SCHOOL OF EDUCATION COMMITMENT: COVID-19
Loyola’s School of Education (SOE) recognizes that this is an unprecedented time. We understand that moving into the 2020-2021 academic year while living in the context of the COVID-19 pandemic may stir feelings of uncertainty, fear, or anxiousness. We want you to know that your safety, health, and well-being, as well as that of our faculty and staff, remain our primary concern. We want to be able to support you in any way that we can. We ask you to embody the Jesuit value of \textit{Cura Personalis}, or care for the whole person, as we prepare to learn together. We ask that you consider your way of being in this community, to act with care, and treat all with dignity to keep yourself and others safe.

The University understands that you may encounter obstacles that make reaching academic goals more difficult. We strongly encourage you to access the Student Resources on Loyola’s COVID-19 Response webpage for information, supports, and resources on basic needs such as housing, food, financial aid, and medical and mental health. This webpage also offers information on official University communications, access to technology, and student services. All Loyola University Chicago administrators, faculty, and advisors are also here for you.

The SOE is committed to working with all students to address any challenges that may arise during the semester. Please reach out to your professor as early as possible to discuss any accommodations you think may be necessary in order for you to successfully complete your coursework. We know this will be a semester like none other, but through collaboration, communication, and shared responsibility, we will not only get through this difficult time; we will thrive.

*COVID-19 Reporting Protocol:* In preparation for our upcoming semester, Loyola University Chicago’s Emergency Response Management team has been working to develop protocols in accordance with Centers for Disease Control and Prevention (CDC) guidelines that help ensure the health and safety of our community. Given the rising number of COVID-19 cases across our country, it is very likely that incidence within our community will occur in the fall.

Students, faculty, and staff who have tested positive for COVID-19 must report their case to the University as soon as possible. If you have tested positive for the virus, please contact us at covid-19report@LUC.edu or by calling 773-508-7707. All COVID-19-related questions or feedback should continue to be sent to covid-19support@LUC.edu, not the new case reporting email address.
COURSE OBJECTIVES
Practicum I is an experience designed to promote your development as a skilled practitioner capable of applying your knowledge base in counseling in an ethical, reflective, and culturally responsive manner. This course provides you with faculty supervision of your direct counseling experience at your respective placement sites and supplements the on-site supervision experience. Your learning will focus on the following:

a. enhancing basic counseling skills
b. developing case conceptualization and treatment planning skills with diverse clients
c. assessing outcome evaluation of your interventions
d. assessing your strengths and areas for continued growth
e. developing awareness of transference and counter-transference issues
f. improving your ability to develop, evaluate and modify treatment plans and goals
g. further developing your ability to engage in critique and feedback
h. demonstrating understanding and application of ACA ethical standards of professional conduct

COURSE REQUIREMENTS
(a) by the end of your internship, meet the cumulative hours requirements for your degree in the state of Illinois (450 for MA, 700 for MEd, and 1000 for EdS)
(b) track direct service hours for your records and possible state licensing requirements (e.g., individual, group, family counseling; co-therapy; outreach; psychoeducation; workshops that you lead or co-lead for clients; intakes; assessments; crisis intervention; observations; advocacy; consultation)
(c) complete 9 journal entries
(d) present one case which includes recorded segment of your work
(e) submit one recorded therapy session for review by instructor
(f) participate in group and dyadic supervision
(g) submit self-evaluation paper
(h) complete 100-hour and end-of-semester forms

COURSE ASSIGNMENTS
JOURNAL
You will keep a weekly journal of your practicum experiences and submit 9 entries across the course of the semester. The journal entry should be at least 500 words in length. Use the journal to process your practicum experiences, including successes, frustrations, and anxieties regarding your work with clients, your supervision, and your professional development. For one entry (date TBD by instructor), you are expected to read an article (which will be posted) and reflect on it in one journal.

CASE PRESENTATIONS
You will present one case during the semester in which you summarize your client's issues and progress in counseling. The purpose of this case presentation is to obtain feedback to improve your work. Therefore, you will be expected to prepare a written case summary for your peers (including your goals for the group consultation, specifically, what feedback you would like from the group) and a 5-10 minute audio-recorded sample of your work. Video recordings are also acceptable. You will have approximately 45 minutes for the presentation. You will need to protect the identity of your client but present sufficient detail and specific questions about the case (and your performance) to which your peers can respond. You must make sure your recording can be heard in the classroom or through the computer if off site.

