

Syllabus

SCHOOL OF ARTS AND SCIENCES
CPC 633: Internship

0 Credits
Effective: Fall 2009/2010

Access to the Internet is required.
All written assignments must be in Microsoft-Word-compatible formats.
See the library's APA Style Guide tutorial for a list of resources that can help you use APA style.

FACULTY

Faculty Name: FACULTY NAME

Contact Information: CONTACT INFORMATION

[INSTRUCTOR MAY INSERT PERSONAL MESSAGE IF DESIRED]

COURSE DESCRIPTION

Students are concurrently registered in the associated Practicum courses as identified in the Program Plan for the program site that they are registered in. Students will arrange clinical internships at local agencies or other approved settings, and deliver counseling services under the supervision of the internship site, their Practicum course Faculty and the City U Internship Coordinator. This course serves as a vehicle for documentation of internship hours, intern evaluations, and supervisory evaluations. This course is repeated until all 250 required client contact hours and 50 site supervision hours are completed. Please see Internship Manual for details regarding site supervision and requirements.

COURSE RESOURCES

To find a list of the required and recommended resources for this course, please consult your [Course Document Lookup](#).

COURSE OUTCOMES

In this course, learners:

- Prepare clinical presentations for formal case staffing
- Meet the relevant professional code of ethics requirements for pre-master's degree supervision and internships
- Provide consultation feedback to colleagues
- Provide counselling services under supervision for client populations
- Differentiate interpersonal, systemic, and political dynamics among staff members
- Abide by the ethical code of the relevant Provincial and/or National Associations
- Articulate the importance of the boundaries and limits of confidentiality prescribed by the ethical code of the relevant associations
- Integrate Practicum and Internship feedback into counselling competency skills
- Integrate supervisory and peer clinical feedback into clinical applications
- Synthesize pertinent client information into a clinical summary format

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

<i>Overview of Required Assignments</i>	<i>% of Final Grade</i>
Internship Experience	0%
Site Visit	0%
TOTAL	100%

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics with more detail as to how this assignment will be graded.

Internship Experience

Students must complete a minimum of 250 hours of direct client contact and a minimum of 50 hours of supervision to meet the Internship requirement for the program. CPC 633 provides transcription of the Internship component of the program; no credit is earned for CPC 633. Upon receipt of Internship Hours Logs documenting successful completion of all clinical hours, final Supervisor Evaluation, and final Intern Self-Evaluation, the Internship Coordinator will send an Internship Completion form to the Registrar. The Internship Completion form must be on file with the Registrar in order for the degree to be posted.

This course is graded Pass/No Pass, based on the definition in the City University of Seattle catalog. All items listed below must be submitted to the Internship Coordinator by the end of the tenth week of the quarter in order to receive a grade of Pass.

REQUIRED SUBMISSIONS

Signed Internship Hours Log

Submit your Internship Hours Log to the Internship Coordinator. Make sure it includes your signature and your supervisor's signature.

Signed Supervisor Evaluation

Submit your Supervisor Evaluation to the Internship Coordinator. Make sure it includes your signature and your supervisor's signature.

Signed Intern Self-Evaluation

Submit your Interns Self-Evaluation to the Internship Coordinator. Make sure it includes your signature and your supervisor's signature.

Successful completion of required Practicum Courses.

Students must successfully have completed the required assignments of the Practicum Courses and have a final grade submitted to Registrar.

Components
TOTAL

% of Grade
100%

Site Visit

During your internship, the Practicum Faculty Instructor will work with you to schedule a site visit at your placement. The purpose of the site visit is for you, your site supervisor, and the Internship Coordinator to discuss your progress and ensure the internship is providing a solid training experience.

Components
TOTAL

% of Grade
100%

COURSE POLICIES

Late Assignments

LATE ASSIGNMENT

Participation

PARTICIPATION

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

UNIVERSITY POLICIES AND STUDENT SUPPORT SERVICES

As a City University of Seattle student, you are responsible for understanding and adhering to all university policies. CityU also provides additional services for students. A comprehensive list of the most current versions of all university policies and services can be found in the [University Catalog](#).

Academic Integrity

City University of Seattle defines a violation of academic integrity as any act that constitutes cheating or misrepresentation of the author of an individual's scholarly work. Student behavior that demonstrates academic dishonesty or evidences lack of academic integrity is strictly prohibited.

- [Academic Integrity Policy & Procedures](#)

Safe Educational Environment

City University of Seattle is committed to supporting an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the university.

- [Title IX Information & Procedures](#)

- [Canadian Sexual Violence and Misconduct Policy](#)

Disability Accommodations Statement

Students with a documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements.

- [Disability Support Services](#)