

**COU363 Counselling Placement 1**

School: School of Law and Society

2024 | Semester 2

UniSC Sunshine Coast  
UniSC Moreton Bay**BLENDED  
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

*Please go to [usc.edu.au](http://usc.edu.au) for up to date information on the teaching sessions and campuses where this course is usually offered.***1. What is this course about?****1.1. Description**

This course provides the opportunity to apply classroom learning in a counselling/human services context, allowing you to integrate your developing counselling values, theories, knowledge and skills into practice in a safe, supported and supervised work-based setting. The placement offers the opportunity to apply reflective and theoretical learning with a 'learner-centred' educational emphasis. This course focuses on understanding the operation of the agency and requires you to complete a placement of 250 hours.

**1.2. How will this course be delivered?**

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>BLENDED LEARNING</b>			
<b>Placement</b> – Mandatory attendance at Placement Orientation Workshop. 250 hours of fieldwork in a counselling / human services organisation, including 20 hours of client contact	250hrs	Week 1	Once Only

**1.3. Course Topics**

250 hours of counselling skills practice and application in real-world settings.

Individual and small group Clinical Counselling Supervision over course of placement semester.

**2. What level is this course?**

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

**3. What is the unit value of this course?**

12 units

#### 4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Articulate and apply counselling theory, skills, knowledge and values in a practice based setting.	Creative and critical thinker
2	Critically reflect on your own practice, values and beliefs.	Engaged
3	Begin to analyse organisational systems and processes and identify inequalities.	Engaged
4	Communicate respectfully with clients, colleagues and community members acting in a professional and respectful manner.	Ethical
5	Utilise research in practice to address the needs of individuals, groups and communities and to further organisational goals.	Knowledgeable
6	Use written communication and appropriate technology for completing reports and other documentation as required.	Knowledgeable

#### 5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

##### 5.1. Pre-requisites

(COU180 and COU265) COU101, COU176 and COU200, and must be enrolled in SA306, AR375, AR302 or AR303.

##### 5.2. Co-requisites

COU361

##### 5.3. Anti-requisites

COU263

##### 5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

#### 6. How am I going to be assessed?

##### 6.1. Grading Scale

Limited Grading (PNP)

Pass (PU), Fail (UF). All assessment tasks are required to be passed for successful completion of the course.

##### 6.2. Details of early feedback on progress

Timely and detailed feedback is provided for each assessment. Feedback is provided both within text and general comments to build scholarly skills. Students are able to seek feedback through face-to-face discussion with the course coordinator. Tutorials will include extended discussion and review of the assessment task requirements and scope.

### 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Placement performance	Individual	Minimum 250 Verifiable Hours	Refer to Format	Online Submission
All	2	Placement performance	Individual	Learning Agreement Internship Assessment Report	Refer to Format	Online Submission
All	3	Code of Conduct	Individual	Pre- and post-placement, on campus and placement	Throughout teaching period (refer to Format)	To Supervisor
All	4	Oral and Written Piece	Individual	10 minute oral case conceptualisation supported by written document.	Refer to Format	To Supervisor

#### All - Assessment Task 1: Field Education - Placement

GOAL:	Undertake 250 verifiable hours of professional practice in a human services agency, including 20 hours of direct client contact.		
PRODUCT:	Placement performance		
FORMAT:	You are to complete 250 verifiable hours in a human services agency guided by your Learning Agreement and Internship Assessment Report. Your hours of attendance will be recorded on the Activities Log form in SONIA and approved by your agency Supervisor. You will record your Clinical Supervision hours on the Clinical Supervision log in SONIA for approval by your UniSC Clinical Supervisor. The final Forms with your total placement hours will be due for submission in the last week of your placement between weeks 12-16 of semester.		
CRITERIA:	No.		Learning Outcome assessed
	1	Completion of 250 verifiable hours of placement in a human services agency, to the satisfaction of the agency supervisor and clinical supervisor	1 2 3
GENERIC SKILLS:	Communication, Collaboration, Problem solving, Organisation		