AUDIO RECORDING SUBMISSION
You will be required to submit one audio recording of a complete therapy session. The session will be reviewed by the instructor and you will be given written feedback about the session. In addition to the recording, you will be required to submit a written paragraph briefly summarizing your client and describing the specific feedback you would like to receive from the instructor about the work demonstrated in the recording. (The client submitted for the audio should be a different one than the one used for the case presentation.)

GROUP AND DYADIC SUPERVISION
You will meet weekly as a group with the instructor and other students for the first part of the class period. This will occur synchronously, either online via Zoom or in person at WTC (your choice when both modes are offered). You will be asked to choose whether you will be attending in person or remotely the day before any on campus class is offered. If you miss a class because of illness or emergency, it is your responsibility to contact the instructor as soon as possible. Grade deductions can be made for missed classes.

During group supervision, you will be expected to participate each week whether you are attending class in person or remotely via Zoom. Ways you can participate include offering comments to peers during their case presentations, asking questions or offering insights while discussing clinical topics, or asking questions about any onsite clinical cases or concerns you have. Throughout our class discussion, please remember that an important aspect of a Jesuit education is learning to respect the rights and opinions of others. This includes: (1) allowing all classmates the right to voice their opinions without fear of ridicule, and (2) not using profanity or making objectionable (gendered, racial or ethnic) comments, especially comments directed at a classmate.
In addition to group supervision, you will be required to participate in weekly dyadic supervision with one of your peers. Dyadic supervision is the time when you will focus on self-exploration, skill development, or acquiring resources that aid your development. You will be expected to record some of your counseling sessions. In preparation for supervision, you will have:
1. Reviewed your recordings,
2. Taken notes on the themes and your internal process,
3. Written down future treatment goals for the client, and
4. Raised questions and issues to discuss in your supervision of the case.
Successful completion of these items will ensure that you are able to come to your supervision sessions with a clear idea of the topics for us to address.

SELF EVALUATION PAPER
Complete a final self-evaluation paper (1250-1750 words) that addresses the goals you initially came into the course with, what you did to achieve those goals, what was difficult about the process, how your goals changed throughout the semester, anything that you learned unexpectedly, your strengths as a counselor and the challenges/areas of growth you anticipate in the next phase of your training.

FINAL PAPERWORK
It is your responsibility to make sure that your practicum work is documented this semester. You will be expected to make sure that your on-site supervisors complete 100-hour and end-of-the-semester evaluations of your work and that your hours-verification form is complete, signed, and uploaded onto LiveText by the end of the semester. It is critical to keep personal copies of these documents for yourself in the event that they are misplaced.

ETHICAL BEHAVIOR AND LIABILITY
You are expected to adhere to the ACA ethical standards at all times. If you find yourself facing an ethical dilemma, it is best to be proactive and seek immediate consultation from your supervisors. You are advised to consider purchasing additional personal liability insurance and submit evidence of this insurance to the department.

COURSE GRADING
Grading in this course is based on your ethical, responsible performance as a counselor-in-training. You must fulfill the stated requirements, come prepared for supervision, complete assignments on time, be open to feedback and guidance from your supervisors, and demonstrate appropriate skills. Failure to fulfill the requirements and/or any ethical violations may result in either grading deductions or a reassessment of your standing in the program. Thus, you are highly encouraged to speak with the course instructor in the event that you anticipate problems in the aforementioned areas. Examples of foreseeable problems include low client attendance, difficulty in obtaining recordings, class absences, or on-site problems with either supervisors or colleagues. In the event that you are unable to meet the direct client contact requirements of the course, you will be given a grade of "I" which will be changed when this requirement is met.

Your grade for this course will be determined by the following:
- Journal Entries: 20%
- Case Presentation: 10%
- Audio Submission: 10%
- Participation and Attendance in Group Supervision: 25%
- Participation and Attendance in Dyadic Supervision: 25%
- Self-Evaluation Paper: 10%

PRIVACY
Given the confidential nature of real case discussions in this class, we will NOT be recording this class for later viewing.

