

The College of Education and Behavioral Sciences
School of Behavioral Sciences
Houston Baptist University
Course Syllabus
PSYC 6191, 6192, 6193, 6194, and EPSY 6191 and 6192
Practicum in Counseling, Counseling Practicum, & Practicum in Counseling Psychology
Fall 2014

COURSE DESCRIPTION

Supervised laboratory experiences in individual and group counseling with emphasis upon methods and techniques. Competence in counseling with varied types of human concerns is developed. All practicum students must be involved in counseling activities and must exhibit skills in evaluation as well. This course meets on campus when the student is involved in an off-campus practicum assignment.

This course fulfills in part the Texas State Board of Examiners of Professional Counselors' academic requirements for practicum - (c) Applicants must also have a supervised practicum experience that is primarily counseling in nature of at least 300 clock-hours which were a part of the required planned graduate program.

(1) At least 100 hours of the practicum must be direct client counseling contact.

(2) Academic credit or other acknowledgment of the practicum/internship must appear on the applicant's official graduate transcript.

(3) No practicum course intended primarily for practice in the administration and grading of appraisal or assessment instruments shall count toward the 300 clock-hour requirement. – as stated in Title 22, Part 30, Chapter 681, Subchapter E, Rule 681.82 (c).

COURSE SEQUENCE IN CURRICULUM AND PREREQUISITE INFORMATION

This course is required for MAP-LPC, MAP-LSSP, and MACC students. It is to be taken after 42 hours in the program have been completed.

DATE AND TIME OF CLASS MEETINGS:

Wednesdays, 400-530pm
Hinton 212

INSTRUCTOR INFORMATION

Name: Stephanie Ellis, Ph.D.
E-mail: sellis@hbu.edu
Office phone: x3608
Office location: Hinton 332
Office Hours: TBA and by appt

LEARNING RESOURCES

No required text.

Supplementary Text(s): Supplemental readings will be placed on HBU Blackboard on an as needed basis as relevant issues surface in the course. Blackboard is available on the HBU portal.

RELATION TO THE PURPOSE STATEMENT OF THE UNIVERSITY

The mission of Houston Baptist University is to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, "Jesus Christ is Lord."

Given that Houston Baptist University is founded on Christian principles and values, this course is taught in a manner that encourages honesty and accountability. Open inquiry and the integration of scholarship,

service, and spirituality will be supported in this course. Furthermore, this course will support the integration of a psychological perspective in many service and community contexts.

RELATION TO GOALS AND PURPOSES OF SCHOOL OF EDUCATION AND BEHAVIORAL SCIENCES

The mission of the College of Education and Behavioral Sciences is to prepare students to be effective citizens and professional educators, administrators, counselors, and researchers who reflect Christ in their work and service.

To accomplish this mission, we will provide students with the following:

- the courses and mentoring necessary for a solid pedagogical grounding in their discipline;
- essential learning experiences that will provide opportunities to develop both knowledge and wisdom; and
- an understanding of their Christian mission and calling to influence individuals and the larger society.

This course supports the goals and purpose of COEBS through its emphasis on the study of scientifically based approaches to understanding mental processes, affective states, and behavior. Furthermore, application of psychological topics to people with various concerns and in various settings will be a focus of this course. This course encourages collegiality and sensitivity among students as well as in the greater community. Students will be expected to evidence increasing degrees of personal responsibility, accountability as a clinician, and citizenship in the course. The opportunity to develop communication skills, practice critical thinking skills, and apply information learned in previous master's courses will be provided to each student. This course will seek to help the student fulfill the requirements for applying to the Texas Board of Examiners of Professional Counselors for licensure as a Licensed Practical Counselor.

COURSE OBJECTIVES

Upon completion of this course, students should be able to:

- 1) work ethically, professionally, and thoughtfully within a counseling setting
- 2) expand their clinical and assessment knowledge
- 3) enhance their ability to conceptualize clinical and assessment cases, including using data to define client problems and developing treatment plans and referral resources for cases
- 4) apply modeled skills in the areas of presenting relevant information, improving communication with other professionals, agencies, peers, and clients
- 5) learn how to use the supervision process and to integrate feedback into their future work

TOPICAL OUTLINE

Discussion of practicum experience
Development of self awareness
Case presentation and conceptualization
Discussion of ethical dilemmas and professional issues

TEACHING STRATEGIES

Teaching methods are primarily seminar-format discussion. Class may also include lectures, demonstrations, videos, roleplays, written reports, and small/large group activities. Students are encouraged to participate by asking questions, giving examples, offering opinions and sharing thoughts/ideas about the material.

ASSESSMENT OF LEARNING

COURSE REQUIREMENTS & GRADE SCALE

Course requirements

This course is a requirement for the MAC, MAP-LSSP, MACC, and EPSY graduate programs.

