**Master Syllabus**

**College of Education**

**Department of Leadership, Counseling and Educational Technology**

**MHS 6620 Organization, Administration and Supervision**

3 Credits

CRN, Semester

Faculty Name and Rank

|  |  |  |
| --- | --- | --- |
| **Contact Information** | **Class Hours** | **Office Hours** |
| Office: Phone: Fax: E-mail: SKYPE:  |  Day, Time, Room |  Days/TimesOr by appointmentvia officeor SKYPEor On-line as scheduled |

**Course Description: (From catalog plus any additional instructor amplification)**

|  |  |
| --- | --- |
|  | A study of organization behavior and administrative models as applied to community settings addressing mental health and human development in their social and cultural contexts. The course will also review models of clinical supervision and teach requisite skills. |

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**Objectives: (Summary if distinct from objectives for CACREP, FEAPs or NCATE)**

**Implementation Strategies**

**Primary Method of Instruction**

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| --- | --- | --- |
| **Included? Y/N** | **Method Type** | **Description** |
| x | Analysis and Reflection | Reflection on practice is of importance because it enables practitioners to assess, understand and learn through their experiences. A positive active process of reflection that reviews, analyses and evaluates experiences draws on theoretical concepts and previous learning and so provides an action plan for future experiences. |
|  | Artifacts (i.e., audio tape/video) | Audio and/or video recorded lessons are used for analysis, annotation and reflection on counseling concepts that are being put into practice.  |
|  | Cooperative Learning Activities | Cooperative learning is a generic term for various small group interactive instructional procedures. Students work together on academic tasks in small groups to help themselves and their teammates learn together. |
|  | Large/Small Group Discussion | Group work provides opportunities for intellectual and personal growth that cannot be achieved so easily in the standard lecture situation. It provides opportunities for interaction between students and among students. |
| x | Lecture  | The lecture is a teaching method where an instructor is the central focus of information transfer. Lectures are a straightforward way to impart knowledge to students quickly. |
|  | Role Play | Role-playing refers to the changing of one's behavior to assume a role, either unconsciously to fill a social role, or consciously to act out an adopted role. |
|  | Virtual/Online | The entire course is taught online with possibly a maximum of one or two face to face meetings. |
|  | Web Based Activity/Hybrid  | Web based activities tend to provide information resources for students and/or help to create a richer learning environment that includes activities, resources, and assessment. |
|  | Field Experience Course | The course is primarily designed to provide practicum or internship experiences and supervision. |
|  | Guest Speakers/ Field Trips | The course includes one or more guest speakers or trips to external sites (on an individual or group basis) to support learning from experts or examples from the field. |

**Required Materials/Activities:**

**Required of all counseling degree seeking students:**

**On-line purchase of Livetext, if you have not already purchased it.**

**Recommended Texts:**

**Classroom handouts**

Any assigned classroom readings or virtual documents (see Course Management System)

**Sample Calendar of Coursework Activities**

**(Note that schedule may be subject to change.)**

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|  **Important Notes: Instructor Policies and Rules** |

1. **Class Attendance Policy** .

**SAMPLE:** The classroom format is largely experiential. It is not possible to make up the experiences of demonstration, discussion, and feedback done in class. In order for maximum learning to occur, you must attend class regularly. Everyone is entitled to two (2) absences without penalty. For each absence beyond two, your final grade will be lowered by 10%. To be considered present you must be in class from beginning to end on a given day. It is also expected that all students have a valid reason for missing class which does not include “the last day of class.” All readings must be completed prior to class in order to maximize class discussions. During class, relevant questions, pertinent comments, and appropriate risk taking (i.e., modeling) are welcomed and encouraged.

1. **Written Assignments**. **Sample** All papers must be written in American Psychological Association (APA) form and style unless otherwise indicated. Papers are graded on the basis of professional quality/content, organization, form, and APA style. That means that format, references, citations, and writing must be both professionally and technically correct.
2. **Evaluation.** Statements here cover whether a course is on a points accrual or percentage basis, if all assignments must be completed to achieve a passing grade, policy on late work. Discuss here if course is pass fail.

| **Description** | **Points** |
| --- | --- |
|  |  |
|  |  |
|  |  |
| Professionalism and Participation |  |
|   |  |
| TOTAL |  |

|  |  |  |
| --- | --- | --- |
| **Minimum Percent** | **Minimum Points** | **Grade** |
| 90 |  | A |
| 80 |  | B |
| 70 |  | C |
|  |  |  |

**Policy regarding late or incomplete assignments**

1. **(Sample language about credit (full, partial or none) for late or incomplete work and number of days or week work can be late.** Incomplete assignments will be provided the opportunity for completion before the end of the term or will be severely penalized.
2. Late assignments lose 10% per week or any part thereof that are late.
3. No incomplete grades will be awarded without students proposing and the professor accepting a contract in writing that specifies the work to be completed and the time schedule for its completion.

