



ANSWERING GOD'S CALL

**COUN6390 Clinical Internship 1**  
**New Orleans Baptist Theological Seminary**  
**Division of Church and Community Ministries**  
**Spring 2020**

Professor: Dr. Kathryn Steele (504-252-4455, ext. 8306); email: [ksteele@nobts.edu](mailto:ksteele@nobts.edu)

Office: L104-B

Leeke Magee Christian Counseling Center

**Mission Statement**

New Orleans Baptist Theological Seminary and Leavell College prepare servants to walk with Christ, proclaim His truth, and fulfill His mission.

**Mission Statement of the Counseling Program**

The mission of the NOBTS Counseling Program is to provide training and supervised experience in evidence-based counseling methods to help people deal with life issues in a biblically sound way and prepare students for licensure in counseling and counseling-related professions. We seek to produce graduates who have the values, knowledge, skills, and personal disposition to promote the mental health and holistic wellness of clients across diverse populations.

**Core Value Focus**

The seminary has five core values: Doctrinal Integrity, Spiritual Vitality, Mission Focus, Characteristic Excellence, and Servant Leadership. The core value focus for this academic year is Spiritual Vitality.

**Curriculum Competencies**

All graduates of NOBTS are expected to have at least a minimum level of competency in each of the following areas: Biblical Exposition, Christian Theological Heritage, Disciple Making, Interpersonal Skills, Servant Leadership, Spiritual and Character Formation, and Worship Leadership. The curriculum competencies addressed in this course are: Biblical Exposition, Disciple Making, Interpersonal Skills, Servant Leadership, and Spiritual and Character Formation.

**Course Description**

This course is designed as a 18-week/300 hour placement in an approved setting (*students should be prepared to complete additional hours if they are required to do so by their placement site.*) where students are engaged in individual, marital, group, and family therapy. One hundred twenty (120) hours of direct counseling with individuals, couples, groups, or families must be completed. Additionally, one hour per week of individual supervision by a counseling faculty member or approved supervisor and one and one-half hours per week group supervision by a faculty member supervisor or approved supervisor are required during the placement. There is an emphasis to learn to diagnosis using the DSM5 criteria

**Program Objectives:**

1. Upon successful completion of one of the Master's Programs in Counseling, graduates should be able to synthesize theoretical and empirical knowledge in the field of counseling.
2. Training students to synthesize theoretical and empirical knowledge in the field of counseling.
4. Upon successful completion of one of the Master's Programs in Counseling, graduates should be able to integrate historical Christian beliefs, faith, and spirituality with the best practices of mental health science, in an ethical manner.

Course Objectives: At the end of the Clinical Internship the student should be able to...

