



**COUN 555.01W**

**Internship**

SPRING 2022

### **INSTRUCTOR INFORMATION**

**Instructor:** Dr. LaVelle Hendricks-Professor

**Office Location:** Binnion 206

**Office Hours:** M,T,R: 9am-2pm

**Office Phone:** 903-886-5632

**Office Fax:** 903-886-5510

**University Email Address:** Lavelle.Hendricks@tamuc.edu

**Preferred Form of Communication:** E-Mail

**Communication Response Time:** 9am-2pm

### **COURSE INFORMATION**

#### **Materials – Textbooks, Readings, Supplementary Readings**

**Textbook(s) Required:**

Counseling 590, 606, and 607 textbooks

#### **Course Description**

Students will be assigned an internship site to complete a student affairs learning experience. Students will apply knowledge gained from previous courses and apply to internship site.

*The syllabus/schedule are subject to change.*

**Student Learning Outcomes** (Should be measurable; observable; use action verbs)

1. The intern will apply knowledge and theory to direct work experience in areas such as counseling, consultation, coordination, program development/management/evaluation, referral, test interpretation, interviews, etc.
2. The intern will demonstrate continued growth in the application of process communication skills learned in pre-practicum and practicum.
3. The intern will demonstrate continued growth in the application of conceptualization skills in terms of identifying problems of clientele in the work setting, planning interventions consistent with the intern's theoretical rationale for change, and evaluation outcomes.
4. The intern will display a comprehensive knowledge of ethical and professional conduct of responsibilities appropriate to the intern's work setting and to the intern's on-campus course-related requirements.
5. The intern will demonstrate familiarity with the internship site (policy, procedures, program development/evaluation, facility, materials, records, clerical assistance, etc.)
6. The intern will demonstrate knowledge of, and the ability to form, productive relationships with the diversity of clients served at the internship site.
7. Through supervised field experiences the intern will become skilled in the use of a variety of professional resources such as appraisal instruments, records, computers, media, professional literature, and research. These skills may be demonstrated via audio and/or videotapes, work samples, reports, etc.

In summary, the primary emphasis of this culminating practical experience is on the student's ability to: define client problem areas, generate tentative theoretical explanations, plan a program for change, and evaluate the outcome.

**CONTENT AREAS**

INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

Skills development will focus on four major areas of competence:

1. Process Skills: These include the skills learned in COUN516 and 551 and refer to counselor behaviors that can be observed either through one-way mirrors videotaping,

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or audio taping. These skills enhance the process of counseling, and will be evaluated in their execution rather than their choice.

2. **Conceptual Skills:** Most of the counselor's covert behaviors are found here. Kinds of behaviors that represent these skills include: -understanding what the client is saying - identifying themes in client messages -choosing strategies appropriate to client goals - recognizing even subtle improvement by the client Conceptualization skills reflect deliberate thinking and case analysis. There are two kinds of thinking in this area: conceptualization in the session and between sessions.

3. **Personalization Skills:** These are both easily observable and subtle behaviors. Since counseling is a very personal activity, these skills will indicate how well the student has adjusted to the role of helper. Examples of these might include: -comfort with the responsibility of being a counselor -being able to separate own issues from those of the client -not being defensive with an accusing client -being able to handle a range of personal emotions -being able to accept constructive criticism

4. **Professional Skills:** These include behaviors from outside the counseling session. Examples of these might include: -completing paper work on time -safeguarding confidentiality -behaving professionally in the field placement -dressing appropriately for counseling contacts

## **COURSE REQUIREMENTS**

On all assignments, submit the original document (not a photocopy) to your instructor.

1. *Students will spend a minimum of 275 hours at the field experience site and submit a Weekly Activities Log (WAL) documenting these hours to the instructor. Interns will also write a brief description of their weekly activities – identify individual clients by first name and last initial, and indicate the length of time spent in individual counseling.*

Description of activities might include new insights, unusual reactions, problems, successes etc. Make at least one entry for each day at your field site, and one entry for each class/supervision meeting. The Log will also maintain a cumulative record of onsite hours. Use the form provided and make 15 copies - one for each week.

On the THURSDAY evenings when you are not scheduled to meet for supervision, either hand-deliver this log to my office or mail so that the log arrives in my office by Wednesday. DO NOT FAX.

2. *Students will negotiate a Field Experience Contract with their on-site supervisors. The Contract should indicate duties and hours per week, as*

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well as supervision and internship experiences. The Contract must be signed by the Field Supervisor, the student and the instructor.

3. *Group/Class Meetings: Please consult attached schedule of meetings.* Attendance is required - there are no exceptions. Arriving late and leaving early will be treated as an unexcused absence. Students may also be required to meet with the instructor for individual supervision. Interns need to be very clear that there is no substitute experience for class/supervision. If you have plans which interfere with attendance you need to drop the course.