At the instructor’s discretion and based on exceptionally strong performance in one or more areas, students whose cumulative points are within 5 of cut off scores may be awarded + or – grades.

**Policies regarding technology usage and use of technology in class.**

**Sample Statement regarding the level of technology usage and any policies regarding use of cell phones, PDAs, laptops, and other personal electronic devices** Please Note: If you use a computer to take notes, please don’t be sending emails or be on the internet or any websites during class. I find this activity very disrespectful. If you are bored with what’s going on, please see me. Please shut down your cell phones unless you are employed at a critical care facility and are on-call, or have a pending emergency in your family. Everyone will appreciate this.

**The Fine Print: College/University Rules**

**Academic Behavior Standards and Academic Dishonesty**

All students are expected to demonstrate honesty in their academic pursuits. The university policies regarding issues of honesty can be found in the FGCU Student Guidebook under the Student Code of Conduct and Policies and Procedures sections. All students are expected to study this document which outlines their responsibilities and consequences for violations of the policy. The FGCU Student Guidebook is available online at <http://studentservices.fgcu.edu/judicialaffairs/new.html>

**College of Education LiveText Statement**

The College of Education has adopted the use of Live Text software to assist in the assessment of student's performance and program quality. As a degree-seeking, endorsement or certification student you are responsible for purchasing a membership to Live Text during your first course in the FGCU's College of Education. If you do not have a membership to Live Text, you will need to purchase it immediately. This is a one-time only purchase. Students enrolled in this class will be required to submit critical tasks (assignments that are linked to standards, relevant to the field you have chosen). Your work will receive scores in Live Text that will be used to help monitor your demonstration of the standards, receive feedback from faculty on your progression toward meeting them, and certify that you have demonstrated all the required standards and competencies needed. Your documented success on these tasks can contribute to a portfolio that showcases your learning for current and future employers.

**Confidentiality**

Protecting confidentiality is the cornerstone of our profession. You are expected to protect the information and identity of any client you work with as specified and limited by ethical standards (ACA and AMHCA and or ASCA) and relevant state and Federal laws. In some situations, class participants can sometimes serve as clients, counselors and peer supervisors. As a result, confidentiality regarding client issues is mandatory. Thus it is a baseline expectation that you will not carry personal information out of this class. Student school counselors are also expected to follow the Florida Standards for Professional Practice.

**Furthermore, students will be required to record, with appropriate permission and informed consent, counseling sessions for evaluation by site, university and peer supervisors**. This will be done using digital recording equipment and exchange of recordings using YouSendIt.com. Please register on Yousendit if you do not already have an account and familiarize yourself with how to readily send your digital recordings.

**Disability Accommodations Services**

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Office of Adaptive Services. The Office of Adaptive Services is located in Howard Hall 137. The phone number is 239-590-7956 or TTY 239-590-7930

**E-mail.**

Students at Florida Gulf Coast University are eligible to obtain an e-mail account. In order to learn about this technology, you are required to open up an account and become familiar with the computer services available at FGCU. To activate, and your account, go to <http://eagle.fgcu.edu/> or you can call the Help Desk at 590-7107. Also, you should know that you can check and send messages from any Internet connection by going to http://eagle.fgcu.edu/.

**Student Observance of Religious Holidays**

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence.