Course Objectives	Learning Experiences	Assessments
<p><b>Knowledge:</b> Demonstrate the basic knowledge of applying diagnostic criteria from DSM-5, for diagnosis and treatment planning. CACREP 2.F. 5.g, h; 2.F.7.e, l; 5.C. 1. c; 5.C.2. b, d; ; 5. C. 3. a</p>	<p><b>Instruction:</b> Practice with supervisor applying diagnostic criteria from DSM-5 for each client and identifying a diagnosis. <b>Readings:</b> <i>DSM-5</i>; Boylan, Chapter 4; Readings as assigned by supervisor</p>	<p><b>Course Assignments/Requirements</b> 1. By the 2nd session, each Counseling Note (Penelope) should have a DSM Diagnosis or Tentative Diagnosis. 2. Case Presentation in group supervision, with Diagnosis</p>
<p>Demonstrate knowledge of supported therapeutic approaches grounded in the counseling literature and research by selecting developmentally relevant counseling treatment or intervention plans. CACREP 2.F.5.c, g, h, l, j, l, n</p>	<p><b>Instruction</b> Supervisor reviews documentation and treatment plans and planned interventions weekly with student. <b>Readings</b> As assigned by the Individual or Group Supervisor, pertaining to current cases. Boylan, Chapters 4, 11</p>	<p>1.A Treatment plan for every case is due before 5th session, and will be reviewed by the Individual Supervisor, and as measured by the supervisor (CCS:3.H. Treatment planning), achieving at least a level 4 by the end of the semester. 2. Demonstrates application of theory to practice as measured by the supervisor (CCS:2.D, Knowledge of Professional Literature), achieving at least a level 4 by the end of the semester.</p>
<p><b>Attitudes</b> Demonstrate awareness of his/her own belief systems, values, needs and limitations, and appreciation of the influence of these on the counseling process. (CCS:2.C, Self-Awareness &amp; Self Understanding) CACREP 2.5.F.1.i; 2.5.F.2.d</p>	<p><b>Instruction</b>-Supervisor reviews 2 or 3 videos during the term, and evaluates, with the student, their awareness of beliefs, and any influence on the counseling process. <b>Reading:</b> As assigned by the Individual or Group Supervisor, pertaining to current cases. Boylan, Chapter 10</p>	<p><b>Course Assignments</b> Exhibit awareness of his/her own belief systems, values, needs and limitations, and appreciation of the influence of these on the counseling process, as measured by the supervisor (CCS:2.C), achieving at least a level 4 by the end of the semester.</p>
<p>Demonstrate the personal qualities, characteristics and behavior of a biblical professional counselor. (CSS:2.F, Multicultural Competence in Counseling Relationship) CACREP 2.5.F.2.d</p>	<p><b>Instruction</b> The Supervisor review 2 or 3 videos during the term, and evaluates, with the student, their demonstration of the qualities, characteristics and behaviors of a biblical professional counselor. <b>Reading:</b> As assigned by the Individual or Group Supervisor, pertaining to current cases. Boylan, Chapter 10</p>	<p>Demonstrates the personal qualities, characteristics and behavior of a biblical professional counselor. (CSS:2.F, Multicultural Competence in Counseling Relationship), as measured by the supervisor (CCS:2.F.), achieving at least a level 4 by the end of the semester.</p>
<p><b>Skills</b> Demonstrate consistent respectfulness, and thoughtfulness, and is appropriate within all professional interactions.. (CCS:2.B, Professionalism). CACREP 2.F.5.f.</p>	<p><b>Instruction</b> Discussion in Group Supervision, and feedback from Individual Supervisor <b>Readings</b> As assigned by Individual or Group Supervisor Boylan, Chapter 10</p>	<p><b>Course Assignments</b> Demonstrates consistent respectfulness, and thoughtfulness, and is appropriate within all professional interactions.. (CCS:2.B, Professionalism), as measured by the supervisor (CCS:2.B.), achieving</p>

		at least a level 4 by the end of the semester.
Demonstrate consistent, appropriate boundaries with supervisors, peers, and clients (CCS:2.H, Professional & Personal Boundaries) CACREP 2.F.5.f.	<b>Instruction:</b> Discussion in Group Supervision, and feedback from Individual Supervisor <b>Readings</b> As assigned by Individual or Group Supervisor Boylan, Chapter 10	Demonstrates consistent, appropriate boundaries with supervisors, peers, and clients (CCS:2.H, Professional & Personal Boundaries) as measured by the supervisor (CCS:2.H.), achieving at least a level 4 by the end of the semester.
Complete all required record keeping, documentation, and tasks in a competent and timely fashion. (CCS:3.C, Record Keeping & Task Completion). CACREP 2.F.5.e, 5.C.2.m	<b>Instruction:</b> Monitoring of all record keeping, documentation, and tasks by Individual & Group Supervisors, with feedback when necessary. <b>Readings</b> As assigned by Individual or Group Supervisor Bolan, Chapters 6-7	Completes all required record keeping, documentation, and tasks in a competent and timely fashion, as measured by the grade given in Internship 1, based on performance and due dates, achieving no lower than 85%.
Demonstrates competencies in counseling skills and therapeutic condition descriptors. (CCS:1.G. Advanced Reflection; H. Confrontation; I. Goal Setting; J. Focus of Counseling; K. Empathy & Caring; L. Respect & Compassion; Summed score no less than 24.) CACREP 2.F.5.f.	<b>Instruction:</b> Feedback from supervisors, utilizing evaluations from video recordings of sessions. <b>Readings:</b> As assigned by Individual or Group Supervisor Boylan, Chapter 10	<b>1. Session Observation:</b> The student must request and <b>view one session video per week.</b> A minimum of <b>2 times during the summer term (3 times during the fall or spring terms), the supervisor must view video of the student counseling.</b> If focusing on a specific skill, a marked clip of the session is acceptable if approved by the supervisor. The 2nd video (summer) (or 3 <sup>rd</sup> video for fall or spring terms) is to be completely reviewed by the supervisor for the CSS evaluation, and should be from a session close to the end of the semester.