INSTRUCTOR RESPONSIVENESS
I will respond to your emails within 24 hours Monday - Friday. I will return your grades within one week of the assignment due date.

REQUIRED TECHNOLOGY
For remote classes, you will be using Zoom. In addition, for all classes, you will need to be able to access Sakai to complete assignments.

STUDENT SUPPORT – SPECIAL CIRCUMSTANCES
Students are urged to contact me should they have questions concerning course materials and procedures. If you have any special circumstance that may have some impact on your course work, please let me know so we can establish a plan for assignment completion. If you require assignment accommodations, please contact me early in the semester so that arrangements can be made with Services for Students with Disabilities (SSWD) (http://www.luc.edu/sswd/).
SCHOOL OF EDUCATION VISION AND MISSION
The SOE of Loyola University Chicago is a community that seeks to transform members to impact local and global communities through the principles of social justice.

The SOE at Loyola University Chicago, a Jesuit Catholic urban university, supports the Jesuit ideal of knowledge in the service of humanity. We endeavor to advance professional education in service of social justice, engaged with Chicago, the nation, and the world. To achieve this vision, the School of Education participates in the discovery, development, demonstration, and dissemination of professional knowledge and practice within a context of ethics, service to others, and social justice. We fulfill this mission by preparing professionals to serve as teachers, administrators, psychologists, and researchers who work across the developmental continuum, and by conducting research on issues of professional practice and social justice.

CONCEPTUAL FRAMEWORK
The SOE is guided by the following overarching framework: Social Action through Education. In this course, you will gain clinical knowledge and learn techniques and practices that positively impact people and systems in a diverse range of communities.

Two specific standards (CF2 and CF4) are addressed in this class.

CONCEPTUAL FRAMEWORK STANDARD CF2:
Candidates apply culturally responsive practices that engage diverse communities.

In this course, you will explore how cultural issues affect your clients and the work you do with them. When conceptualizing cases and considering interventions, diversity will be thoughtfully considered and incorporated. Questions will be asked during case presentations to facilitate this conversation and determine which interventions will work best within a given cultural context and how a particular client’s culture may be impacting his/her presentation.

CONCEPTUAL FRAMEWORK STANDARD CF4:
Candidates engage with local and/or global communities in ethical and socially just practices.

In this course, you will gain education about different types of mental health sites that serve a variety of communities. When determining how to work with clients in these diverse settings, ethics and social justice will be at the forefront of case conceptualization and choice(s) of intervention. Questions will be asked during case presentations to facilitate this conversation and determine whether ethics are being adhered to and social justice is being promoted.

DISPOSITIONS:
Each course in the School of Education focuses on one or more professional dispositions. Students are offered opportunities to receive feedback on their dispositional growth in the areas of Professionalism, Inquiry and/or Social Justice. The expected behaviors for the dispositions for this course are listed below.

<table>
<thead>
<tr>
<th>Course work IL-LUC-DISP-2016.1</th>
<th>Interactions IL-LUC-DISP-2016.1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exceeds Standard (0 pt)</strong></td>
<td>Candidate demonstrates exceptional professional and ethical behavior when interacting with fellow students, staff, faculty, supervisors, and clients.</td>
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<tr>
<td><strong>Meets Standard (0 pt)</strong></td>
<td>Candidate demonstrates professional and ethical behavior when interacting with fellow students, staff, faculty, supervisors, and clients.</td>
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<tr>
<td><strong>Partially Meets Standard (0 pt)</strong></td>
<td>Candidate occasionally demonstrates professional and ethical behavior when interacting with fellow students, staff, faculty, supervisors, and clients.</td>
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<tr>
<td><strong>Does not Meet Standard (0 pt)</strong></td>
<td>Candidate does not demonstrate professional and ethical behavior when interacting with fellow students, staff, faculty, supervisors, and clients.</td>
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<tr>
<td>Candidate demonstrates a working knowledge of professional and ethical behavior by demonstrating an understanding of the ACA ethical principles (school and community counseling students)</td>
<td>Candidate demonstrates a basic knowledge of professional and ethical behavior by demonstrating an understanding of the ACA ethical principles (school and community counseling students)</td>
</tr>
<tr>
<td>Field work IL-LUC-DISP-2016.1</td>
<td>Candidate demonstrates a working knowledge of professional and ethical behavior by demonstrating an understanding of the ACA ethical principles (school and community counseling students) and APA ethical principles (counseling psychology students) via work and interaction with supervisors and clients in field placements.</td>
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<tr>
<td>Multicultural Issues IL-LUC-DISP-2016.2</td>
<td>Candidate is able to demonstrate exceptional knowledge of multicultural issues in counseling.</td>
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<tr>
<td>Multicultural Interactions IL-LUC-DISP-2016.2</td>
<td>Candidate regularly demonstrates the ability to respond in a multi-culturally competent manner when interacting with fellow students, faculty, staff, supervisors and clients.</td>
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<tr>
<td>Student Development IL-LUC-DISP-2016.3</td>
<td>Candidate regularly demonstrates through professional practice deeply held beliefs that all students and clients are capable of cognitive, social, psychological, and emotional development.</td>
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<tr>
<td>Student Needs IL-LUC-DISP-2016.3</td>
<td>All candidate interactions with clients and students are highly respectful and sensitive to individual student and client needs, especially in the area of human development and learning.</td>
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</table>

