writing, including research conceptualization, designing research, analysis of data, and dissemination of findings;
5. Demonstrate advanced skill in assessment within counseling practice, clinical supervision, teaching, and research;
6. Demonstrate advanced competence in theory construction and scholarly examination of theories, including philosophical premises that relate to particular theories (counseling, career development, human development);
7. Demonstrate competence in the use of technology for teaching, supervision, research, and practice;
8. Demonstrate advanced understanding of the counseling profession, including its history, philosophy, and unique contributions;
9. Develop a specialty within or related to the counseling profession;
10. Demonstrate pedagogical competence in delivering counselor education curricula, including adult learning, curricular development and evaluation, gatekeeping, student learning outcome assessment, and mentoring;
11. Display the highest level of professional ethics and personal integrity; and
12. Address and contribute to issues of professional leadership and advocacy through active involvement in consultation, accreditation practices, professional associations, and management of counseling institutions.

## **SUMMARY OF DOCTORAL EXPERIENCE EXPECTATIONS for ADVANCED PRACTICUM AND INTERNSHIP**

### **Student's responsibilities**

1. To commit a minimum of 200 clock hours to a site. These hours may be met over the course of two or more semesters. Direct service hours are those in which the student is offering individual, family, or group counseling to clients, classroom curricula, or other preventive interventions, and consultation interventions. The remaining hours can be devoted to other than direct service, including: in-service training, participation in staff meetings, educational activities at site, consultation with teachers and staff, classroom observation of clients, and campus supervision.
2. Students must record counseling work associated with Advanced Practicum and Internship for case presentations in group supervision on campus, as well as for other assignments (peer feedback, instructor feedback) associated with Advanced Practicum and Internship.
3. To attend weekly group supervision on campus.
4. To engage in weekly individual supervision (minimum of one hour) with the site supervisor.
5. To complete all paperwork connected to Advanced Practicum and Internship, including weekly logs, the summary log, and site associated evaluations.
6. To meet all course requirements as determined by the Advanced Practicum and Internship course instructor.
7. To meet any additional requirements as determined by the site supervisor.

### **Doctoral Program Coordinator's responsibilities**

1. To maintain close communication with the Advanced Practicum and Internship site and with the site supervisor. To establish that the site is appropriate for the student's Advanced Practicum and Internship needs.
2. To follow up with any special circumstances regarding Advanced Practicum and Internship site and student and make necessary accommodations with the Advanced Practicum and Internship Instructor.

### **Advanced Practicum and Internship Instructor's responsibilities**

1. To make initial email and phone contact with site supervisor, introducing self, sharing syllabus, and establishing course expectations.
2. To conduct weekly group supervision seminars on campus.
3. To communicate with the site supervisor regarding the progress of the Advanced Practicum and Internship student as needed.
4. To seek evaluation from the site supervisor.
5. To assign a grade at the end of the semester based on the student's actual performance.

**Site Supervisor's responsibilities:**

1. To organize the Advanced Practicum and Internship experience and assure that the student will have an opportunity to work in a full complement of site activities.
2. To help orient the Advanced Practicum and Internship student to the site.
3. To provide appropriate space for the student to meet with clients.
4. To provide the intern with the opportunity to tape-record client sessions.
5. To provide one hour of weekly individual supervision to ensure that the site's case management practices are being successfully implemented by the student and to provide professional development for the student.
6. To monitor the Advanced Practicum and Internship experience in order to establish that CACREP standards are being met.
7. To be available to the Advanced Practicum and Internship in in case of emergency at the site.
8. To monitor and sign weekly logs, summary log, and student evaluation once a semester.

**\*\*There are no remitted tuition credits provided for the site supervision of doctoral students. Doctoral students enter their doctoral placements having completed a master's degree, and it is expected that as doctoral students, they can immediately take on a professional counseling case load.\*\***

**SYRACUSE UNIVERSITY**  
**Department Counseling and Human Services**  
**Doctoral Advanced Practicum & Internship Agreement**

This document describes and formalizes requirements concerning the placement of students for the counseling internship experience connected with the doctoral degree in Counseling and Counselor Education program at Syracuse University. As such it represents an agreement between the Department of Counseling and Human Services and the Doctoral Internship Site.

**Internship Site:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

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**Site Supervisor:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Degree:** \_\_\_\_\_ **Credentials:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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**Student:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*This contract covers the period of \_\_\_\_\_ to \_\_\_\_\_. I, \_\_\_\_\_, will be enrolled in the Doctoral Advanced Practicum/Internship course*  
*Student*

*during \_\_\_\_\_ . \_\_\_\_\_ is the instructor of record.*  
*Semester/Year Faculty Member*

**The clientele to be seen in the internship setting will be comprised:**

\_\_\_\_\_  
\_\_\_\_\_

**The estimated number of hours per week at site: \_\_\_\_\_**

**Note: this must allow for the minimal accumulation of 200 total clock hours across the span of the Doctoral Advanced Practicum and Internship.**

**Specific days and hours making up the schedule:**

<b>Day</b>	<b>Time</b>
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

**Student: \_\_\_\_\_ Date: \_\_\_\_\_**

**Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_**

**Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_**

**Program Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_**