

**CNSA 691B**  
**Practicum in Student Affairs**  
**Fall 2004 (2 credits)**

Professor: Melissa Halter

Department: Counseling and Student Affairs

Web page address: <http://www.mnstate.edu/cnsa/>

Class Location: Lommen 111

Phone: (218) 477-2127

E-mail: [halterme@mnstate.edu](mailto:halterme@mnstate.edu)

Building & Office: Lommen 209 H

Class Time: 5 p.m. – 7 p.m. Tuesday

MSUM COURSE DESCRIPTION:

**CNSA 691B Practicum in Student Affairs in Higher Education (2-3)**

A practical and field experience in school counseling, community counseling or student affairs practice in higher education. May be repeated. Maximum of 6 credits may be counted toward the degree.

*Further Course Description:*

Practicum consists of supervised practical experiences that total a minimum of 100 clock hours. Practicum provides for the development of individual Student Affairs skills. Practicum students will conduct and log a minimum of 40 hours of direct service with students. At least 10 hours of direct service with students will be group work with students.

Practicum students will be engaged in 1 hour per week of individual supervision and 2 hours per week of group supervision with a faculty member. Practicum students will also meet with their on-site supervisor(s) for 1 hour per week. Supervision may include the use of video- or audio-taped sessions and direct observation.

COURSE OBJECTIVES:

1. To develop an understanding of human development and human behavior and strategies to facilitate student development.
2. To develop an understanding of the issues and trends in a multicultural and diverse society.
3. To develop an understanding of counseling and consultation processes.
4. To develop an understanding of group development, dynamics, counseling theories, group counseling methods, and other group work approaches.
5. To learn about approaches to assessment, evaluation, and research.
6. To develop an understanding of professional identity, credentialing, and licensure.
7. To demonstrate basic interviewing, assessment, and counseling skills.
8. To follow the ACA and ACPA code of ethics and demonstrate ethical and professional behavior in a practical setting.
9. To demonstrate an ability to appropriately engage in the supervision process.
10. To develop intentionality in counseling, student affairs and other professional realms.

### REQUIRED READINGS:

Reading materials will be assigned as needed.

### INSTRUCTIONAL STRATEGIES:

The practicum seminar is designed to support and assist students who are practicing and enhancing their Student Affairs skills in an applied Student Affairs setting. The class structure is a combination of group supervision, discussion, student presentations, exercises, and role-play.

### COURSE REQUIREMENTS:

- Students will set individual goals for the practicum experience and re-evaluate them as needed.
- Students will participate in creating norms for the group supervision process.
- Students will be required to participate in two hours of group supervision weekly.
- Students will be required to participate in 2 one hour sessions of individual supervision.
- Students will complete two case presentations during group supervision.
- Students will follow all ethical guidelines of the Student Affairs profession.
- Students will maintain liability insurance throughout the practicum experience. A copy of each student's liability insurance must be on file with the CNSA department.
- Students will be required to videotape (with student consent) their practicum experiences.

### EVALUATION & GRADING POLICY:

Grading is done on a satisfactory/unsatisfactory basis. In order to obtain the grade of satisfactory students will need to:

1. Attend all regularly scheduled seminars.
2. Actively participate seminar activities.
3. Complete 2 satisfactory case presentations during group supervision.
4. Complete the necessary client contact hours and clock hours as outlined above.
5. Maintain satisfactory performance at the practicum site.

Case Presentations: In order for students to enhance their case conceptualization skills students will be asked to complete two case presentations. Presentations will be approximately 50 minutes in length and it is expected that students will provide all class members with a written outline of their presentation. Areas to be covered in case presentations include: identifying data, the presenting issue/contact reason, background information on the student or student group, treatment plan or process work with student, assessment of issue(s), goals, intervention and rationale, evaluation, literature search information, student develop theory (cognitive, moral, maturity, career, spiritual, etc.) and or organizational theory applied to the case, consultations, summary, and recommendations.

Due Dates: \_\_\_\_\_ (case one) \_\_\_\_\_ (case two) Both dates are selected by the student

ATTENDANCE POLICY:

Students are expected to attend class. When a student is unable to attend class the student is responsible for contacting the instructor and making arrangements to obtain missed class materials and assignments. If a student does not discuss absences with the instructor and absences are reoccurring (2 or more class periods in a row) a student's grade may be lowered.

SPECIAL ACCOMIDATIONS:

Students who have a disability which might affect their performance in this class are encouraged to seek assistance from Disability Services, CMU 222, 477-2652 (phone) or 477-2047 (TTY).