**The fine print: Standards and Assessments**

**College and University Competencies**

**CACREP Standards and Assessment Matrix**

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| --- | --- | --- |
| **CACREP Code**  | **Standard** | **Method of Assessment** |
| **II G. 1.c Roles in Crisis Response** | Provides studies that provide counselors’ roles and responsibilities as members of an interdisciplinary emergency management response team during a local, regional, or national crisis, disaster or other trauma-causing event; | **Candidates will report on and evaluate an agency’s crisis response plan as part of the Group Project on Examination and Review of a Mental Health Agency** |
| **II G. 1.e. Supervision Models** | Provides studies that provide counseling supervision models, practices, and processes; | **Candidate will demonstrate knowledge of supervision models through written graded assignments.**  |
| **II G 1.g professional credentialing**  | .demonstrates knowledge of professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues; | **Candidate will demonstrate knowledge of professional credentialing through written graded assignments.**  |
| **II G 1.h. Professional advocacy** | Demonstrates knowledge of the role and process of the professional counselor advocating on behalf of theprofession; | **Candidate will demonstrate knowledge of professional advocacy through written graded assignments.**  |
| **II G. 3. C Impact of crisis on people** | Demonstrates an understanding of the effects of crises, disasters, and other trauma-causing events on persons of all ages | **Candidate will demonstrate knowledge of impact of disasters on people through written, graded assignments.**  |
| **II G.5.f. Consultation** | a general framework for understanding and practicing consultation; | **Candidate will demonstrate knowledge of consultation through written, graded assignments.**  |
| **CMHC 6. A. 5****Supervision** | **Understands a variety of models and theories related to clinical mental health counseling, including the methods, models, and principles of clinical supervision.** | **Candidate will demonstrate knowledge of Clinical Mental Health Counseling Supervision through written, graded assignments** |
| **CMHC 6.A.7 Professional Issues** | **Is aware of professional issues that affect clinical mental health counselors (e.g., core provider status, expert witness status, access to and practice privileges within managed care systems).**  | **Demonstrates awareness of professional issues that affect clinical mental health counselors (e.g., core provider status, expert witness status, access to and practice privileges within managed care systems) through graded written assignments..**  |
| **CMHC 6.A.8****Foundations Knowledge** | **Understands the management of mental health services and programs, including areas such as administration, finance, and accountability** | **Candidate demonstrates understanding the management of mental health services and programs, including areas such as administration, finance, and accountability through performance on tests and quizzes.**  |
| **CMHC 6.A.10****Emergency Management** | **Understands the operation of an emergency management system within clinical mental health agencies and in the community.** | **Candidates will report on and evaluate an agency’s crisis response plan as part of the Group Project on Examination and Review of a Mental Health Agency** |
| **CMHC 6.B.2 Foundations Skills and Practice**  | **Applies knowledge of public mental health policy, financing, and regulatory processes to improve service delivery opportunities in clinical mental health counseling** | **In tests and assessments candidate demonstrates understanding the management of mental health services and programs, including areas such as administration, finance, and accountability This is assessed by the Examination and review of a mental health agency on the organization and administration project..**  |
| **CMHC 6.C.1: Counseling prevention and Intervention – Knowledge**  | **Describes the principles of mental health, including prevention, intervention, consultation, education, and advocacy, as well as the operation of programs and networks that promote mental health in a multicultural society** | **Rubric: Candidate demonstrates the ability to describe the principles of mental health, including prevention, intervention, consultation, education, and advocacy, as well as the operation of programs and networks that promote mental health in a multicultural society at a proficiency to earn an A. This is assessed by the Examination and review of a mental health agency on the organization and administration project.** |
| **CMHC 6. C. 3 Counseling prevention and Intervention - Knowledge** | **Knows the models, methods, and principles of program development and service delivery (e.g., support groups, peer facilitation training, parent education, self-help).** | **Rubric: Candidate demonstrates knowledge of the models, methods, and principles of program development and service delivery (e.g., support groups, peer facilitation training, parent education, self-help). This is assessed through the Examination and review of a mental health agency on the organization and administration project.** |
| **CMHC 6. C. 5****Continuum of Services**  | **Understands the range of mental health service delivery—such as inpatient, outpatient, partial treatment and aftercare—and the clinical mental health counseling services network** | **This is assessed through the Examination and review of a mental health agency on the organization and administration project.** |
| **CMHC 6. C. 6****Crisis Intervention**  | Understands the principles of crisis intervention for people during crises, disasters, and other trauma-causing events | **This is assessed through the Examination and review of a mental health agency on the organization and administration project.** |
| **CMHC 6. E. 4****Public Policy Advocacy** | Understands effective strategies to support client advocacy and influence public policy and government relations on local, state, and national levels to enhance equity, increase funding, and promote programs that affect the practice of clinical mental health counseling | **Candidate will demonstrate knowledge of professional advocacy through written graded assignments.**  |
| **CMHC 6. E. 6****Access to Care** | Knows public policies on the local, state, and national levels that affect the quality and accessibility of mental health services | **Candidate will demonstrate knowledge of professional advocacy through written graded assignments.**  |

**Other CACREP Competencies covered**

**The FGCU Counseling Programs are accredited by the *Council for Accreditation of Counseling & Related Educational Programs*.**

**Date of Master Syllabus Review 2 20 2013**

**Form Date 2 18 2013**