Students are required to complete the number of practicum hours indicated for their particular degree. In addition, each student is required to keep informal and formal logs of their hours. (Objectives 1-5)

A template for the informal log is available on Blackboard and should be completed in the very same format as appears. (Note that making changes to this format, including creating new sheet in the same document can disrupt the formatting.) Your **informal log** is due by email attachment to the instructor and on-site supervisor every Friday by 11:59 p.m. and should cover the past week only, including the Friday it is due. Students are expected to thoroughly check their own work before emailing the log to the instructor. **Every third late informal log assignment or every third late assignment penalty will result in a grade deduction.**

A template for **the formal log** is available on Blackboard and should be completed by and turned in (3 copies, signed by your on-site supervisor, and stapled) on the last day of this course. This deadline is one week earlier for those students who are graduating.

Each student should be prepared to discuss their practicum experience each week. **Participation** in in-class discussions as well as out-of-class discussions (via Blackboard) are required. Non-participation in the course will affect your evaluation in the course. (Objectives 1-5)

Each student will present a **case study** (date will be determined after three weeks of class). A handout with guidelines/example for this presentation is available on Blackboard. (Objectives 3 & 4)

Additionally, each student will be responsible for securing a **student evaluation** from their on-site practicum supervisor by the end of the final exam period for this course. These evaluations should be turned in on the last day of the class completed; including signatures, hours, three copies (original plus two copies), and staples. This form is also available on Blackboard. Students planning on graduating this semester will turn in their paperwork by individual appointment the week before the end of the course. Late or incomplete final paperwork will result in a delay of grade, an incomplete, and a late assignment penalty.

A **self-reflective essay final exam** will also be completed at the final examination time. For graduating students, this essay should be turned in via email by the 2nd-to-last class date (last week of classes before finals). (Objectives 1-5)

Individual meetings may be a required component of this course as well. Typically, each student attends at least one, mutually scheduled meeting in the final week of the semester to process the experience, plan for internship, and turn in paperwork. Supplemental meetings may be requested by the instructor. (Objectives 1-5)

Failure to complete any of these activities will result in a failure for the course.

Grading standards

The final grade assigned for a student in this course typically is an A, F, or IU or IS. If all instructor and HBU requirements are met, the student would expect to receive an A or F, depending on whether the on-site supervisor's evaluation indicated a satisfactory or unsatisfactory performance of the practicum duties. Note that a student may receive a mark less than an A for minimally passing work, lack of class participation and lack of effective use of supervision, failure to meet class requirements, late work, absences, excessive tardiness, inability to integrate instructor feedback, or for a poor case presentation.

Final course grades will be based strictly upon exam performance and activity completion. Letter grades are earned according to the following scale:

94 and above = **A**
90-93 = **A-**
87-89 = **B+**
83-86 = **B**
80-82 = **B-**

77-79 = C+
73-76 = C
70-72 = C-
69 and below = F

Student Evaluation of Faculty and Course

Students will complete faculty appraisal forms as regularly administered by the University.

CLASS POLICIES

Students are required to read the University Classroom Policy addendum to this course syllabus that is included on Blackboard. In addition to the class policies listed here, it includes basic class policies that apply in all HBU classes.

Absence and Tardy Policies

In the College of Education and Behavioral Sciences, students must attend at least 75% of class sessions in order to receive a passing grade in the course. This means that if more than 4 absences occur, the course grade will be "F" no matter what test and paper scores might be.

For this course, attendance penalties will be made for absences over 1. That is, you may be absent for any reason 1 time before a grade penalty is incurred. For any absence over 1 (but up to 4, after which you receive an automatic F, per the policy above), 2 points will be deducted from your overall, final grade for the course. Therefore, please use your absences wisely.

Being late to class is disruptive and impedes the learning process for you as well as your classmates. Being more than 10 minutes late to class three times will count as an absence. If you are late, please enter the room and join the class as unobtrusively as possible. Leaving class early also counts as being tardy for the purposes of your grade.

In class activities that are missed due to absence or tardiness will not be made up.

You are responsible for ensuring that you are counted present for class, either through the Blackboard attendance page or on the paper sign in sheet.

ACADEMIC ACCOMODATIONS:

Students needing learning accommodations should inform the professor immediately and consult the Academic Accommodations section of the HBU Classroom Policy posted on Blackboard.

Late work Policy

Class late work will not be accepted and will result in a zero for that assignment. Work that is turned in after the beginning of class is considered late. Your being late to class does not change the time the assignment is due. All written assignments should be turned in to TurnItIn through the Blackboard link as well as in hard copy. BOTH are due at the beginning of class on the day the assignment is due.

Missed Tests

There are no make-up tests. You can drop your lowest test grade.

Use of Electronic Devices

During class sessions, electronic devices are only to be used to support class activities. Other uses (texting, surfing the web, etc.) will result in you being asked to leave class. You will be counted tardy in this instance, for the purpose of your grade.

