

**Austin Peay State University**  
**Department of Psychological Sciences and Counseling**

**COUN 5180: Theories and Practice in Clinical Supervision**

**Term:** Spring

**Credit Hours:** 3

**Meeting Time:** Monday 4:30 PM-7:30 PM

**Location:** Clement 306

**Instructor:** Janet Ninness

**Email:** [ninnessj@apsu.edu](mailto:ninnessj@apsu.edu)

**Telephone:** 931.802.9049 (private practice phone, nonemergent)

**Office:** Clement 215-A

**Office Hours:** by appointment

**Text:** Bernard, J.M., & Goodyear, R.K. (2021) *Fundamentals of Clinical Supervision* (6<sup>th</sup> ed.). Pearson.

**Course Description:** Designed to provide prospective clinicians and/or supervisors with an understanding of the learning process in counseling and the supervisory behaviors requisite for improving the competencies and professional growth of counselors. Specialized knowledge, skills, and attitudes related to the act of supervising are supplemented by various methods and techniques such as videotape, films, film-tape synchronization, simulation material, role-play, group dynamics, interaction and content analysis, and micro-counseling.

**Learner Knowledge and Skill Outcome Goals:**

**A. General Goal:**

The general goal of this course is to provide advanced experiences that continue to guide and support graduate level students in counseling develop the knowledge and practice of supervisory theory and skills related to the process of individual and group clinical supervision, as well as behaviors for improving the competencies and professional growth of counselors.

**B. 2016 CACREP Standards for Knowledge and Skill Outcomes:**

Upon completion of this course, learners will successfully demonstrate the knowledge and skills of professional clinical supervision, including best practices related to the following:

**CACREP Standards and Outcomes:**

- Understand the role of counseling supervision in the profession (**1.m-Section 2: Professional Counseling Identity**). Related course activities: discussion of assigned readings and supervision staffings.
- Conduct formative and summative evaluations of the student's counseling performance and show ability to integrate and apply knowledge as part of the student's practicum and internship (**Section 3: Professional Practice**). Related course activities: supervision staffing, philosophy and approach to supervision writings, evaluation assessments.
- Learn strategies for personal and professional self-evaluation and implication for practice (**1.k-Section 2: Professional Counseling Identity**). Related course activities: philosophy and approach to supervision writings, clinical supervision, self-evaluation assessments, supervision staffings.
- Understand the impact of heritage, attitudes, beliefs, and acculturative experiences on an individual's views of others (**2.d-Section 2: Professional Counseling Identity**). Related course activities: supervision staffing, small group discussions and reflection writing.

**Communication:**

Communication is so important! Please don't hesitate to email me with questions or concerns. This allows me adequate time and consideration for responses and also provides a record for both instructor and student. For issues and concerns that cannot be resolved via email, I am happy to schedule an in-person meeting. I do not maintain regular office hours; all meetings are by appointment only. All email correspondence will take place using the following email address: **ninnessj@apsu.edu**. DO NOT use the D2L email service to communicate with me. I WILL NOT receive or respond to emails sent using the D2L email system. Due to the nature of this course, I am providing you with my personal cell phone number. Should an emergent situation arise, please contact me at: 931.249.5854.

I encourage open lines of communication, and I hope that you will not hesitate to contact me with any questions or concerns that cannot be addressed in class. If the answer to your question is contained in the syllabus, I will refer you to the syllabus. **I strongly recommend that you thoroughly familiarize yourself with the syllabus and keep it easily accessible throughout the semester.**

### **Evaluation/Assignments:**

#### **Class Preparation and Participation (10 points):**

Points are earned by attending class, signing the attendance roster, and participating in all class discussion and activities. Because discussion and activities are part of the learning process, points are awarded for participation, not for outcomes. While there are no formal assignments associated with the text readings, completing the text readings will support appropriate class preparation. ***Students are expected to attend every class and to arrive to class on time and remain for the entire length of the class.*** If a student must miss class, it is the student's responsibility to inform the instructor before (if possible) or as soon as possible after. Unexcused absence from class will result in the loss of 10 points per class.

#### **Models of Supervision Presentation (10 points):**

Each student will be assigned specific models of supervision to research and present in class. Presentation format is informal (no written component or power point slides) and should include a scholarly conversation about your assigned models along with thought-provoking questions to further support in-depth discussion and increase understanding. We will sign up for presentation dates in class.

