



MAC600 Internship and Professional Seminar 1 (IPS1) Fall 2019

Last revised: 9/2/2019

CLASS DATES AND TIMES

Mondays 4:30-7:15pm;

September 9th – December 9th

PROFESSOR

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Office Hours: if needed please email or call to set up an appointment

PROGRAM'S MISSION

The mission of the MAC program is to prepare Christian counselors for professional and pastoral ministry who love people in all their God-given diversity and who skillfully apply the grace & truth of the Gospel and the insights of science & culture first to their own lives and then to the lives of those whom they counsel.

COURSE DESCRIPTION/ GOAL OF THE COURSE

Orienting students to the internship experience and assisting them in their clinical work are the goals of this course. Students will focus on how to get the most out of their internship experiences. This course will also encourage counselor growth, group consultation, discussion of clinical, theological, multicultural and ethical issues related to particular counseling environments. During these courses (IPS1 & 2) students will be in the process of completing 600 hours of internship at an approved setting. 3 hours

PERSONAL NOTE FROM THE PROFESSOR

The goal is to help you become better counselors. Your internship experience will be foundational for the rest of your counseling career and ministry. It is my privilege to walk through this part of your education with you. My desire is to see each of you grow and change as a result of your learning and counseling experience. I will be sharing my own counseling experiences and counseling cases to assist in your growth. It will be a great journey together.

Dr. Shell

PROGRAM GOALS AND COURSE OBJECTIVES

PROGRAM GOALS	COURSE OBJECTIVES
1. Live Grace based lives increasingly characterized by wisdom, fruit of the spirit, and love for God and community	1. Increase love for diverse people groups and aptitude in providing wise counsel 2. Review Ethical Codes and Ethical Decision-Making Models
2. Demonstrate a commitment to humble, learner-oriented ministry in a world marked by cultural, theological, and philosophical diversity	3. Effectively counsel the variety of people encountered at training sites 4. Increase ability to recognize clients place in their spiritual journey; spiritual sensitivity and wisdom
4. Demonstrate effective counseling skills in light of student's gifting, call and context	5. Identify and critique personal strengths and challenges in a professional environment 6. Solidify professional identity

COURSE ASSIGNMENTS AND ASSESSMENTS

ASSIGNMENT OR ASSESSMENT	RELATED OBJECTIVES	PERCENT OF GRADE	ESTIMATED TIME IN HOURS
Attendance in all classes: Including On-Line activities	1-6	10%	
Active participation in preceptor groups and interaction in classroom discussions.	1-6	10%	
Homework:			
2 Forum Discussions*	1-6	20%	6
Monthly Hours Paperwork	6	10%	3
Journal of Case Logs	1-6	10%	10
Reading and reflection: Final Gifts (231 pages=12 hrs), Anxiety & Phobia Workbook (481pgs=24hrs), Inside the Session (260pages=14 hrs)	1-6	10%	50
2 Case Presentations & Preceptor Group Preparation	1-6	20%	11
Total estimated time for the above assignments.	1-6	100%	80
Note: All assignments must be submitted by the due date listed in the syllabus and no later than the final due date for the course listed in this syllabus by permission of the instructor. After the final due date, faculty cannot grant students permission to submit late work. See "Completion of Course Work" below.			

REQUIRED TEXTS AND MATERIALS

Bourne, Edmund J., PH.D. *The Anxiety & Phobia Workbook. (5th Edition)* Oakland, CA. New Harbinger Publications. ISBN 978-1572248915. [Amazon link](#)

Callanan, Maggie & Kelley, Patricia. *Final Gifts*. Simon & Schuster; Reprint edition (February 14, 2012) ISBN 978-1451667257. [Amazon link](#)

Wachtel, Paul. (2011). *INSIDE the SESSION*. Washington DC. American Psychological Association. ISBN 978-1433809408. [Amazon link](#)

RECOMMENDED TEXTS AND MATERIALS

Linehan, Marsha M. (2014). *DBT Skills Training Handouts and Worksheets. (2nd Edition)* Guilford Press. ISBN 978-1572307811. [Amazon Link](#)

