Document N: Course and Program Development:

IMPACT AND APPROVAL SIGNATURES

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: □ LAW □ MSB □ CAS □ CPA

CONTACT NAME: Elaine Johnson PHONE: 837-6683

DEPARTMENT/DIVISION: Applied Behavioral Sciences DATE PREPARED: 11/20/13

PROPOSED SEMESTER OF IMPLEMENTATION: □ fall □ spring YEAR: 2014

TYPE OF ACTION: □ add (new) □ deactivate □ modify □ other

LEVEL OF ACTION: □ noncredit □ undergraduate □ graduate □ other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

☐ COURSE ACTIONS ☐ PROGRAM ACTIONS

Original Subject Code/Course Number: Original Program Title:

APPL 708

Internship in Counseling

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

<table>
<thead>
<tr>
<th>COURSE ACTIONS</th>
<th>PROGRAM ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Experimental Course</td>
<td>10. Program Requirements</td>
</tr>
<tr>
<td>2. Course Title</td>
<td>11a. Undergraduate Specialization (24 credits or fewer)</td>
</tr>
<tr>
<td>3. Course Credits</td>
<td>11b. Master's Specialization (12 credits or fewer)</td>
</tr>
<tr>
<td>4. Course Number</td>
<td>11c. Doctoral Specialization (18 credits or fewer)</td>
</tr>
<tr>
<td>5. Course Level</td>
<td>12. Minor (add or delete)</td>
</tr>
<tr>
<td>6. Pre- and Co-Requisite</td>
<td>13. Closed Site Program</td>
</tr>
<tr>
<td>7. Course Description</td>
<td>14. Program Suspension</td>
</tr>
<tr>
<td>8. New Course</td>
<td>15. Program Reactivation</td>
</tr>
<tr>
<td>9. Deactivate Course</td>
<td>16a. Certificate Program (UG/G) exclusively within existing degree program</td>
</tr>
<tr>
<td>22. Other</td>
<td>16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)</td>
</tr>
</tbody>
</table>

ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):

☑ summary proposal (O) ☐ course definition document (P) ☐ full five-page MHEC proposal (Q)

☐ financial tables (MHEC) (R) ☐ other documents as may be required by MHEC/USM (5) ☐ other (T)
IMPACT REVIEW (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Impacted Entity</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td>☐ impact statement attached</td>
<td></td>
</tr>
<tr>
<td>b. OTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td>☐ impact statement attached</td>
<td></td>
</tr>
<tr>
<td>c. University Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td>☐ impact statement attached</td>
<td></td>
</tr>
<tr>
<td>d. Admissions</td>
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<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td>☐ impact statement attached</td>
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<tr>
<td>e. Records</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ no impact</td>
<td>☐ impact statement attached</td>
<td></td>
</tr>
</tbody>
</table>

APPROVAL SEQUENCE (review the list of necessary signatures):

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Department/Division (Chair)</td>
<td></td>
<td>12/11/13</td>
</tr>
<tr>
<td>B. General Education (for No. 7, 8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Final Faculty Review Body Within Each School (Chair)</td>
<td></td>
<td>2/3/14</td>
</tr>
<tr>
<td>D. Dean</td>
<td>Daniel B. B.</td>
<td>1/6/14</td>
</tr>
<tr>
<td>E. University Faculty Senate (Chair)</td>
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</tr>
<tr>
<td>F. University Council (Chair)(^1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Provost and Senior Vice President for Academic Affairs</td>
<td></td>
<td>3/20/14</td>
</tr>
<tr>
<td>H. President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Board of Regents (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Board of Regents (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. MHEC (notification only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. MHEC (approval)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Middle States Association notification</td>
<td>Required only if the University’s mission is changed by the action</td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) University Council review (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University’s mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.
Document Q: Course and Program Development: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL:  ○ LAW  ○ MSB  ○ CAS  ○ CPA

CONTACT NAME: Elaine Johnson  PHONE: 837-6683

DEPARTMENT/DIVISION: Applied Behavioral Sciences  DATE PREPARED: 11/20/13

PROPOSED SEMESTER OF IMPLEMENTATION:  ○ fall  ○ spring  YEAR: 2014

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

- COURSE ACTIONS  ○ PROGRAM ACTIONS

Original Subject Code/Course Number:  
APPL 708

Original Course Title:  
Internship in Counseling

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

**COURSE ACTIONS**

1. Experimental Course
2. Course Title
✓ 3. Course Credits
4. Course Number
5. Course Level
6. Pre- and Co-Requisite
7. Course Description
8. New Course
9. Deactivate Course
22. Other

**PROGRAM ACTIONS**

10. Program Requirements
11a. Undergraduate Specialization (24 credits or fewer)
11b. Master's Specialization (12 credits or fewer)
11c. Doctoral Specialization (18 credits or fewer)
12. Minor (add or delete)
13. Closed Site Program
14. Program Suspension
15. Program Reactivation
16a. Certificate Program (UG/G) exclusively within existing degree program
16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
17. Off-Campus Delivery of Existing Programs
18a. Undergraduate Concentration (exceeds 24 credits)
18b. Master's Concentration (exceeds 12 credits)
18c. Doctoral Concentration (exceeds 18 credits)
19. Program Title Change
20. Program Termination
21. New Degree Program
22. Other