Other Class Policies

- Only HBU and/or Blackboard email will be used for communication in this class. You are responsible for checking your HBU email regularly.
- All written assignments will be turned in to TurnItIn via Blackboard in addition to hard copy.
- Food and drink are allowed so long as you do not disrupt the process of the class and clean up all your trash before you leave. However, it is not appropriate to eat a full meal during classtime.
- If you need to text or call, or receive a text or phone call, during class time, please leave the room in an unobtrusive manner to do so. If you miss more than 5 minutes of class, you will be counted as tardy. If you miss half of class or more, you will be counted absent.
- Everything that you turn in should be printed, single-sided, in standard English, and in APA format.
- No recording is allowed during class time unless you have documentation of an accommodation that allows recording.

PERSON RESPONSIBLE FOR DEVELOPING SYLLABUS

Stephanie Ellis, Ph.D.

Instructor's Signature

May 2014

Date

TENTATIVE SCHEDULE/TOPICAL OUTLINE

DATE	TOPIC	ASSIGNMENT
Wednesday, Jan 23	-Transition Class & introduction -Discussion of initial expectations & paperwork	- Read Syllabus -Log on to Blackboard, review course materials - Turn in informal log(s) for the week by 11:59 p.m. on Friday <i>(Even if zero hours logged for the week)</i> -Review your holiday and site supervisor holiday plans and coverage with on-site supervisor; bring info to next class -Discuss case presentation with site supervisor
Week 2	-Discussion of current practicum settings and nature of work at sites -Bring supervisor info. to class -Assign case presentation dates	- Turn in informal log by 11:59 p.m. on Friday
Week 3	Cover Case Presentation Guidelines;	- Turn in informal log by 11:59 p.m. on Friday
Week 4	-Discussion of site work -Case Presentations Start	- Turn in informal log by 11:59 p.m. on Friday
Week 5	-Discussion of site work -Case Presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 6	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 7	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 8	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 9	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 10	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 11	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 12	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 13	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 14	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week 15	-Discussion of site work -Case presentations	- Turn in informal log by 11:59 p.m. on Friday
Week of Dec 9	-Individual appointments to turn in paperwork to Instructor	- EVALUATION & FORMAL LOGS DUE AT ASSIGNED APPOINTMENT TIME (3 copies of each [that means originals plus two copies of each], complete, stapled, stacked)

The content of this outline and the attached schedule are subject to change at the discretion of the professor.

Last day to add classes: Aug 29

Last day to drop without a "W": Sept 10

Last day to drop with a "W": Oct 31

COURSE ACKNOWLEDGEMENTS – PSYC 6191/92/93; EPSY 6191/92 – Practicum

Syllabus Statement

I am aware of all topics described in the course syllabus. These include, but are not limited to the following:

- course description; course sequence in the curriculum and prerequisite information;
- instructor information and learning resources;
- relation to the mission of the University and to the goals and purposes of the College of Education and Behavioral Sciences;
- course learning objectives;
- state and national standards covered (TexES competencies, IDA standards, etc);
- topical outline and learning strategies;
- assessment for learning: requirements & grading standards;
- **HBU CLASS POLICIES: -the University document posted on Blackboard;**
- additional policies for this class: attendance, late work, missed tests and electronic devices;
- the possibility of changes to the syllabus. [The content of this syllabus and the attached agenda are subject to change at the discretion of the professor.]

Professional Integrity Statement

To maintain and uphold the highest level of professional integrity and honesty, cheating and plagiarizing are not allowed. . If a student cheats and/or plagiarizes, then the student will receive a “0” for the assignment and/or fail the course

Cheating is a catch-all term for not doing your own work. Any attempt during a test to consult with notes or another person or to look at another’s test constitutes cheating. If answers are shared in any way, both students will receive the same penalty for cheating. Using stolen tests or “borrowed” tests (any test that is not readily available to all members of the class) to study for an exam is cheating. Within the broader view of cheating is the idea of using someone else’s work in place of your own. This is called plagiarism and is not allowed.

DO NOT:

- copy another person’s paper/project/work or part of that and turn it in as your own;
- copy a paper/project from the Internet and turn them in as your own;
- copy another paper/project (or cut and paste parts of Internet articles), make changes to it, and submit it as your own;
- include the work of others without documentation/reference (If seven or more words are taken directly from another source it must be quoted and referenced.);
- submit a paper/project or large parts of a paper/project you have done for another class at HBU or another institution to this class. (Always get a professor’s approval before using a prior work or topic from a different class.);
- have someone write parts or all of your paper/project/work
- share your work with others; and,
- change references or make up references.
- falsify fieldwork documentation

By signing this page, **I affirm** that I have read and understand the contents of this course **Syllabus Statement, the Professional Integrity Statement, and the University Class Policies.** I understand that at any time during the course, I may request clarification, if needed.

Printed Name

Signature

Date

[After reading the course syllabus and this page, please **print and sign** this form then turn it in to the professor.]