An extended supervised “field ministry” experience that allows the counseling student opportunities to practice all activities that a licensed professional counselor performs.

A. Student Focused Learning Outcomes: Personal development in the following areas

1. Issues of Competence. Skills. Technique. Mastery of ability to take appropriate action.


8. Issues of Professional Ethics. Legal issues. Values. Professional standards. Integration of these into ongoing practice.


C. Grading factors:

1. Necessary hours: 180 site hours and 120 client hours. Required for credit

2. On site supervision: 8 sessions with completed forms 20%

3. Class meetings: 5 as scheduled 20%

4. Faculty supervisions: 3 by appointment 30%

5. Textbook reading report (1 page, typed) 10%

6. Personal assessment: use provided form & upload to Moodle 10%

7. Site supervisor assessment: use provided form & upload to Moodle 10%
D. Class meeting dates:
1. September 15, 2015 (Tuesday) from 12:00 – 1:00 p.m. in Room 106
2. September 29, 2015 (Tuesday) from 12:00 – 1:00 p.m. in Room 106
3. October 13, 2015 (Tuesday) from 12:00 – 1:00 p.m. in Room 106
4. November 10, 2015 (Tuesday) from 12:00 – 1:00 p.m. in Room 106
5. November 24, 2015 (Tuesday) from 12:00 – 1:00 p.m. in Room 106

E. Class Information
1. Students must conduct their Internships according to the Grand Rapids Theological Seminary Student Handbook, the AACC Code of Ethics.
2. Site proposal(s), proof of insurance, your signed ethics agreement, and your contract with the counseling site must be turned in to the professor and approved before you may register for internship.
3. Attendance and promptness is mandatory at all scheduled class meetings and Faculty Supervisions. Failure to attend Faculty Supervisions and class meetings, late arrivals to Faculty Supervisions and class meetings, or the frequent cancellations of scheduled supervisions will also result in grade reduction. All Faculty Supervisions are to be fulfilled ‘face-to-face’ at GRTS.
4. COU784 may use small groups as a regular part of classroom and student counseling supervision.
5. This course uses Moodle, available through the Cornerstone University webpage, well as CU e-mail to communicate with Internship students.
6. Student class notebooks must be complete before they are turned in. Incomplete Internship notebooks will result in grade reduction.
7. Disability accommodation - The University will make reasonable accommodations for students with disabilities, in compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The purpose of accommodation is to provide equal access to educational opportunities to students affected by disabilities, and the university does not intend that the standards be altered, nor that the essential elements of programs or courses be changed. Students having documented disabilities may apply for accommodations through Student Disability Services (SDS), which is part of the Cornerstone University Learning Center located in Miller Hall on the main campus.

In the event that students have questions regarding whether they are eligible for accommodations, how they might provide appropriate documentation of disabilities, or how they might handle a disagreement with a professor over questions of accommodation, the Director of Academic Support should be contacted immediately at (616) 222-1596 or via email at learning.center@cornerstone.edu. Further information about applying for and utilizing accommodations is provided in the Student Handbook and on the university’s website.
8. **Inclusive Language**- As noted in the GRTS academic catalog, writing and discussion should reflect the GRTS policy on inclusive language when referring to other people, regardless of their gender, nationality, culture, social class or religion.

9. Students are responsible to pick up course notebooks in a timely manner from the Seminary office after the end of the semester. Unclaimed course materials will be disposed of by the start of the following semester.

10. Papers in Ministry and Counseling courses should be formatted and sources documented according to APA Style.

   To access these style guides in Moodle (Learning Management System)
   
   Go to [moodle.cornerstone.edu](http://moodle.cornerstone.edu)
   
   Select “New Student Resources” course
   
   Click on the “General Information” tab/folder

11. COU784 students are required to purchase their own counseling student malpractice insurance.

12. Cell phone alarms must be turned off turning class sessions.

13. **Email Communication**- Email is the official means for communication with every enrolled student. Students are expected to receive and read those communications in a timely fashion. Since the seminary will send official communications to enrolled students by email using their Cornerstone University email addresses (i.e., first.last@cornerstone.edu), students are expected to check their official email addresses on a frequent and consistent basis to remain informed of seminary communications.

   Students can access their Cornerstone University email account as follows:
   
   o Go to [gmail.cornerstone.edu](http://gmail.cornerstone.edu)
   
   o Enter CU username (e.g., n0236522) and password

   Students can forward or IMAP their “@cornerstone.edu” email to a preferred address as follows:
   
   o Log into CU email
   
   o Select “Settings” in the upper right hand corner
   
   o Select “Forwarding and POP/IMAP”
   
   o Follow the on-screen instructions

   Students are responsible for any consequences resulting from their failure to check their email on a regular basis for official seminary communications.

14. **Student Course Evaluation**- In the last week of each resident course, all students are expected to complete a course evaluation (IDEA Form). This paper-based assessment form will be distributed and completed in class. In Ministry Residency, Counseling Practicum and Counseling Internships, and for all online courses, student evaluations will be completed within Moodle (see final week of course in Moodle). These assessments provide an opportunity for students to offer feedback to professors on the quality of the learning experience, feedback that informs future offerings of the course. More information about these evaluation processes will be provided late in the given semester.
15. **Copyright Violation and Plagiarism** - Copyright violation and plagiarism have serious ramifications for Cornerstone/GRTS students, both legally and ethically. Unauthorized copying or use of copyrighted materials, including downloaded files of various kinds, can result in criminal charges and fines. Plagiarizing another’s words or ideas (passing them off as your own) can result in loss of grade or failure. For a fuller explanation of these issues or of CU’s copyright policy, see Miller Library’s website (under Library Tools menu)—“Copyright, Fair Use, & Plagiarism”: [http://library.cornerstone.edu/content.php?pid=125720&sid=1079827](http://library.cornerstone.edu/content.php?pid=125720&sid=1079827)

16. **Confidentiality and Disclosure** - Information shared by a student with a faculty or staff member in individual settings will remain confidential, except under the following conditions:

- There has been serious harm or threat of harm to self or others.
- There is reasonable suspicion of abuse of a child, elder or vulnerable person.
- There is a court order mandating disclosure of information.
- There is a dispute between a student and faculty/staff member and disclosure is necessary for resolution
- The faculty or staff member seeks appropriate consultation with CU faculty and/or administration.