Van Dijk, Sherri (2011). *Don't Let Your Emotions Run Your Life for Teens*. Instant Help. ISBN 978-1572248830. [Amazon Link](#)

Roper, Gayle. (2015) *A Widow's Journey*. Harvest House. ISBN 978-0-7369-5958-2.
https://www.amazon.com/s/?ref=nb_sb_ss_c_1_8?url=search-alias%3Daps&field-keywords=a+widows+journey+by+gayle+roper&srefix=a+widows%2Caps%2C170&crd=1ZU3GK8OYR082&rh=i%3Aaps%2Ck%3Aa+widows+journey+by+gayle+roper

2014 ACA Code of Ethics

<http://www.counseling.org/Resources/aca-code-of-ethics.pdf>

2014 NBCC Code of Ethics

<http://www.nbcc.org/Assets/Ethics/NBCCCodeofEthics.pdf>

2014 AACC Code of Ethics

<http://aacc.net/files/AACC%20Code%20of%20Ethics%20-%20Master%20Document.pdf>

ASSIGNMENT DESCRIPTIONS AND GRADING

1. **Reading & Experience Discussion Boards:** Each week, you will have required readings to complete prior to class. These readings may or may not correlate to the subject that night. This is just a schedule to help you follow and complete the readings for this course. At the end of the course, you will be asked to declare what percentage of the reading you have completed.

In addition, you will discuss these readings using the Forum discussion board in the course on the LMS. I will post questions(s) to help guide discussions. Discussion forums are an extension of the classroom setting. Just as in the classroom, discussions take place during specific time

frames. Most forums will have deadlines to post original entries and replies to other student posts. While professors each develop their own grading rubrics, once the forum has ended, late posts will receive a grade of zero.

For example, initial post of 300-500 words due Thursday by Midnight. Initial posts made after Midnight will be marked as late. Response post to another student of 100-200 words due no later than Sunday by Midnight. Any posts (initial or response) made after Sunday at Midnight will receive a zero.

2. Case Log Journal:

Each week you will write about a current case that you have been working on. Concentrate on one particular case (unless you work for crisis intervention). I would like to see how you are conceptualizing your cases. Each Case Log entry should be a max of 1 page. The first case log should include I- IV below. The remaining entries will only include item IV below (your response weekly to the client) and any updates or changes. Here is a sample outline:

- I) Introduction
- II) Case Presentation
 - Presenting Data (from Client's Perspective)
 - Objective Data (age, gender, race, marital status, employment history... etc) Treatment Plan
- III) Counselor Interaction: Self Assessment – what am I struggling the most with this case, where do I need to ask for guidance, how am I responding internally and is that affecting my external responses in counseling?

3. Case Presentations:

- ❖ Case presentation needs to be 20-30 minutes long using the format your preceptor requires.
- ❖ Use a current case/client; the counselee must not be a friend or a precept member
- ❖ The counselor will be evaluated concerning his or her ability to attend/connect with the counselee, exhibit abilities to understand and articulate the presenting problems by way of reflection and good questions, and begin some form of intervention (hope building, perspective taking, goal setting). See standard case presentation format and grading rubric on the LMS.

Be prepared to present 2 counseling cases during the semester in your precept group. Each of you will be expected to be prepared for supervision each week, even if you are not presenting.

Your case should consist of a summary of the presenting problems, your understanding of the person and their problems, methods used and interventions attempted. To assist you in your presentation, you will be given an outline format to guide you in your preparations. Each week one student will give a formal presentation of a case in which they are currently working. The student will turn in a written summary prior to their night to present plus bring copies of the case for all group members on the day it is presented. The class will explore other possible interventions and methods that may be helpful in the case, as well as your role as the counselor in working with that particular counselee.