#### Course Requirements/Assignments

Assignment/Requirements & Description	Percentage	Due Date
<b>Assignment/Requirements &amp; Description</b>	<b>Percentage</b>	<b>Due Date</b>
<b>Maintaining current liability insurance throughout the internship. (Required)</b> The Insurance Form (NOBTS-1001) on Tevera, and a copy of current insurance verification must be uploaded to the Tevera Personal Profile of the student. . If for any reason a student's insurance lapses or there is no copy of current insurance loaded into Tevera, the student has 2 weeks to provide proof of coverage, during which the student will not be allowed to count the weeks/hours for that time period. After 2 weeks lapse with no proof of coverage, the student will be suspended from the site until proof of coverage is provided.	<b>0%</b>	<b>At expiration date</b>

Liability insurance coverage is the responsibility of the student, but a lapse of liability insurance coverage places you, your supervisor, and site agency in danger. (CACREP 3:A)		
<p><b>Case Presentation in Group supervision.</b></p> <p>Every student is required to present at least one case during the semester in group supervision. The Group Supervisor will score the Case presentation using the Case Presentation &amp; Conceptualization Rubric (50% of grade) , and the student must achieve a <b>score in the Diagnosis category</b> of no less than 8 points (50% of grade). Please use Case Presentation Guide found on the Blackboard Clinical Practicum site to prepare your Case presentation.</p> <p>After grading, the Group Supervisor will give the Case Presentation Rubric to the student, and the student will upload the Case Presentation Outline Guide and the Rubric to their personal profile on Tevera.</p>	<b>10%</b>	By end of term
<p><b>Clinical Training Manager (Required)</b></p> <p>All students must maintain an up-to-date Personal Profile on Tevera. (CACREP 3:D)</p> <p><b>Clinical Internship 1 completion (Required)</b></p> <p>By the end of Clinical Internship 1 the student must have a total of no less than 18 weeks. 120 hours of direct counseling are expected, but if a student completes the 18 weeks, they may proceed to Internship 2 with the understanding that they will complete a total 240 direct hours by the end of Internship 2.</p> <p>120 hours for 18 weeks = an average of 6 Direct Client Hours per week. Students are required to seek an average of 8 clients per week to allow for client absences). (CACREP:3.F; 3.G) See information below on enrollment and posting of grades.</p>	<p><b>0%</b></p> <p><b>0%</b></p>	<p>On-going</p> <p>When 18 weeks are achieved</p>
<p><b>Completion of Supervision &amp; Student Fieldwork Responsibilities and Goals Agreement</b> (Tevera) by 2nd week of Internship. (Worth 100 if on time/86 if 3rd week late/70 if 4th week/0 if later)</p> <p>Completion of the review of progress as planned on the Goals Agreement, and the end of the term, and setting goals for next term. (Worth 100 if on time/0 if late)</p> <p>The two grades will be averaged for the overall grade.</p>	<p><b>5%</b></p> <p><b>5%</b></p>	
<p><b>Individual Supervision attendance once a week (1 hr):</b> Individual Supervisors will be assigned to the student. Each individual supervision will be triadic (two students, one supervisor). The student must be proactive in seeking individual supervision. The student must seek supervision even when their assigned supervisor is not available.</p> <p>The student must log attendance of Individual Supervision <b>weekly</b> (this log will also include Group Supervision, Direct and Indirect hours), and submit for approval by the Individual Supervisor and Group Supervisor (CACREP 3:H). <b>10 points will be taken off for every late log. This grade is for timely submission of log. The weekly log is due no later than 12 noon on Friday of each week the student sees clients.</b></p>	<b>10%</b>	Weekly
<p><b>Attendance of Group Supervision once a week (1.5 hrs)</b> Students must sign up on the Wikki Blackboard sign-up list. Students are expected to pursue group supervision and to adjust their schedules accordingly. Do not give any identifying information when discussing a case in group.</p> <p>The student must log attendance of Group Supervision <b>weekly</b>, in the same log as</p>		Weekly