4. *Case Study: Students will develop a comprehensive written case study utilizing two contrasting theoretical interpretations.* One theory may be the student's personal theory provided that this has been established during Practicum or Internship I. Students should provide evidence of this personal theory early in the semester should they wish to use the theory in the Case Study. A Case Study Guide will be handed out in class. Students will use the major headings from this handout when organizing their materials. Students will present this case study orally to the class, and submit a typed copy of the case study to the instructor. Case Presentation assignments will be made in class. You will have about 20 minutes to present your case then we will ask you questions. Note the time limit! You need to learn to present the circumstances about a client in a concise and clear way.

5. *Audio or videotapes will be brought to class for group supervision.* Each tape will be critiqued in class where possible. You need to be prepared to provide each other with constructive feedback. Your Field Supervisor will give you direction on case management; I will be emphasizing your skills, interventions and conceptual understandings of your clients. Please remind yourself and each other to erase all tapes before the semester ends. All clients taped for any reason will sign a "Consent for Video/Audio Taping" form prior to making a recording. Persons under the age of 18 must have a parent or legal guardian sign the form. This form must accompany each tape submitted for supervision.

6. *Four audiotapes or videotapes with written analyses will be submitted for grades.* Students will select four tapes for evaluation by their faculty supervisor as part of their grade. These tapes must not be the same as those chosen for group supervision in class. A completed Audiotape Analysis Form, consent form, and blank tape will accompany each

recording submitted for evaluation. Students are responsible for the sound quality of their tapes. Unclear tapes will not be accepted. Label each tape with your name, date, and tape number. Do not place the client's name on the tape. The tapes you submit for a grade in this class cannot be/have been used in other courses.

*7. Professional Readings: These will be taken from the texts on the reading list as well as selected journal articles. Students may be asked to report verbally during an assigned class meeting.*

### **Minimal Technical Skills Needed**

Using Microsoft Word, PowerPoint and E-Mail.

### **Instructional Methods**

Course will be delivered through D2L Lecture notes.

### **Student Responsibilities or Tips for Success in the Course**

Student is expected to regularly log into the course website, amount of weekly study and participation time expected is one and half hours a week.

## **GRADING**

Final grades in this course will be based on the following scale:

#### **EVALUATION:**

Grades will be assigned on the basis of:

1. Attendance (mandatory) and participation in class. Participation includes: Coming to class prepared with a tape for group supervision, constructively offering and receiving feedback from instructor(s) and peers, and responding to questions regarding readings etc.
2. Audiotapes (4).
3. Written audiotape analyses (4) (if tapes can't be heard).
4. Weekly Activity Logs. (Optional)
5. Demonstration of appropriate counseling skills during class sessions.
6. Case Study - Presentation and Paper.
7. Consistent demonstration of responsibility as a professional trainee. This includes adherence to ethical standards, prompt completion of assignments, initiative, etc. This area also takes into consideration the results of field site supervisor's midterm and final evaluations of the intern.

# TECHNOLOGY REQUIREMENTS

## Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

## Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A

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Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.  Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

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- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## **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](mailto: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**

### **Brightspace Support**

#### **Need Help?**

#### **Student 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 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



#### **System Maintenance**

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

#### **Interaction with Instructor Statement**

Please note: Since this is an online class, I understand that many of you complete your work in the evening and nighttime. All emails will be answered Monday-Friday between 8 am and 5 pm. If you email me on a Saturday, please anticipate a response on the following Monday morning. Thank you for your understanding.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

Student is expected to log in to D2L in a timely manner each week.

### **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.

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## **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/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

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

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

### **ADA Statement**

#### **Students with Disabilities**

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

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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

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto: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.

## COURSE OUTLINE / CALENDAR

1. The Field Contract is due no later than Week 1, February 1. Make sure that all information asked for is provided. Many times students forget that we need telephone numbers and zip codes - and that these need to be accurate. Make a copy of the crisis procedures form for your records and staple the original to the Contract.

2. Weekly Activity Logs (WALs) are due each Thursday.

3. Field Supervisor Evaluations are due March 8 and May 3.

These are your responsibility - not mine! So remind your supervisor that the form is due, and do that 'reminding' in a courteous manner. Failure to meet these due dates will jeopardize your final grade.

4. Case Study Paper/presentation: is May 3.

5. INTERNSHIP - INTRODUCTION AND ORIENTATION (due February 3)

Who you are: describe however you wish, how you'd like us to know you.

Kind of work you are now doing (outside internship)

Talk about your field site; the work you are doing there / plan to do there

What are some of your short term goals as a professional?

Some longer term goals?

Past experiences which enrich you as a counselor (these may be professional or personal

experiences).

What do you see as your strengths and limitations?

Areas you wish to develop more

What you hope to learn/gain from this course & from our meetings together?