



# Psych 699 Internship

COURSE SYLLABUS: Summer 2022

## INSTRUCTOR INFORMATION

Instructor: Tina Borke, Psy D.  
Office Location: B122  
Office Hours: By Appointment  
Office Phone: 903-886-5660  
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University Email Address:  
Preferred Form of Communication: **email**  
Communication Response Time: M-F within 24 hours

## COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

**Required Textbook:** Clinic Handbook  
DSM 5

### **Supplementary Readings:**

Handouts and reading materials will be distributed in classes or placed on D2L.

Matthews, J. & Walker, C. (2015). *Your Practicum in Psychology: A Guide for Maximizing Knowledge and Competence 2nd Edition*. American Psychological Association. ISBN-13: 978-1433820007 or ISBN-10: 9781433820007

Hodges, S. (2010). *The Counseling Practicum and Internship Manual: A Resource for Graduate Counseling Students 3rd Edition*. Springer Publishing Company. ISBN-13: 978-0826143020  
ISBN-10: 0826143024

*The syllabus/schedule are subject to change.*

## Course Description

This course consists of supervised experience in psychological settings under the supervision of a licensed psychologist. Course is repeated for at least two three-credit hour courses, each requiring at least 210 hours of clinical experience. Prerequisite: Consent of instructor. Repeatable

## Student Learning Outcomes

1. Students will learn the professional approaches to working in a variety of clinical settings, clientele, ethics, and other professionals.
2. Students will learn general competencies required to be effective in clinical settings including but not limited to boundaries, consents, HIPPA compliance, client welfare, and supervision.
3. Students will work effectively with a variety of clientele developing individualized treatment plans and therapeutic approaches which will consider but not limited to cultural, environmental, medical, social, and psychological factors.
4. Students will do oral presentations of cases which include appropriate assessments strategies, techniques and treatments that are individualized using evidence-based approaches.
5. Students will be able to write adequate and accurate psychological reports based on relevant case formulation, assessments and evidenced based approaches to treatment.
6. Students will be able to provide psychotherapy care based on adequate data collection and evidenced based treatment plans.
7. Student will participate clinic activities including answering phones, returning calls, group therapies, individual therapy, assessments, writing reports, giving presentations and supervision to improve performance and techniques.
8. Students will participate in supervision to increase knowledge, awareness and growth in clinical skills and abilities.

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## **COURSE REQUIREMENTS**

### **Minimal Technical Skills Needed**

Learning Management Systems, Using Microsoft Word and Power Point

### **Instructional Methods**

Clinical supervision individually and in groups, video evaluations, Face to Face instruction and Peer reviews.

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

Student clinicians have the duty and responsibility to check in with the clinical director upon their arrival and departure each day in the clinic.

Practicum prepares clinicians for the potential work environments and responsibilities toward clientele. Therefore, attendance plays an essential role in successful experiences. It is the responsibility of the practicum student to be present each day the clinic is open and participate in clinic activities as determined by the clinical director. Attendance at each clinic meeting time, supervision, scheduled clients and/or group is essential to the successful completion of the clinic. It is the responsibility of each student clinician to be consistent and reliable with their clients and supervision. Only the clinical director determines the clinic schedule and assigns clients to student clinicians. NO student clinician may resign clients or amend their clinic schedule once it has been determined by the clinical director. Student clinicians **MUST** be present for all sessions. Any student clinician that does not adhere to the clinic schedule or follow up with their clients will be subject to disciplinary actions.

NO SHOWS by student clinicians are detrimental to the continuation of care for the client and clinic. This is a very serious infraction of the ethical standards set forth for psychology and will be subject to immediate loss of the ability to participate in all clinic activities. The student clinician will be required to meet with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate discipline action will be determined by the Clinical Director, Program Director, and Department Chair. Discipline actions could result in the dismissal from the clinic. Any student who fails to comply with the disciplinary action and/or plan of correction if given would be subject to being removed from the clinic and failing practicum.