<p>the Individual Supervision, and submit for approval by the Group Supervisor. (CACREP 3:1) If the student does not see clients and does not count the “week” they should not submit a log for that week. The Individual and Group supervisors should be informed that the week will not be counted. Not seeing clients should be related to cancelations by clients, counselor illness, or other type of emergency. Any planned absences need to be pre-approved per LMCCC Policy.</p> <p><b>Absences in Group Supervision and Individual Supervision</b></p> <p>Absences can be "made up" if done so within two weeks of the time of the absence. Absences not made up will result in the loss of direct contact hours for that week. <u>Any student with an excess of TWO absences from group supervision will be required to drop the course unless approved by the Clinical Director.</u></p> <p><b>Patterns of Tardiness:</b> Per the NOBTS policy, 3 tardies equal an absence. If a student is more than 15 minutes tardy, they will not be allowed to count group supervision, or Individual supervision.</p>		
<p><b>DSM5 Diagnosis</b> by 2nd session for each client (2 points off for every late Diagnosis)</p>	<p><b>10%</b></p>	<p>Weekly</p>
<p><b>Counseling Notes</b> completed <u>by Friday, 12 noon</u>, each week the counselor meets with client(s). <u>5 points off for every late session note.</u> EXCEPTION: If the student has entered a remedial plan due to not completing notes in a timely fashion, they must observe the terms of the Remedial plan.</p>	<p><b>15%</b></p>	<p>Weekly</p>
<p><b>Treatment Plan</b> (by 4th session) for every case. Every new client should have a treatment plan by 4<sup>th</sup> session , and ongoing review to adjust the plan; any transferred client needs a new treatment plan by the new counselor. 5 points off for every late treatment plan. 50% of grade for quality; 50% for submission on time.</p>	<p><b>5%</b></p>	<p>Weekly, as needed</p>
<p><b>Video Clip 1</b> (with Counseling Session Self-Evaluation submitted on Tevera). The student should bring this video clip to Individual Supervision, with the desired clip marked for easy access to view in supervision, or the Supervisor may request to see the complete session.</p>	<p><b>Summer 15%</b> <b>Spr/Fall 10%</b></p>	<p>Summer: End of June Fall: End of Sept Spring: End of Feb</p>
<p><b>Video Clip 2</b> (with Counseling Session Self-Evaluation submitted on Tevera) The student should bring this video clip to Individual Supervision, with the desired clip marked for easy access to view in supervision, or the Supervisor may request to see the complete session.</p>	<p><b>Summer 15%</b> <b>Spr/Fall 10%</b></p>	<p>Summer: End of July Fall: End of Oct Spring: End of March</p>
<p><b>Video Clip 3</b> (with Counseling Session Self-Evaluation submitted on Tevera) Student and Supervisor: Your Site Supervisor must submit an evaluation--CCS (on Tevera) based off this video clip, at the end of the term. Supervisors should review this evaluation with the student.</p>	<p><b>Summer: None</b> <b>Spr/Fall 10%</b></p>	<p>Summer-none Fall: End of Nov Spring: End of April</p>
<p><b>Student Wellness Check and Strategies.</b> All Counselor Student Interns are required to complete a monthly Wellness check, and review the results with their Individual Supervisor. Use the Provider Resiliency App (free) to take the ProQOL at the end of each month, and report results on the Tevera Assignment page. If Burnout or Compassion Fatigue is noted, the Intern and Supervisor should develop a strategy</p>	<p><b>5%</b></p>	<p>Fall: End of Aug, Sept, Oct, Nov, Dec</p>