LIVETEXT
LiveText is used to complete the benchmark assessments aligned to the above standards and dispositions, as well as all other accreditation, school-wide, and program-wide assessments.

SMART COURSE EVALUATION
You will receive an email towards the end of the semester from the Office of Institutional Effectiveness as a reminder to provide feedback on the course. You will receive reminders throughout the period when the evaluation is open, and the reminders will stop once the evaluation is completed. The evaluation is completely anonymous. When the results are released, instructors and departments will not be able to tell which student provided the individual feedback. Because it is anonymous and the results are not released until after grades have been submitted, the feedback will not impact your grade. The feedback is important so that I can gain insight into how to improve my teaching and the department can learn how best to shape the curriculum.
Academic Honesty
Academic honesty is an expression of interpersonal justice, responsibility and care, applicable to Loyola University faculty, students, and staff, which demands that the pursuit of knowledge in the university community be carried out with sincerity and integrity.

Accessibility
Students who have disabilities which they believe entitle them to accommodations under the Americans with Disabilities Act should register with the Services for Students with Disabilities (SSWD) office. To request accommodations, students must schedule an appointment with an SSWD coordinator. Students should contact SSWD at least four weeks before their first semester or term at Loyola. Returning students should schedule an appointment within the first two weeks of the semester or term. The University policy on accommodations and participation in courses is available at the Services for Students with Disabilities web site.

Conceptual Framework
SOE's Conceptual Framework - Social Action through Education - is exemplified within the context of each particular course. Conceptual Framework standards are referenced in the specific course syllabus if applicable.

Dispositions
All students are assessed on one or more dispositional areas of growth across our programs: Professionalism, Inquiry, and Social Justice. The instructor in your course will identify the dispositions assessed in this course and you can find the rubrics related to these dispositions in LiveText. For those students in non-degree programs, the rubric for dispositions may be available through Sakai, TaskStream or another platform. Disposition data is reviewed by program faculty on a regular basis. This allows faculty to work with students to develop throughout their program and address any issues as they arise.

Center for Student Access and Assistance (CSAA)
Should you encounter an unexpected crisis during the semester (e.g., securing food or housing, addressing mental health concerns, managing a financial crisis, and/or dealing with a family emergency, etc.), I strongly encourage you to contact the Office of the Dean of Students by submitting a CARE Referral for yourself or a peer in need of support: www.LUC.edu/csaa. If you are uncomfortable doing so on your own, please know that I can submit a referral on your behalf.

EthicsLine Reporting Hotline
Loyola University Chicago has implemented EthicsLine Reporting Hotline, through a third party internet & telephone hotline provider, to provide you with an automated and anonymous way to report activities that may involve misconduct or violations of Loyola University policy. You may file an anonymous report on-line or by dialing 855-603-6988. (within the United States, Guam, and Puerto Rico)
The University is committed to the highest ethical and professional standards of conduct as an integral part of its mission of expanding knowledge in the service of humanity through learning, justice and faith. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity and good judgment. Each community member should demonstrate respect for the rights of others.