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Tardiness is NOT acceptable in the clinic. Student clinicians have the responsibility to arrive a minimum of 15 minutes prior to the session to ensure that they are fully prepared for the session. Any student not present and prepared 15 minutes prior to the session will be subject to disciplinary action. The first offense will be a loss of 50 points toward their overall grade. The second offense will be a loss of 100 points. The third offense will result in a meeting with the Clinical Director, Program Director, and Department Chair which will determine the disciplinary action to be taken. Disciplinary action could include dismissal from the clinic, probation and a failing grade.

#### CALL OFFS

Student clinical have the duty and responsibility to contact the clinical directory immediately by phone should an event occur which would affect the schedule. Clinicians MUST speak with the director directly and not leave a message or email. Late call offs are NOT acceptable and will be treated as a NO SHOW. The policy concerning no shows as laid out in this syllabus will be followed.

Life events occur without notice which could result in a conflict in your schedule. Acceptable life events which could be excused are car accidents, hospitalizations of self, illness, and death of a loved one. The clinical director will determine if the student clinician will be excused from their duties based on the life event. The decision of the clinical director is FINAL. Student clinicians who do not adhere to the clinical director's decision will be subject to disciplinary action. An UNEXCUSED absence shall result in immediate loss of clinic privileges and be considered as a NO SHOW. This action will be subject to the same disciplinary procedures as a NO SHOW.

Excessive excused absences affect the daily operations of the clinic and ultimately your clients. It is extremely important that clinicians make every attempt possible to keep your appointments. Two excused absences will result in disciplinary action of suspension of clinic for a time to be determined by the clinical director, and retraining of the importance of attendance. Three or more excused absences will result in a meeting with the Clinical Director, Program Director, and Department Chair which will determine the disciplinary action to be taken. Disciplinary action could include suspension from the clinic for the semester and an incomplete for the practicum grade. This would result in prolonging the completion of the program.

Practicum student are expected to attend clinic each day the clinic operates. The clinic will be open at a minimum two days a week, one evening and a Saturday once a month. Students are responsible for ensuring that they are present and available in the clinic during their scheduled clinical times. Student clinicians who do not adhere to the clinic schedule would be subject to disciplinary action. The student clinician would have a loss of clinical activities and a loss of 50 points toward their grade. A second violation of the schedule would result in a loss of 100 points toward their grade. A third violation would result in a meeting with the Clinical Director, Program Director, and Department Chair which will determine the disciplinary action to be taken. Disciplinary action could meet with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate

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discipline action will be determined by the Clinical Director, Program Director, and Department Chair. Discipline actions could result in the dismissal from the clinic. Any student who fails to comply with the disciplinary action and/or plan of correction if given would be subject to being removed from the clinic and failing practicum.

Practicum students have the responsibility to act in a professional manner always. This means that students will adhere to a professional dress attire, refrain from the use of perfume or cologne, and communicate with other colleagues, clients and supervisors with respect and dignity. Students will not be disrespectful, condescending, or use profanity at any time. Students who violate the dress code, or do not display professional demeanor will be subject to disciplinary action. The first offense will result in retraining. The second offense will result in 50 points off your total grade and retraining. The third offense will result in 100 points off your final grade and suspension of services for one week. A fourth offense will result in a meeting with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate discipline action will be determined by the Clinical Director, Program Director, and Department Chair.

Practicum students have the duty and responsibility to ensure that all reports, progress notes and intakes are performed and written in a timely manner. It is the responsibility of each student to bring their reports to the clinical director for review by the due date. Reports that are not written in the allotted time frame will result in a decrease of points toward their grade in practicum. Each report written will be worth five points toward the report section of the midterm and final grades. Each day that a report is late will result in a missing one point. After five days of being late the student will receive a zero for the report and will not be allowed to see any clients until the report has been completed. In addition, the student will also be required to undergo additional training as determined by the clinical director to ensure importance of proper report writing procedures. Continued late reports will result in failing practicum and repeating of practicum.

