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**COUN 555.01W-83800:
INTERNSHIP IN COLLEGE STUDENT AFFAIRS
Department of Counseling
College of Education and Human Services
COURSE SYLLABUS: FALL 2021**

INSTRUCTOR INFORMATION

Instructor: C. Oneal Hill, Ed.D., M.S., LPC, NCC

Office Location: Virtual

Office Hours: By Appointment Only

Phone: (972) 896-3991 (Please text first to check on my availability as this is my personal cell phone.)

Office FAX: 903-886-510

University Email Address: Curtis.Hill@tamuc.edu

Preferred Form of Communication: Email, then text, then phone (text before calling)

Communication Response Time: Typically, 24 hours, except weekends. Emails received after 10:00 PM on Fridays may not be reviewed until Monday after 8:00 AM.

Course Location and Meeting Time: This course is taught virtually and asynchronously. There will be three (3) synchronous class meetings, conducted via Zoom or D2L Brightspace.

COURSE INFORMATION

Textbooks: No text required

Special Topics Readings: Depending upon enrollment, sites chosen, and student interest, specific topical readings may be assigned.

Other Resources:

ACPA – College Student Educators International. (2006). *Statement of ethical standards and principles*. Washington, DC: Author.

American Counseling Association. (2014). *Code of ethics*. Alexandria, VA: Author.

Retrieved from <https://www.counseling.org/resources/aca-code-of-ethics.pdf>

Course Description

COUN 555 Internship. Three semester credit hours (3 SCHs). Primary interest is on integration of knowledge and skills in professional college student affairs settings. Provides supervised experience

in a setting closely aligned with the student's chosen program. Students must complete a minimum of 300 clock hours at an approved college student affairs site. Students typically enroll in Internship during the semester in which they plan to graduate. COUN 555, Internship IS NOT offered during summer terms. Prerequisites: Admission to candidacy.

General Course Information

Internship provides extensive and intensive supervised, on-the-job experience in college student affairs settings closely aligned with students' professional career goals.

Student Learning Outcomes

The student will demonstrate understanding and appropriate application of:

1. Program planning and implementation skills;
2. Needs assessment (s);
3. Consultation skills in cooperation with academic and other student affairs areas;
4. Leadership knowledge and skills;
5. Advising (academic, undergraduate volunteers, subordinate student employees, etc.) knowledge and skills;
6. ethical standards of ACA, ACPA-College Student Educators International, and related entities, and applications of ethical and legal considerations as appropriate.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using D2L: Brightspace; using Microsoft Word, Excel, and PowerPoint as appropriate; using email, using social media as appropriate.

Instructional Methods

The course will be delivered through D2L Brightspace. Instructional methods MAY include:

- Assigned readings
- Transcribed lectures
- Narrated slide show or PowerPoints
- YouTube videos
- “Live” (remotely accessed) classes for “real-time” discussions.

Assignments

Students must complete and submit the following:

1. Daily log of on-site activities submitted weekly
2. Weekly diary of reactions, insights, thoughts, etc. with regards to internship activities and interactions, submitted weekly.

Both are due on Tuesday after the week upon which they are based. Example: You complete your “work week” on Saturday, September 11th. Your log and diary for that week are due on Tuesday, September 14. Please note that many student affairs internships



require weekend work. For our purposes, a week begins on Sunday and ends on Saturday. You may submit your log and diary as one document.

Evaluation/Grading

COUN 555: Internship is graded on a **Satisfactory/Unsatisfactory** basis. Success is determined by completion of assignments, completion of minimum number of service hours, and mid-term and final site supervisor evaluation of student performance.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: *Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.*

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

I prefer to interact via email (Curtis.Hill@tamuc.edu) or via text (972.896.3991). Typically, I will respond within 24 hours Sunday – Thursday. Emails/texts received on Friday or Saturday MAY NOT be answered until Monday morning.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late Assignments

Occasionally, students require “extra” time in order to complete an assignment. One additional week may be “purchased” with 10% of the possible grade for an assignment. For example, Harry is unable to complete and submit his Assessment Instrument Completion and Reaction on time. The maximum grade Harry can receive now on his Assessment Instrument Completion and Reaction is 90%. Extra time cannot be purchased for completing tests.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity



Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13student/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13student/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services
<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or



those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web URL:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Counseling Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center’s crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

TENTATIVE CLASS MEETING SCHEDULE

Week	Activity	Day/Date/Time
1	Initial course gathering (virtual via Zoom*). Introductions; Review of required documents; Review of assignments	Monday, August 30, 2021 @ 7:00 p.m.
8	Get together; Celebrate successes; “Group think” to aid anyone struggling; Make sure site supervisor submits mid-term evaluation	Sunday, October 17, 2021 @ 7:00 p.m.
15	Close “shop;” Review of final paperwork	Thursday, December 9, 2021 @ 7:00 p.m.

**A Zoom link for our initial course gathering will be sent to your MyLeo email account on or about August 30, 2021.*