For changes to existing courses:

<table>
<thead>
<tr>
<th>OLD TITLE</th>
<th>SUBJECT CODE/COURSE NO.</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW TITLE</td>
<td>SUBJECT CODE/COURSE NO.</td>
<td>CREDITS</td>
</tr>
</tbody>
</table>
The proposal is to make APPL 708 a variable-credit course, ranging from 1-3 credits. This would allow for the course to be taken for less than 3 credits, giving students greater flexibility in meeting the course requirements.

Accreditation standards of the Master's in Counseling Accreditation Committee, through which this program will seek accreditation, include at least two academic terms of supervised field placements experiences, consisting (for a 3-credit experience) of 300 hours of supervised experience per term, for a total of 600 internship hours. This translates to 20 onsite hours per week in a 15-week semester for the 3-credit course.

Many UB working adult students will have difficulty completing an internship requiring this many hours in a given semester. Allowing students to take 1-3 credits of internship gives an opportunity to extend the experience over 3 or more semesters, at a more manageable pace. It would also allow the course to be offered (for 1-2 credits) during winterim and summer sessions, when it is impossible to accrue the 300 hours required for a 3-credit course offering. It is expected that most internships will either require or allow students to work over winter and summer breaks, so a variable credit option would allow these students to earn additional credits for the time spent during these breaks.
1. DATE PREPARED

November 20, 2013

2. PREPARED BY

Elaine Johnson

3. DEPARTMENT/DIVISION

Applied Behavioral Sciences

4. COURSE NUMBER(S) with SUBJECT CODE(S)

APPL 708

5. COURSE TITLE

Internship in Counseling

6. CREDIT HOURS

1-3

7. CATALOG DESCRIPTION

This course builds upon APPL 703, Practicum in Counseling, and allows students to practice and integrate counseling skills in a campus or community setting. Students accrue at least 100 hours of supervised clinical experience for each credit taken in this course. The course meets professional counselor licensure requirements for field experience in counseling.

8. PREREQUISITES

APPL 703, Practicum in Counseling; Permission of Program Director

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)

This is an elective course in the Counseling Psychology Track of the Applied Psychology M.S. program, and a requirement in the Counseling Psychology Practice Specialization within that Track. It will be taken primarily by those students who are preparing for licensure in a state that requires an internship of this magnitude.

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.) n/a
11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean's office if you are unsure of the correct entry)
Field studies

12. FACULTY QUALIFIED TO TEACH COURSE

Courtney Gasser, Ali Wolf, Elaine Johnson

13. CONTENT OUTLINE

The course is structured around a case conference format. Therefore, after an orientation to course requirements, topics involved in the treatment of clients are discussed as they arise, rather than in a predetermined sequence.

14. LEARNING GOALS

At the conclusion of the course, the student will be able to

1. demonstrate appropriate basic counseling skills to establish rapport and develop collaborative therapeutic relationships with clients.
2. set goals, create treatment plans, and implement treatment strategies in a manner that is sensitive and responsive to cultural considerations and appropriate to client stage of change.
3. appropriately manage anxiety and challenges that arise in counseling by creating and utilizing mutually supportive consultative relationships with peers, and productive supervisory relationships with both practicum instructor and on-site supervisor.
4. apply ethical standards of the profession in all phases of client contact and use an ethical decision-making model when encountering ethical dilemmas.
5. utilize one or more theoretical perspectives in the assessment and conceptualization of client problems and in the design and implementation of treatment plans.
6. research and implement empirically-based treatments.
7. appropriately manage terminations and/or referrals.
8. communicate clearly and professionally, through written case notes and verbal case presentations about counseling sessions, and also about one’s development as a counselor-in-training during the semester.
9. maintain records of counseling sessions and communications with referring agencies and other entities in a manner that is consistent with legal, ethical and professional standards.
10. maintain records of counseling and supervision hours in a manner consistent with licensing and credentialing requirements.
11. use advocacy to address institutional and societal barriers that impede client development.
12. as appropriate to the training site, utilize appropriate individual, couple, family, group, and/or systems modalities for initiating, maintaining, and terminating counseling, including the use of crisis intervention, and brief, intermediate, and long-term approaches.

15. ASSESSMENT STRATEGIES
16. **SUGGESTED TEXT(S) and MATERIALS** (e.g. textbooks, equipment, software, etc., that students must purchase)


*OR, the Treatment Planner suited to your practicum setting (children, adolescents, substance abuse, etc).*


17. **SPECIAL GRADING OPTIONS** (if applicable)

n/a

18. **SUGGESTED CLASS SIZE**

10

19. **LAB FEES** (if applicable)

$10-25 to cover expenses associated with recording equipment and supplies