Electronic Communication Policies and Guidelines
The School of Education faculty, students and staff respect each other’s rights, privacy and access to electronic resources, services, and communications while in the pursuit of academic and professional growth, networking and research. All members of the university community are expected to demonstrate the highest standards of integrity, communication, and responsibility while accessing and utilizing technology, information resources, and computing facilities.

IDEA Campus Labs Link for Students
Each course you take in the School of Education is evaluated through the IDEA Campus Labs system. We ask that when you receive an email alerting you that the evaluation is available that you promptly complete it. To learn more about IDEA or to access the website directly to complete your course evaluation go to: http://luc.edu/idea/ and click on STUDENT IDEA LOGIN on the left hand side of the page.

LiveText
All degree seeking students must have access to LiveText to complete the benchmark assessments aligned to the Conceptual Framework Standards and all other accreditation, school-wide and/or program-wide related assessments. You can access more information on LiveText here: LiveText.

Smart Evaluation
Towards the end of the course, students will receive an email from the Office of Institutional Effectiveness reminding them to provide feedback on the course. They will receive consistent reminders throughout the period when the evaluation is open, and the reminders will stop once they have completed the evaluation.
The evaluation is completely anonymous. When the results are released, instructors and departments will not be able to tell which student provided the individual feedback.
Because it is anonymous and the results are not released to faculty or departments until after grades have been submitted, the feedback will not impact a student’s grade.

**Dispositions**
All students are assessed on one or more dispositional areas of growth across our programs: *Professionalism, Inquiry, and Social Justice*. The instructor in your course will identify the dispositions assessed in this course and you can find the rubrics related to these dispositions in LiveText. *For those students in non-degree programs, the rubric for dispositions may be available through Sakai, TaskStream or another platform*. Disposition data is reviewed by program faculty on a regular basis. This allows faculty to work with students to develop throughout their program and address any issues as they arise.

**LiveText**
All students, *except those who are non-degree*, must have access to LiveText to complete the benchmark assessments aligned to the Conceptual Framework Standards and all other accreditation, school-wide and/or program-wide related assessments. You can access more information on LiveText here: LiveText.

**Syllabus Addendum Link**
- [www.luc.edu/education/syllabus-addendum/](http://www.luc.edu/education/syllabus-addendum/)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>August 24 (ONLINE)</td>
<td>Introductions and Overview</td>
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<td>Grading and Expectations</td>
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<td>Hours Tracking</td>
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<td>Check-in</td>
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<td>August 31 (ONLINE)</td>
<td>Semester Forms with Rufus</td>
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<td>Assignment Sign-up</td>
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<td>Case Presentation and Audio Submission Overview</td>
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<td>Clinical Topic</td>
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<td>September 7</td>
<td>No Class: Labor Day</td>
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<td>September 14 (CORBOY 202)</td>
<td>Check-in</td>
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<td>Self Care/Wellness</td>
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<td>Clinical Topic</td>
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<td>September 21 (ONLINE)</td>
<td>Case Presentation 1:</td>
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<td>Audio Submission 1:</td>
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<td>September 28 (ONLINE)</td>
<td>Case Presentation 2:</td>
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<td>Audio Submission 2:</td>
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<td>October 5 (CORBOY 202)</td>
<td>Comp Exam Orientation Meeting</td>
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<td>Clinical Topic</td>
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<td>October 12 (ONLINE)</td>
<td>Case Presentation 3:</td>
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<td>Audio Submission 3:</td>
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<td>October 19 (CORBOY 202)</td>
<td>Case Presentation 4:</td>
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<td>Audio Submission 4:</td>
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<td>October 26 (ONLINE)</td>
<td>Case Presentation 5:</td>
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<td>November 2 (CORBOY 202)</td>
<td>Case Presentation 6:</td>
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<td>Audio Submission 6:</td>
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<td>November 9 (ONLINE)</td>
<td>Case Presentation 7:</td>
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<td>November 16 (CORBOY 202)</td>
<td>Clinical Topics</td>
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<td>Self Evaluation Paper Due</td>
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<td>November 23</td>
<td>No Class: Thanksgiving Break</td>
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<tr>
<td>November 30 (ONLINE)</td>
<td>Last Class: Wrap-up</td>
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<td>Final Paperwork Due</td>
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