****YOUR CASE PRESENTATIONS WILL BE DUE ACCORDING TO YOUR PRECEPTOR
AND PRECEPTOR GROUP SCHEDULE****
**(You will not find this on the assignment schedule because it will be scheduled with your
preceptor group)**

4. Fieldwork Paperwork Policy:

Fieldwork Paperwork Grade

To receive full credit (100%) for the Fieldwork grade you must :

- 1) Turn in all paperwork, including Placement form, Contract form, and monthly hours on time. Requested and granted paperwork extensions are not considered “on time” and will result in a 5% lowered grade.
 - 2) Every student in a Fieldwork placement must submit **signed** (by site supervisor) attestation of completed fieldwork hours by the 15th of each month via their Foliotek account. For example, your Sept. hours are due by Oct. 15th; your Oct. hours are due by Nov. 15th, etc.
- Late monthly hours will reduce your grade by 5% for each month late, and ongoing problems will result in the hours not counting.

COURSE PROCEDURES AND REQUIREMENTS

Class attendance and participation: Your attendance and participation is vital to your learning. Please arrive on-time and prepared for each class. If for some reason you are unable to attend a class or will be late please email or call as soon as possible. You will be graded on your attendance and participation. **Absences or lateness will result in a lower class participation grade. If you miss more than two classes you will need to submit in writing to the MAC committee your reason for the absence. Attendance is mandatory!** As you are growing together as a cohort, you will begin to recognize that some of your classmates find it very easy to engage in class discussion and others that do not find it as easy. This is the time in the program to begin recognizing areas of strength and needed growth. In other words, if you rarely contribute in class discussions then it is time to be bold and contribute. If you contribute too much.... it is time to step back, reflect and practice the important counseling skill of silence

COURSE SCHEDULE WITH TOPIC, ASSIGNMENTS, SUBMISSION METHOD, AND DUE DATES

Session 1: September 9, 2019	DUE DATE	ESTIMATED HOURS	SUBMISSION METHOD
Introduction to Internship			
Reading: (Assumes 20 pages per hour) Inside the Session (Part 1)	9/16/19 4:30pm	3	n/a
Complete Journal Entry #1	9/16/19 4:30pm	1	n/a
Submit August Fieldwork Hours	No later than 9/15/19	1	Upload to Foliotek
Case & Preceptor Group Preparation	9/16/19 4:30pm	1	
Total Hours		6	
Session 2: September 16, 2019	DUE DATE		SUBMISSION METHOD
How to use Treatment Planning / Goals			
Reading: (Assumes 20 pages per hour) Inside the Session (Chp 3)	9/23/19 4:30pm	3	On Course in LMS
Complete Journal Entry #2	9/23/19 4:30pm	1	n/a
Case & Preceptor Group Preparation	9/23/19 4:30pm	1	
Total Hours		5	
Session 3: September 23, 2019	DUE DATE		SUBMISSION METHOD
How to use Treatment Plan for Adolescents			
Reading: (Assumes 20 pages per hour) Inside the Session (Chp 3)- Review to answer Forum question	9/30/19 4:30pm	skim	n/a
Complete Journal Entry #3	9/30/19 4:30pm	1	n/a
Complete Forum Discussions (2 posts)- Initial post due by Thursday 9/26 at Midnight; Response post due by Saturday 9/28 at Midnight	9/26 & 9/28/19	3	On Course in LMS
Case & Preceptor Group Preparation	9/30/19 4:30pm	1	
Total Hours		5	
Session 4: September 30, 2019	DUE DATE		SUBMISSION METHOD
How to use DBT with Adults			
Reading Reading: (Assumes 20 pages per hour) Inside the Session (Chp 4)	10/7/19 4:30pm	3	n/a