#### **Supervision and Presentation (20 points each; total 40 points):**

Each student supervisor will be assigned 2-3 first year students enrolled in COUN 5420 to supervise. Student supervisors will meet with supervisees weekly while they are working with their volunteer clients. Student supervisors will review all of their supervisees' session recordings and provide written and verbal feedback, guidance, support and suggestions as appropriate. Student supervisors will submit and present 2 10-15 minute clips of two separate supervision meetings during the course of the semester (we will sign up for specific dates for presentation in class). Student supervisors will choose clips that will facilitate

maximum learning and support optimal growth opportunities. Do not choose clips that represent what went well and what you did well. Student supervisors will complete a supervision form for each supervision meeting with each supervisee. Student supervisors will upload a completed supervision meeting form for each supervisee each week to the appropriate dropbox on D2L. Student supervisors will also be prepared to discuss these each week in class. Student supervisors will record all supervision meetings using the counseling lab equipment. Student supervisors are expected to conduct all processes and procedures associated with supervision in a professional manner.

**Process Assessments and Journal (30 points):**

Student supervisors will complete the Supervisory Working Alliance Inventory (SWAI) – Supervisor after each supervision meeting. Student supervisors will have each supervisee complete the Supervisory Working Alliance Inventory (SWAI) – Supervisee after every other supervision meeting. Student supervisors will complete a journal entry each week reflecting on the results of each SWAI and the supervision process both specifically and generally. SWAIs and journal entries should be uploaded each week to the appropriate dropbox on D2L.

**Supervision Contract (10 points):**

The supervision contract is the foundation of the supervision process and essential to a successful supervision relationship and experience for both supervisor and supervisee. The student supervisor will create a relevant and comprehensive supervision contract. Additionally, the student supervisor will discuss and review the contract with the student supervisee to replicate real-world supervision contract engagement. Student supervisors will upload the supervision contract to the appropriate dropbox on D2L no later than 11:59 PM, Sunday, February 13<sup>th</sup>. Student supervisors will be prepared to discuss the assignment in class on Monday, February 14<sup>th</sup>.

**Total possible points: 100**

**Grading Scale:** 90-100 points (A); 79-89 points (B); 69-78 points (C)

***Late assignments are not generally accepted. In the case of extreme circumstances, please contact the instructor to discuss possible options prior to the assignment due date. Waiting to contact the instructor after the***

***assignment due date will most often result in denial to accept a late assignment except under the most dire of circumstances.***

**Policy for Incompletes:** An “incomplete” for this class will be granted only in rare situations. Students who feel they will need an “incomplete” for the course must communicate this to the instructor as soon as possible and most definitely prior to finals week for approval consideration. Students must understand that a grade of “incomplete” is a temporary grade assignment that is given when, in the judgement of the instructor, no other grade is justified.

## **Counseling Program Course Policies**

### **CoBHS Diversity Statement:**

The College of Behavioral and Health Sciences values human diversity in all its richly complex and multi-faceted forms. Elements of diversity may be expressed through race and ethnicity, culture, political and social views, religious and spiritual beliefs, language and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age, and social or economic classes. Every student will be treated fairly and with respect. Students will be valued and encouraged to share their unique perspectives as an individual, not as a representative of any group. We strive to provide course curriculum that respects diversity of thought, background, and experience within materials and student activities. These values are consistent with the mission of the [Office of Equity, Access, and Inclusion](#).

### **Divisive Concepts Statement:**

APSU is committed to the free and full exchange of ideas and perspectives that is central to the educational enterprise. We are also committed to encouraging students—and all people—to be exposed to, and think critically about, sensitive topics and issues. This is an essential element of higher education and necessary to better prepare students for community participation and robust civic engagement. Curricular materials on concepts including but not limited to racism, sexism and classism may be presented and discussed in this class; while students are expected to master course content, it is not expected that students endorse or subscribe to any theory or viewpoint.

**Students with Disabilities:**

Any student who has a disability that may affect her/his academic performance is encouraged to make an appointment with me to discuss this matter, or you may contact Disability Services: (phone #: 221-6230; email: [disabilityservices@apsu.edu](mailto:disabilityservices@apsu.edu))

**Academic and Classroom Misconduct:**

Students are expected to conduct themselves appropriately at all times. Academic and classroom misconduct will not be tolerated. Students must read the “Code of Conduct” in the new *Student Handbook* for an understanding of what will be expected of them within the academic setting.

**Writing Quality and Academic Honesty:**

It is important that all written work meets the academic standards of graduate students using APA 7<sup>th</sup> edition formatting. If you feel you need assistance with your writing, please contact the Writing Center in Woodward Library: (phone #: 221-6559; email: [writinglab@apsu.edu](mailto:writinglab@apsu.edu))

You are expected to adhere to the academic honesty policy as described in the APSU Code of Student Conduct. Plagiarism most commonly occurs when material is taken from a source without proper citation. Whenever material is directly quoted, it must appear in quotation marks and be properly cited. Materials that are taken from a source (but not directly quoted) must also be cited appropriately. Additionally, integrity also applies to sharing work. Students are expected to refrain from sharing (or selling) completed assignments which may negatively influence the academic honesty of other students at APSU or other universities. If you are in doubt, please ask me for further clarification. Students found in violation of academic honesty may be subject to further disciplinary action in accordance with university policy.

