

PRACTICUM III: FIELD EXPERIENCE

Fall 2017

Instructor: Carolyn A. Greer, Ed.D., LPC-S

Meetings: TBD (minimum 4 meetings per semester)

Office: Email: drCarolynGreer@gmail.com

Course Web Page:

Office hours: By Appointment

Course Overview

This course provides students with opportunities to participate in relevant experiences in approved mental health, counseling, marriage and family, or educational settings. Each student receives supervised experiences while employing knowledge and practicing techniques learned in prior graduate course work.

Course Objectives

- a) Become more competent in delivering mental health services in an ethical, professional, theory/research-based manner.
- b) More specific learning objectives will be tailored to meet the needs of the individual student.

Student Learning Outcomes

Students who successfully complete this course will:

- a) have completed a minimum of 150 site supervised contact hours in their placement(s).
- b) demonstrate skills and knowledge learned in prior graduate course work.
- c) utilize, evaluate, and further develop personal philosophies and techniques of counseling/therapy/psychology from the experiences gained within the practicum setting.
- d) experience the actual working conditions, demands, and stressors of providing counseling/therapy/psychological services while being an integral part of the community program/agency
- e) discuss, expand, critique, and interpret practicum/internship experiences in individual sessions with the university supervisor or practicum director

More specific learning outcomes will be tailored to meet the needs of the individual student.

Completion of hours

Students must complete a minimum of 150 site supervised contact hours in the placement. No less than 100 of these hours must be direct-contact hours. See table below for definition of "direct contact". The practicum/internship is for the duration of the semester regardless of the number of hours obtained. If for some reason you need to terminate your experience at a placement prior to the end of the semester, you must discuss this with your faculty supervisor prior to leaving the site. Your contact hours must be verified by the site supervisor on the attached time sheets. Time sheets need to be summarized at the end of the semester on the Summary Log form. Your signed time sheets, summary log, and site supervisor's final evaluation are due to the university supervisor no later than 5:00pm on the Monday December 4th. A **grade of "F"** will be submitted for the course if this documentation is not provided.

Students need to be aware of the rules of the board for the particular license they are seeking. Specifically, students need to be aware of the minimum number of direct client contact hours that must be obtained and which particular activities may be required and which activities may not be acceptable. At a minimum, all students must complete no less than 100 client hours in their practicum.

All students must have appropriate liability insurance for the duration of their practicum experience or their hours will not be counted.

Supervision-Faculty Supervisor

Students must meet with their university supervisor **at least four times** during the semester. At the first meeting you will identify your learning goals for the semester. At one of these meetings you will provide a demonstration of your counseling/therapy skills. See Skill Demonstration below in the Assignments section for more information on this. At least one meeting should take place at your practicum/internship site (all other meetings will take place in the faculty's office).

Supervision-Site Supervisor

Site supervisors are also asked to sign, and thereby verify, supervision of at least one (1) hour of group/individual face-to-face supervision each week (at least ½ of the total supervision hours for the internship must be in individual sessions). Your site supervisor will be asked to provide you with a mid-term and final evaluation using the evaluation form shown below.

Ethics

Students are expected to conduct themselves in a professional and ethical manner at all times. They are expected to maintain confidentiality of all information related to clients, as well as all information related to cases presented in practicum/internship classes. This is the student's responsibility regardless of procedures in place at the site. Students are responsible to know and follow legal and ethical confidentiality practices of the field placement site, as well as applicable codes of ethics. Knowledge of HIPAA and/or FERPA is expected. In addition, students shall not use any client identifying information in any practicum/internship documentation, including tapes. Students shall secure tapes and other client information that may be necessary for class in a way that is secure, legal, and ethical. Tapes, transcripts, case studies, or other client information used for class shall be destroyed in an appropriate manner (i.e., shredding) as soon as they have been evaluated unless it is the policy of the site to maintain and secure all tapes. Any questions regarding confidentiality must be discussed with the university instructor as well as the site supervisor.

Committing an ethical violation during practicum/internship would have academic consequences. At minimum, the supervisor's evaluation (which includes an ethics component) will reflect that the student is not meeting expectations. Depending on the severity of the violation, the student's response to becoming aware of the violation, and other circumstances, an ethical breach could potentially result in failure of the course.

Instructional Materials

Selected handouts, books, videos, and materials as determined by the university or field supervisor based on student need.

Skill Demonstration

Students will need to demonstrate competency in basic counseling skills. This demonstration can be done by presenting a taped session with a client or by completing a role play with the faculty supervisor. ates below.

Grading

Students will be evaluated on the basis of the following:

1. 50%—Appropriate level of primary counseling skills and competencies as demonstrated in the presentation of taped counseling sessions, report of site supervisor, and other direct evidence of counseling. This will be evaluated using Part I of the Counselor Competencies Scale (CCS-R).
2. 50%—Appropriate level of professional disposition and behaviors as demonstrated in the supervision sessions, report of site supervisor, and other direct evidence of disposition. This will be evaluated using Part II of the Counselor Competencies Scale (CCS-R).

****Failure to earn the required number of contact hours will result in failure of the course unless unforeseen circumstances that merit an "incomplete" occur.****

Technological Requirements And Support

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Technology Support.

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

For issues with **Canvas**, select "chat with Canvas support," submit a support request to Canvas Tier 1, or call the Canvas support line: 1-844-757-0953, links to all are found inside of Canvas using the "Help" link.

For issues related to course content and requirements, contact your instructor.

Academic Honesty Policy

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment

and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Library Services

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html]. Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Larry Davis at lmDavis@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at A&M-Central Texas, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Counseling Services (254-501-5956) located on the second floor of Warrior Hall.

Sexual violence can occur on a campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](#)

[https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

University Writing Center

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

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911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](#) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

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