Complete Journal Entry #4	10/7/19 4:30pm	1	n/a
Case & Preceptor Group Preparation	10/7/19 4:30pm	1	
Total Hours		5	
Session 5: October 7, 2019 CBT- Anxiety & Phobias			
Reading: (Assumes 20 pages per hour) Anxiety & Phobia Workbook (Skim/Read pages 1-178; Do exercises & worksheets; Recommend make copies of them then write on the copies rather than writing in your workbook)	10/14/19 4:30pm	8	n/a
Complete Journal Entry #5	10/14/19 4:30pm	1	n/a
Submit September Fieldwork Hours	No later than 10/15/19	1	Upload to Foliotek
Case & Preceptor Group Preparation	10/14/19 4:30pm	1	
Total Hours		11	
Session 6: October 14, 2019 Intimacy/Sexual Anxiety-Case Study			
	DUE DATE	ESTIMATED HOURS	SUBMISSION METHOD
Reading: (Assumes 20 pages per hour) Anxiety & Phobia Workbook (Skim/Read pages 179-343); complete exercises and worksheets	10/21/19 4:30pm	8	n/a
Complete Journal Entry #6 Submit all 6 entries	10/21/19 4:30pm	1	On Course in LMS
Case & Preceptor Group Preparation	10/21/19 4:30pm	1	
Total Hours		10	
Session 7: October 21, 2019 Review of Ethics			
	DUE DATE	ESTIMATED HOURS	SUBMISSION METHOD
Listen to Web Ex's Posted on the E Campus course; Reviewing AACA Code	10/28/19	8	On Course in LMS
Complete Ethics Quiz	10/28/19	.50	
Complete ADDRESSING Activity	10/28/19 4:30pm	.50	
Case & Preceptor Group Preparation	10/28/19	1	
Complete Journal Entry #7	10/28/19 4:30pm	1	
Total hours		11	

Session 8: October 28, 2019 Review of Ethics/ Ethical Decision Making	DUE DATE		SUBMISSION METHOD
Reading: (Assumes 20 pages per hour) Anxiety & Phobia Workbook (Skim/Read pages 344-481); complete exercises and worksheets	11/4/19 4:30pm	8	n/a
Complete Journal Entry #8	11/4/19 4:30pm	1	In course on LMS
Case & Preceptor Group Preparation	11/4/19 4:30pm	1	
Total Hours		10	
Session 9: November 4, 2019 Grief Counseling	DUE DATE		SUBMISSION METHOD
Reading: (Assumes 20 pages per hour) Final Gifts (Read pages 1-120)	11/11/19 4:30pm	6	n/a
Complete Journal Entry #9	11/11/19 4:30pm	1	n/a
Case & Preceptor Group Preparation	11/11/19 4:30pm	1	
Total Hours		8	
Session 10: November 11, 2019 Counseling the Elderly and their Care Givers	DUE DATE		SUBMISSION METHOD
Reading: (Assumes 20 pages per hour) Final Gifts (Read pages 120-end)	11/18/19 4:30pm	6	n/a
Complete Journal Entry #10	11/18/19 4:30pm	1	n/a
Complete Forum Discussions (2 posts) Initial post due by Thursday 11/14 at Midnight; Response post due by 11/16/19 Saturday at Midnight	11/14 & 11/16/19	3	On Course in LMS
Submit October Fieldwork Hours	No later than 11/15/19	1	Upload to Foliotek
Case & Preceptor Group Preparation	11/18/19 4:30pm	1	
Total Hours		11	
November 25, 2019 - THANKSGIVING BREAK	DUE DATE		SUBMISSION METHOD
Session 11: November 18, 2019 QPR Training : Question Persuade Refer	DUE DATE		SUBMISSION METHOD