**Plagiarism Policy:**

Plagiarism is defined as the adoption or reproduction of ideas, words, statements, images or works of another person as one’s own without proper attribution. This includes having another individual write your assignment and presenting as your own. In addition, self-plagiarism is defined as a type of plagiarism in which the writer republishes a work in its entirety or reuses portions of a previously written

text while authoring a new work. Therefore, using previous work or work from other persons without proper citations will be perceived as plagiarism.

Key writing assignments will be submitted through TurnItIn. Material will be considered to include plagiarism if it returns >25% similarity. However, each case will be evaluated independently. For example, even in cases of lower percentages of similarity, if the matching text is one continuous block of borrowed material, it will be considered as plagiarized text of significant concern. On the other hand, text similarity due to the usage of common terminologies and method related details in “Methodology” part of a manuscript should not raise a serious ethical concern.

### **Policy on Minors:**

Minors (any non-student under the age of 18) accompanying staff, faculty, students, or visitors on campus are not permitted in the classroom. However, affiliated minors may utilize classrooms designated for use by a program approved by the university in which they are a participant.

### **Service Animals in the Classroom:**

Consult [Policy 3:007 Animals on Campus](#) for appropriate situations allowing service animals in the classroom.

### **Confidentiality:**

This course, as other courses in the Counseling Program, requires that learners maintain absolute confidentiality regarding all personal information related by classmates and clients. The information we discuss in class is not to be discussed outside of our class, only as it pertains to helping a classmate or client. Any breach of confidentiality or respect will be considered a serious ethical and professional violation and will result in immediate dismissal from the program. Confidentiality as outlined in the current *ACA Code of Ethics* will be followed.

### **Email Policy:**

It is important for students to remember that faculty are not available 24 hours a day, 7 days a week. Wellness and appropriate boundaries are important values for all counselors and counselor educators. The instructor of this course will respond to all inquiries, questions, and other electronic correspondence within a timely,

but not necessarily immediate, manner. Most electronic communications will be answered within 48 hours (Monday-Friday).

### **Class Grievances:**

I am willing to meet with you to discuss our class and/or particular assignments. I ask that you wait 24 hours after you have received a graded assignment to come see me. Before we discuss your work, you are required to type out a document detailing what particular elements of your work you feel merit discussion.

### **Counseling Services**

The [APSU Health and Counseling Center](#) provides therapeutic services to currently enrolled undergraduate and graduate students on a no-fee basis. Services provided by Counseling Services include: crisis intervention; individual and couples counseling; group counseling on specific topics (e.g., assertiveness training, self-esteem, stress management, relationships, grief); drug and alcohol counseling, outreach programs, referral, and consultation.

### **Minimal Technology Requirements**

**Hardware:** We prefer that you do not solely rely on mobile devices like tablets and smartphones to complete course work. To be safe, you should avoid using mobile devices for high-stakes course activities like quizzes, exams, and papers even though D2L is available through mobile browsers. If you choose to engage in synchronous online meetings via zoom, you will need access to a camera, speakers, and microphone on a device capable of accessing zoom.

**Web Browser:** Online course content is delivered through the D2L learning management system which is accessible through any web browser; however, Distance Education recommends the most up-to-date versions of Google Chrome or Apple Safari. Please use the [D2L System Check](#) to ensure that your web browser is properly configured.

**Software:** You will need software for word processing, spreadsheets, and presentations like Microsoft Office for course assignments. Currently enrolled APSU students receive access to Microsoft Office 365 for free and can install it on up to 5 compatible PCs or Macs. Additional information is available through the [GOVSTECH Website](#). Contact GOVSTECH at [govstech@apsu.edu](mailto:govstech@apsu.edu) with questions.



You can find more information about technology for digital learning through the [Office of Distance Education](#). You can find more information about technology resources available for students through the [Office of Informational Technology](#).

**Trigger Warning:**

This course covers a wide variety of topics in the field of Psychology, some of which may be difficult to learn about and/or talk about. Each person has different life experiences, and each person may have different responses to the topics presented in this class. I encourage all students to work through any difficulties presented by course topics to the best of their ability while keeping in mind that if you are unable to remain in class due to difficulty with the presented topic, then you may leave the class either for a break or for the remainder of the class. If you are unable to rejoin the class, please email me to let me know you are okay. I will provide you an alternate assignment so that you don't miss out on the learning opportunity or lose learning activity points for that day. Because each person is different, it is impossible for me to know what will trigger you, so **please keep in mind that this trigger warning is for each and every class for the entire semester. I will not give individual class or topic trigger warnings throughout the semester.**