### All - Assessment Task 2: Field Education -PlacementPerformance

<b>GOAL:</b>	Demonstrate sound professional performance on Placement.		
<b>PRODUCT:</b>	Placement performance		
<b>FORMAT:</b>	Learning Agreement MID due week 6-8 FINAL week 12-16. Internship Assessment Report week 12-16. The Learning Agreement and Internship Assessment report guides your learning on placement. Your professional performance will be assessed against the ACA Code of Ethics and Practice 2015, PACFA Code of Ethics 2017, UniSC Student Code of Conduct and the Student Placement Agreement. It will also be assessed by you and your Agency Supervisor in the Internship Assessment Report.		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	Identify and explain your theories, skills, knowledge, values and ethics through clear and specific goals, methods, timeframes and outcomes of achievement in your Learning Agreement and the Assessment of Student Performance Report.	2 5 6
<b>GENERIC SKILLS:</b>	Communication, Collaboration, Organisation		

### All - Assessment Task 3: Code of Conduct

<b>GOAL:</b>	To undertake professional practice while on placement in accordance with ACA & PACFA Codes of Ethics, together with your agency's Code of Conduct and University of the Sunshine Coast Student Code of Conduct and Student Placement Agreement.		
<b>PRODUCT:</b>	Code of Conduct		
<b>FORMAT:</b>	During your Work Integrated Learning (WIL) experience you are required to successfully complete 250 hours of work experience in accordance with your placement agency requirements, USC Placement requirements and Code of Ethics.  A breach of Code of Conduct will result in a fail grade for this Course.		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	Behaviour that is in accordance with the ACA and PACFA Codes of Ethics;	2 5
	2	Adherence to placement agency Code of Conduct	4
	3	Adherence to the USC Code of Conduct, WIL Student Code of Conduct and the Student Placement Agreement;	4
	4	Learning Agreement and Assessment of Student Performance;	2 4
	5	Successful completion of 250 verifiable hours	5
<b>GENERIC SKILLS:</b>	Communication, Collaboration, Problem solving, Organisation		

#### All - Assessment Task 4: Clinical Supervision Oral and written case conceptualisation

<b>GOAL:</b>	To present oral and written case conceptualisation using 5 P's within Clinical Supervision.		
<b>PRODUCT:</b>	Oral and Written Piece		
<b>FORMAT:</b>	To be scheduled with Clinical Supervisor at any stage of scheduled supervision sessions.		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	Presentation of oral and written case conceptualisation using 5 P's within Clinical Supervision.	1 6
<b>GENERIC SKILLS:</b>	Communication, Problem solving, Information literacy		

## 7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	EDITION	PUBLISHER
Recommended	H. Frederick Sweitzer, Mary A. King	2013	The Successful Internship	n/a	Cengage Learning

### 8.2. Specific requirements

Please note that all placements require a Blue Card and some placements require criminal history checks, NDIS worker screening and Covid vaccination status. It is important to discuss this with the field education coordinator at the pre-placement interview.

## 9. How are risks managed in this course?

Risk assessments have been performed for all field activities and low to moderate levels of health and safety risk exists. Moderate risks may include working in an Australian bush setting, working with people, working outside normal office hours for example. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

## 10.2. Assessment: Additional Requirements

Limited Graded Course:

This course will be graded as Pass in a Limited Grade Course (PU) or Fail in a Limited Grade Course (UF) as per clause 4.1.3 and 4.1.4 of the Grades and Grade Point Average (GPA) - Institutional Operating Policy of the USC.

In a course eligible to use Limited Grades, all assessment items in that course are marked on a Pass/Fail basis and all assessment tasks are required to be passed for a student to successfully complete the course. Supplementary assessment is not available in courses using Limited Grades.

## 10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

## 10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au).

## 10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

## 10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

## 10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

## 10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

## 10.10.General Enquiries

### In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)