to deal with the problem. For each month the Wellness check is not completed, the student will lose 5 points.

Sp: End of Jan, Feb, Mar, Apr  
Sum: End of May, June, July

Student: Submit **“Student Evaluation of Site Supervisor”** (On Tevera) and **Evaluation of Group Supervision**

5%

End of Term

**Completion of Internship 1—Move to Internship 2:**  
Student: Complete a 514 Track Log (Titled **“Final 514 Internship 1”**) that covers the entire dates of the Internship 1. Be sure the report shows a minimum 18 hours of Individual Supervision (this indicates you have completed 18 weeks) and a minimum of 27 Group Supervision hours. This will be verified and signed by your Individual and group supervisors and the Director of Clinical Training. (CACREP 3:C)

At end of completing Internship 1 requirements

**Moving to Internship 2:** Complete all requirements for Internship 1 as listed in the handbook:

Within 4 weeks of completing Internship 1 – 18 weeks.

1. **Successfully complete Grade of 85% or above for Supervision Term. Complete Assignment: Score for Supervision Term** (on Tevera) sent to your supervisor to confirm your grade. (if within the first 6 weeks of a new term, the last term grade will be used).
2. Within 4 weeks after completing 18 weeks for Internship 1, the student must complete in the Tevera Assignment: **Final 519 Internship 1** report. Once their supervisor has signed the report, the student should shift their Track to Internship 2.
3. If the student has not completed all 120 direct hours, they will need to complete the missing hours before completing Internship 2, for a total of 240 hours for Internships 1 and 2.).
4. The student must submit all paperwork at the end of each term, including Student Evaluation of Site Supervisor, and Evaluation of Group Supervision.
4. The following chart gives information about enrollment dates and grades.

<b>Enrollment in Internship 1, 2, or 3</b>	
Anticipated Completion of Practicum, Internship 1, Internship 2	Enrollment Time
Before Fall Break	Enroll at start of fall term
After Fall Break	Enroll at start of Spring term
Before Spring Break	Enroll at start of spring term
After Spring Break	Enroll at start of summer term
Before June 30	Enroll at start of summer term
After June 30	Enroll at start of fall term

Although you will be enrolled in the new component (Internship 1 or 2 or 3), you will not receive a grade until all requirements have been completed with a passing grade (85% or greater). All assignments should be complete on Tevera.

Use the following link to inform the Clinical Director that you are ready to begin Internship 2. Completing this link triggers your enrollment in Internship 2 with the

Registrar's Office.

<https://goo.gl/forms/OVeylbSONSGDxxBj1>

Student who do not achieve 240 direct client hours within the 36 weeks of Internship 1 and 2 will need to register for Internship 2+.

### **Course Teaching Methodology**

The course will involve the following methodologies: Skills training through Clinical Practice, Individual and Group Supervision, case conceptualization and treatment planning.

### **Textbooks**

Boylan, Malley & Reilly. Practicum & Internship: Textbook and Resource Guide for Counseling and Psychotherapy, 6<sup>th</sup> ed. New York: Taylor & Francis, 2001. (ISBN: 1583910883)

American Psychiatric Association. (2013) Diagnostic and Statistical Manual of Mental Disorders. 5th edition (DSM-5). Washington, K.D.: A.P.A. (ISBN: 978-0890425558)

Clinical Training Manager: Subscription. The subscription for clinical training manager can be paid by check or cash at the Counseling Office. This is a one time payment for the subscription for a personal profile that will contain all required documents across the career of the counseling and student and graduate. Please make the check out to NOBTS.