Practicum students have a duty and responsibility to adhere to the ethical standard of each assessment given. This means that assessments will be given following the appropriate age range for the assessment, time frame, and procedures. In addition, students will follow the procedures for appropriate scoring, writing or interpreting of each assessment. This means it is the responsibility of the student who administered the test to score and interpret the test. NO student shall be allowed to score protocols for other students. Violate of appropriate assessment procedures, including scoring others assessments would be an immediate disciplinary action a loss of 50 points toward the final grade. The second violate would result in 100 points loss toward the final grade. A third violate will result in a meeting with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate discipline action will be determined by the Clinical Director, Program Director, and Department Chair. If there is a problem with scoring of protocols, then it is the responsibility of the student to make the clinical director aware of the difficulties and seek assistance. Any student that scores assessments for another student will be subject to the same discipline.

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Practicum students will be providing psychotherapy and group therapy services as appointed by the clinical director. It is the responsibility to communicate with the client prior to the appointment to remind them of their appointment and to work out any scheduling conflicts. Any scheduling deviation from the schedule provided to the student by the clinical director will immediately be brought to the attention of the clinical director and new schedules will be determined by the clinical director. Any student scheduling appointments on their own, not communicating schedule changes or not following up with their clients will be subject to disciplinary action. The first offense will result in a loss of 50 points toward the final grade and retraining. The second offense will result in a loss of 100 points toward the final grade. The third offense will result in a meeting with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate discipline action will be determined by the Clinical Director, Program Director, and Department Chair.

Practicum students must be familiar with and adhere to HIPPA, confidentiality and ethical guidelines always. Any student sharing client information, talking about clients to other clinicians in which their client could be identified or sharing information about clients without proper consent will be subject to disciplinary action which could result in immediate suspension of clinical activities, failing practicum and a meeting with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate discipline action will be determined by the Clinical Director, Program Director, and Department Chair.

Practicum students are expected to work with a variety of clients. This includes diverse clients, children, individuals, couples, and families. In addition, it is expected that each practicum student conducts a group counseling. Students are expected to be culturally sensitive to each of their clients, have unbiased and open communication with their clients and be willing to work with any client that would be assigned by the clinical director. The student shall not dictate the type of client that they will work with but be opened to working with a variety of clients. Any student refusing to work with an assigned client, dictating the type of client that they will work with, or not providing services in an cultural sensitive, unbiased manner will be subject to disciplinary action. The first violation will result in 50 points off final grade points and retraining. The second offense will result in 100 points off final grade points. The third offense will result in immediate suspension of clinical activities, failing practicum and a meeting with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate discipline action will be determined by the Clinical Director, Program Director, and Department Chair.

Practicum students are expected to be able to handle a variety of crisis situations. This means that the student will remain calm, seek the director of the clinical supervisor immediately, report any reportable offenses to the proper authorities within 24 hours, be prepared for suicidal/homicidal ideation and follow the protocol for these crises by initiating a no harm contract, soliciting support to ensure safety of client and possible

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placement in mental health facility. In addition, students will write a SOAP note for the crisis which would be due immediately following the incident. Students who do not follow these procedures will be subject to disciplinary action. The first offense will result in immediate suspension of clinical activities, failing practicum and a meeting with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate discipline action will be determined by the Clinical Director, Program Director, and Department Chair.

Practicum students are expected to participate in supervision weekly. This means that students will bring all their client files and video sessions ready for review by the clinical director. Students will be open to suggestions given by the clinical director. Students will amend reports, add assessments and treatments as directed by the clinical director. Students who do not actively participate in supervision, are not willing to abide by the clinical directors' decisions will be subject to disciplinary action. Students who are not prepared for supervision by bringing their files, videos will result in retraining to be determined by the clinical director. The second offense will result in a loss of 50 points off the final grade. The third offense will result in 100 points off the total grade and a meeting with the Clinical Director, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate discipline action will be determined by the Clinical Director, Program Director, and Department Chair.

## **GRADING**

Grades will be determined by student clinician evaluations, video evaluations and peer evaluations. Points lost for disciplinary actions will be deducted from the total points for the midterm and final grades. The midterm grades will be worth an overall of 400 points and the final grades will include the midterm grades and be worth 1000 points.