Reading: (Assumes 20 pages per hour) Inside the Session (Chp 5)	12/2/19	3	n/a
Complete Journal Entry #11	12/2/19 4:30pm	1	n/a
Case & Preceptor Group Preparation	12/2/19 4:30pm	1	
Total Hours		5	
Session 12: December 2, 2019 Creative Counseling Techniques/ Services Available	DUE DATE		SUBMISSION METHOD
Reading: (Assumes 20 pages per hour) Inside the Session (Chp 6 to the end)	12/9/19 4:30pm	2	n/a
Complete Journal Entry #12 Submit Journal Entries #7-12	12/9/19 4:30pm	1	On Course in LMS
Case & Preceptor Group Preparation	12/9/19 4:30pm	1	
Total Hours		4	
Session 13: December 9, 2019- Access Services	DUE DATE		SUBMISSION METHOD
Reading: (Assumes 20 pages per hour) Any readings not completed to date	12/13/19 4:30pm		n/a
Submit Completed Journal (Entries #7-12)	12/13/19 4:30pm	1	On Course in LMS
Case & Preceptor Group Preparation	12/13/19 4:30pm	1	
Total Hours		2	
Complete Course Survey	12/13/19 Midnight		
LAST DAY OF THE TERM: 12/13/19			
	Note: All assignments must be submitted by the due date listed in the syllabus and no later than the final due date for the course listed in this syllabus by permission of the instructor. After the final due date, faculty cannot grant students permission to submit late work. See "Completion of Course Work" below for instructions on how to apply for an extension using the Variance Form.		

STUDENT RESPONSIBILITY AND ACADEMIC POLICIES

Academic Policies: Students are fully responsible to know and follow all seminary rules, regulations, and deadlines published in Biblical Seminary's Academic Catalog, and all requirements concerning their degree programs. The catalog is found on Missio's website.

Course Syllabus: Students are fully responsible to know and fulfill the requirements stated in the course syllabus. Students should speak with the professor about issues related to course work and deadlines during the course. See "Completion of Course Work" below for policies on course extensions.

E-campus Course Site: Students are fully responsible for course content and materials that are posted on the course site. Students are encouraged to check the course site frequently during the course. Student usage of the course site is tracked by the software and monitored by the professor of the course. Students who experience difficulty accessing or using the E-campus should email helpdesk@missio.edu and include their student ID# in their correspondence.

Academic and General Integrity: As followers of Jesus Christ, we are called to integrity and Christ-likeness in all areas of life. What this means in the academic realm is that the completion of all assignments and assessments are to reflect your own work. Students found guilty of cheating or plagiarism will receive a grade of zero on the assessment and will follow the process outlined in the Academic Catalog. See the catalog for more information on plagiarism and Missio's policies related to cheating and plagiarism.

ATTENDANCE POLICY AND GRADES

Students are expected to arrive on time and attend all class sessions. Attendance is especially crucial in courses formatted in block scheduling with evening or all day Saturday class sessions. If you know you are going to miss a class or arrive late, contact the course instructor in advance via email. Nevertheless, your grade may be lowered for absences or lateness at the discretion of the instructor.

COMPLETION OF COURSE WORK – VARIANCE FORMS

All course work is to be completed by the last day of classes for the term or by the date posted in the course syllabus. Extensions to this time limit will be made only by the academic affairs committee. The individual faculty member does not have the authority to grant any extensions of time beyond the last class of the term. Requests for extensions must be made in writing to the committee at least one week prior to the last day of classes. Variance forms for this purpose are available in the academic office or on Missio's website. All requests should specify the reasons for the extension and the length of the extension desired. Requests are not automatically granted.

STUDENT COURSE EVALUATIONS

Student course evaluations are an important part of Missio's commitment to continuous improvement. Students are required to complete the course evaluation within one week of the final due date of the course. See the Academic Catalog for more information.

GRADING SYSTEM

To remain in good academic standing, a student must maintain the grade point average designated for his or her program (see Missio's Student Handbook for details).

BIBLICAL SEMINARY GRADING SYSTEM			
A	4.00	93.0 -100	Superior
A-	3.67	90.0 – 92.9	
B+	3.33	87.0 – 89.9	
B	3.00	83.0 – 86.9	Good
B-	2.67	80.0 – 82.9	
C+	2.33	77.0 – 79.9	
C	2.00	73.0 – 76.9	Fair
C-	1.70	70.0 – 72.9	
D+	1.30	67.0 – 69.9	Poor
D	1.00	63.0 – 66.9	
D-	.70	60.0 – 62.9	
F	0.00	00. - 59.9	Failing