### **Evaluation of Grade**

The student's grade will be computed as follows:

85% = Pass

0-84% = Fail

I = Incomplete

Course Concerns: All questions regarding grades, assignments, or other course issues should be addressed to Dr. Kathryn Steele, Director of Clinical Training

### **Course Policies, Academic Conduct, and Professional Conduct**

#### **Academic Honesty Policy**

All graduate and undergraduate NOBTS students, whether on-campus, internet, or extension center students, are expected to adhere to the highest Christian standard of honesty and integrity when completing academic assignments for all courses in every delivery system format. The Bible provides our standard for academic integrity and honesty. This standard applies whether a student is taking tests, quizzes, exams, writing papers, completing Discussion Boards, or any other course requirement.

#### **Academic Policies**

Academic policies relate to absences, grading scale, final examination schedules, and other topics can be found in the current online catalog: [New Orleans Baptist Theological Seminary Academic Catalog](#).

#### **Classroom Parameters**

Please arrive on time.

Turn off cell phones. Utilize laptops and other technology for class purposes only.

Respect the professor and other members of the class.

Maintain confidentiality when someone shares personal information.

Participate in class and group discussions.

#### **Disabilities and Accommodations**

New Orleans Baptist Theological Seminary does not discriminate against applicants/ students on the basis of personal disabilities. The Seminary, in voluntary compliance with the American Disabilities Act, will provide reasonable institutional accommodations, modifications, and adjustments to enable and empower students with disabilities to participate in Seminary programs and activities to the fullest extent possible. However, NOBTS cannot support accommodations that place undue hardship on the Seminary or its

resources or which alter the essential requirements of curriculum and academic progress. While the seminary does not provide direct assistance to students in the form of equipment or personnel, accommodations may be made by individual professors at their discretion. These accommodations usually take the form of early access to lecture materials in electronic format and additional time to complete tests and assignments. The most efficient way to pursue such accommodations is to provide the Director of Testing and Counseling (Dr. Jeff Nave, [jnave@nobts.edu](mailto:jnave@nobts.edu), 504-282-4455 ext. 8004) with documentation of the condition for which you seek accommodation, an explanation of helpful accommodations received in the past, and a description of the specific accommodations you desire. The Director of Testing and Counseling will document your request and communicate on your behalf with the professors who teach the course(s) for which you are registered. The seminary reserves the right to consider each request for "special" accommodations on a case by case basis pursuant to the criteria enumerated above.

### **Diversity**

The Counseling Program at NOBTS affirms the Christian doctrinal position that God created man in His own image, and that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love. We believe the counseling profession affords our students and graduates the opportunity to be "salt and light" (Matthew 5:13-16) whatever their places of service, and that a robust appreciation for and sensitivity to human diversity is key to that end. Further, a learning environment diverse in its people, curricula, scholarship, research, and creative activities expands opportunities for intellectual inquiry and engagement, helps students develop critical thinking skills, and prepares students for social and civic responsibilities. Students and faculty benefit from diversity. The quality of learning, research, scholarship, and creative activities are enhanced by a climate of inclusion, understanding, and appreciation of the full range of human experience. We are committed to nurturing and training a diverse student body in an atmosphere of mutual respect and appreciation of differences. As a result, the counseling program is committed to diversity and equal opportunity and recognizes that it must represent the diversity inherent in American society, reflected in our local community, and aligned with the core values of the NOBTS community.

### **Netiquette**

Netiquette refers to appropriate online behavior in Blackboard or other online discussions. Each student is expected to demonstrate appropriate Christian behavior when working online on Discussion Boards or whenever interaction occurs through web, digital, or other electronic medium. The student is expected to interact with other students in a fashion that will promote learning and respect for the opinions of others in the course. A spirit of Christian charity is expected at all times in the online environment.