**Internship in Student Affairs**  
**(1 credit Fall Semester and 3 credits Spring Semester)**

Professor: Melissa Halter

Department: Counseling and Student Affairs

Web page address: <http://www.mnstate.edu/cnsa/>

Office Hours: To Be Announced

Phone: (218) 477-2127

E-mail: [halterme@mnstate.edu](mailto:halterme@mnstate.edu)

Building & Office: Lommen 209 H

Class Location: Lommen 97

Class Time: 4:45 p.m. – 7:15 p.m. Tuesday

**MSUM COURSE DESCRIPTION:**

**CNSA 692B Internship in Student Affairs in Higher Education (1-3)**

An actual on the job experience in a work setting appropriate to the student's goal. May be repeated. Maximum of 6 credits may be counted toward the degree.

*Further Course Description:*

The internship consists of supervised experiences that total a minimum of 650 clock hours. Internship students will conduct and log a minimum of 240 hours of direct service with clients/students. The internship will begin once the practicum has been successfully completed as verified by the Successful Completion of Practicum Form.

Internship students will be engaged in regular individual supervision and 2 hours per week of group supervision with a faculty member. The internship students will meet with their on-site supervisors for 1 hour per week as well. Supervision will include the use of videotaped sessions and/or direct observation.

Internship seminar is designed to support and assist students who are practicing and enhancing their counseling and student affairs skills in an applied student affairs setting.

**COURSE OBJECTIVES:**

1. To develop an understanding of human development and human behavior and strategies to facilitate student development.
2. To develop an understanding of the issues and trends in a multicultural and diverse society.
3. To develop an understanding of counseling and consultation processes.
4. To develop an understanding of group development, dynamics, counseling theories, group counseling methods, and other group work approaches.
5. To learn about approaches to assessment, evaluation, and research.
6. To develop an understanding of professional identity, credentialing, and licensure.
7. To demonstrate basic interviewing, assessment, and counseling skills.
8. To follow the ACA and ACPA code of ethics and demonstrate ethical and professional behavior in a practical setting.
9. To demonstrate an ability to appropriately engage in the supervision process.
10. To develop intentionality in counseling, student affairs and other professional realms.

## **REQUIRED READINGS:**

Reading materials will be assigned as needed.

## **INSTRUCTIONAL STRATEGIES:**

The internship seminar is designed to support and assist students who are practicing and enhancing their Student Affairs skills in an applied Student Affairs setting. The class structure is a combination of group supervision (using video tape), discussion, student presentations, exercises, and role-play.

## **COURSE REQUIREMENTS:**

- Students will set individual goals for the internship experience and re-evaluate them as needed.
- Students will participate in creating norms for the group supervision process.
- Students will be required to participate in two hours of group supervision weekly.
- Students will be required to participate in 2 one hour sessions on individual supervision.
- Students will complete one case presentation during group supervision.
- Students will develop one theory-based program that is appropriate for the population they are working with on internship.
- Students will follow all ethical guidelines of the Student Affairs profession.
- Students will maintain liability insurance throughout the internship experience. A copy of each student's liability insurance must be on file with the CNSA department.
- Students will be required to videotape (with student consent) their internship experiences.

## **EVALUATION AND GRADING:**

Grading is done on a satisfactory/unsatisfactory basis. In order to obtain the grade of satisfactory students will need to:

1. Attend all regularly scheduled seminars.
2. Actively participate in the seminar's activities.
3. Make one satisfactory case presentation to the class
4. Make one satisfactory program presentation to the class.
4. Complete the necessary client contact hours and clock hours as outlined above.
5. Maintain satisfactory performance at the internship site.

Case Presentation: In order for students to enhance their case conceptualization skills students will be asked to complete two case presentations. Presentations will be approximately 50 minutes in length and it is expected that students will provide all class members with a written outline of their presentation. Areas to be covered in the case presentation include: identifying data, the presenting issue/contact reason, background information on the student or student group, treatment plan or purpose of contact, assessment of issue(s), goals, intervention and rationale, evaluation, literature search information, student develop theory (cognitive, moral, maturity, career, spiritual, etc.) and or organizational theory applied to the case, consultations, summary, and recommendations.

Due Date: \_\_\_\_\_ date selected by student

Program Presentation: In order to enhance students' needs assessment skills, program implementation skills, and their ability to apply theory to practice each student intern will develop and present a theory-based program appropriate for the needs of their internship setting. Student interns will have approximately 50 minutes to present/discuss their program in class. Presentations should include: the determination of need, theoretical underpinnings, resources needed for implementation, sources of support, methods for obtaining administrative support (if needed), potential barriers, steps for implementation, means of evaluating effectiveness, and program timeline. This program may or may not be actually implemented at your site.

Due Date: \_\_\_\_\_ date selected by student

**Practicum/Internship Course Outline – Fall Semester**

<b>Date</b>	<b>Topics Covered</b>	<b>Readings/Assignments Due</b>
8/24	Structuring for the semester: Topics for this semester will be filled in as a group based on the needs of the class.	
8/31		
9/7		
9/14		
9/21		
9/28		
10/5		
10/12		
10/19		
10/26		
11/2		
11/9		
11/16		
11/23	THANKSGIVING WEEK	
11/30		
12/7		
12/14		