### **Plagiarism on Written Assignments**

NOBTS has a no tolerance policy for plagiarism. Plagiarism in certain cases may result in expulsion from the seminary. See the NOBTS Student Handbook for definition, penalties, and policies associated with plagiarism.

### **Policy for Graduating Seniors**

Graduating Seniors are responsible for alerting the professor of your intention to graduate. All of your assignments must be completed by noon (12:00 PM) on the Wednesday prior to commencement exercises.

### **Professional Conduct**

Students are expected to adhere to the appropriate code of ethic for their particular program. Any behavior deemed unethical will be grounds for dismissal from the program.

### **Professor's Policy on Late Assignments**

All work is due on the assigned date in the syllabus. The grade for late assignments will automatically be reduced by four points for each week day an assignment is late. Assignments will NOT be accepted after they are one week overdue.

### **Technical Assistance**

For assistance regarding technology, consult ITC (504-816-8180) or the following websites:



1. [Selfserve@nobts.edu](mailto:Selfserve@nobts.edu) - Email for technical questions/support requests with the [Selfserve.nobts.edu](http://Selfserve.nobts.edu) site (Access to online registration, financial account, online transcript, etc.)
2. [BlackboardHelpDesk@nobts.edu](mailto:BlackboardHelpDesk@nobts.edu) - Email for technical questions/support requests with the NOBTS Blackboard Learning Management System [NOBTS.Blackboard.com](http://NOBTS.Blackboard.com).
3. [ITCSupport@nobts.edu](mailto:ITCSupport@nobts.edu) - Email for general technical questions/support requests.
4. [www.NOBTS.edu/itc/](http://www.NOBTS.edu/itc/) - General NOBTS technical help information is provided on this website.

### **Writing Center**

NOBTS has adopted a Quality Enhancement Plan to improve English writing at the graduate level. As part of this effort, NOBTS has established a writing center located in the Hardin Student Center (290B). Visit the official [NOBTS Writing Center](#) online help site for writing academic papers and essays. You will discover writing guides, tips, and valuable information to help you become a better writer. Go here for Turabian and APA style helps and guidelines. You will also find language fonts for Greek and Hebrew. More information about how to set up an appointment for writing assistance is available on the writing center page.

### **Writing Style**

All papers are to be written in American Psychological Association (APA) style. Please see the APA Manual 6th edition. Be thorough, and answer completely all the questions in the assignments.

## Student Services

This is a partial list of NOBTS student services available to all students, no matter your delivery system or location. If you have questions or do not see what you need here, please refer to [www.nobts.edu/studentervices](http://www.nobts.edu/studentervices), email us at [studentservices@nobts.edu](mailto:studentservices@nobts.edu), or call the Dean of Students office at 800-662-8701, ext. 3283. We are glad to assist you!

Need	Email	Phone	Web Page
Advising – Graduate Program	<a href="mailto:studentservices@nobts.edu">studentservices@nobts.edu</a>	504.282.4455 x3312	<a href="http://www.nobts.edu/registrar/default.html#advising">www.nobts.edu/registrar/default.html#advising</a>
Advising – Undergraduate Program	<a href="mailto:lcadminasst@nobts.edu">lcadminasst@nobts.edu</a>	504.816.8590	<a href="http://www.nobts.edu/LeavellCollege">www.nobts.edu/LeavellCollege</a>
Church Minister Relations (for ministry jobs)	<a href="mailto:cmr@nobts.edu">cmr@nobts.edu</a>	504.282.4455 x3291	<a href="http://www.nobts.edu/CMR">www.nobts.edu/CMR</a>
Financial Aid	<a href="mailto:financialaid@nobts.edu">financialaid@nobts.edu</a>	504.282.4455 x3348	<a href="http://www.nobts.edu/financialaid">www.nobts.edu/financialaid</a>
PREP (help to avoid student debt)	<a href="mailto:Prepassistant1@nobts.edu">Prepassistant1@nobts.edu</a>	504.816.8091	<a href="http://www.nobts.edu/prep">www.nobts.edu/prep</a>
Gatekeeper NOBTS news	<a href="mailto:pr@nobts.edu">pr@nobts.edu</a>	504.816.8003	<a href="http://nobtsgatekeeper.wordpress.com">nobtsgatekeeper.wordpress.com</a>
Information Technology Center	<a href="mailto:itcsupport@nobts.edu">itcsupport@nobts.edu</a>	504.816.8180	<a href="http://selfserve.nobts.edu">selfserve.nobts.edu</a>
Help with Blackboard	<a href="mailto:blackboardhelpdesk@nobts.edu">blackboardhelpdesk@nobts.edu</a>	504.816.8180	<a href="http://nobts.blackboard.com">nobts.blackboard.com</a>
Library	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/Library">www.nobts.edu/Library</a>
Online library resources	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/research-links/default.html">http://www.nobts.edu/research-links/default.html</a>
Writing and Turabian style help	<a href="mailto:library@nobts.edu">library@nobts.edu</a>	504.816.8018	<a href="http://www.nobts.edu/writing/default.html">http://www.nobts.edu/writing/default.html</a>
Guest Housing (Providence Guest House)	<a href="mailto:ph@nobts.edu">ph@nobts.edu</a>	504.282.4455 x4455	<a href="http://www.provhouse.com">www.provhouse.com</a>
Student	<a href="mailto:lmccc@nobts.edu">lmccc@nobts.edu</a>	504.816.8004	<a href="http://www.nobts.edu/studentervices/counselin">www.nobts.edu/studentervices/counselin</a>

For additional library resources in your state, check <http://www.nobts.edu/library/interlibrary-loan.html>

- GALILEO for Georgia students
- LALINC for Louisiana students
- Florida Virtual Library (<http://www.flelibrary.org/>) for Florida students
- Interact with us online at –



TWITTER.COM/NOBTS    INSTAGRAM.COM/NOBTS    FACEBOOK.COM/NOBTS

**Selected Bibliography**

Baird, B.N. (2010). Internship, practicum, and field placement handbook. (6<sup>th</sup> ed). Pearson Publishing Company.

Boylan & Scott. (2008). Practicum and internship: Textbook and resource guide for counseling and psychotherapy. Brunner-Routledge Publishers.

Friedman, D., & Kaslow, N.J. (1986). The development of professional identity in psychotherapists: Six stages in the supervision process. In F.W.Kaslow (Ed.), *Supervision and training: Models, dilemmas and challenges*, 29-50. New York: Haworth Press.

Mitchell, R. (2001). Documentation in counseling records. Alexandria, VA: American Counseling Association.

Pipher, M. (2003). Letters to a young therapist. New York: Basic Book.

Russell-Chaplin, N.E., (2016.) Ivey, S., & Ivey, A. Your supervised practicum and internship: Field resources for turning theory into action.(2nd Ed). NY: Routledge

**Signature Assignments**

Assignment Assessment	Description	Percentage/ Points	Due Date
<p>Program Objective 1: Create developmentally relevant counseling treatment or intervention plans. Case Conceptualization &amp; Treatment Plan Rubric Scores: 85% with grade of <math>\geq</math> B</p>	<p>Every student is required to present at least one case during the semester in group supervision. The Group Supervisor will score the Case presentation using the Case Presentation &amp; Conceptualization Rubric (50% of grade), and the student must achieve a score in the Diagnosis category of no less than 8 points (50% of grade).</p> <p>Please use Case Presentation Guide found on the Blackboard Clinical Practicum site to prepare your Case presentation.</p> <p>After grading, the Group Supervisor will give the Case Presentation Rubric to the student, and the student will upload the Case Presentation Outline Guide and the Rubric to their personal profile on Tevera.</p>	<p>10%</p>	<p>By end of term</p>