Grades are based on the following:

### Midterm Grades

Midterm Evaluation 200 points  
Video Evaluation (5) 30 points each for a total of 150 points  
Peer Evaluations (5) 10 points each for a total of 50 points  
Total Points Possible 400 points

### Final Grades

Midterm Evaluation 200 points  
Final Evaluation 400 points  
Video Evaluation (10) 300 points  
Peer Evaluation (10) 100 points  
Total Points Possible 1000 points

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Evaluations:

The following rubrics will determine midterm and final evaluations (see attached). The percentage of each section would be as follows:

- Professionalism 5%
- General Competency 5%
- Clinical Competency 5%
- Assessment 10%
- Psychotherapy 10%
- Ethics 10 %
- Risk Management 10%
- Cultural Competency 5%
- Supervision 10%
- Written Competency 30%

DEPARTMENT OF PSYCHOLOGY & SPECIAL EDUCATION  
TEXAS A&M UNIVERSITY – COMMERCE

This form is used to evaluate the overall performance of the student-clinician in MS Psychology (Clinical) during the student's time in the Community Psychology Clinic and/or practicum field site. The student's ratings are based on direct or indirect observations made of the student-clinician's behavior, both in carrying out assigned duties and in supervision.

Student Clinician:

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Name CWID

Supervisor completing evaluation:

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Name (print) Degree & Licensure Status Job Title

Based on observations of a student-clinician in a professional setting relevant to other student-clinicians at similar levels of training and/or experience. Any unobserved items should be listed as not observed (NO):

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Far Below Professional Development for Training</b>					<b>Average Professional Development for Training</b>			<b>Exceeding Professional Development for Training</b>		

<b>Professionalism</b>	<b>Rating</b>
1. The student clinician performs duties in a timely manner. Students keeps appointments. Students do not cancel appointments unless approved by the clinical director.	
2. The student clinician establishes and maintains a regular work schedule and service for the entire period of work, with few (if any) absences (including leaving before daily hours are completed) and no-shows without cause and/or notification of supervisors.	

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3. The student clinician arrives on time for appointments.	
4. The student clinician follows the Texas A & M dress code for Community Psychology Clinic. Including personal hygiene, use or make-up, piercings, and cologne and/or perfume.	
5. The student clinicians return phone calls and manages the phones when requested in a timely manner.	
6. The student clinicians phone clients when clients are late or miss appointments in attempt to reschedule appointment.	
7. The student clinician communicates with the clinical director immediately regarding any appointment changes, scheduling, or conflicts.	
8. The student clinicians prepares for the session prior to the appointment (gathering all assessments, materials or research about treatment).	
9. The student clinician always conducts themselves in a professional manner while in the clinic.	
10. The student clinician maintains ethical, positive, and professional relationships with colleagues, clients, supervisors, Clinical Director and clinical staff.	
11. The student clinician represents Texas A & M Commerce in a professional manner when at various organizations and events.	
12. The student clinician follows Texas A & M Commerce policies and procedures as stated in the manual.	
<b>Total Score for Professionalism</b>	
<b>General Competency</b>	<b>Rating</b>
1. The student clinician understands the limits of their competency and seeks supervision increase their competency.	
2. The student has insight into their actions/reactions and how these can impact the client, fellow colleagues and clinic operations.	
3. The student clinician provides only those services, and applies only those techniques, for which s/he is qualified by education, training, supervision, or experience.	
4. The student clinician demonstrates cognitive, affective, and expressive capacities necessary for working therapeutically with clients.	
5. The student clinician adjusts approach and demonstrated a willingness to work effectively with a wide variety of clients including culturally diverse clients.	
6. The student clinician demonstrates a understanding of the limits of confidentiality, HIPPA compliance, and obtaining consents.	
7. The student clinician writes reports and SOAP notes in a proficient, ethical, and professional manner.	
<b>Total Score for General Competency</b>	

<b>Clinical Competency</b>	<b>Rating</b>
1. The student clinician conducts through clinical interview and when possible a collateral interview to ascertain several perspectives on clients relevant strengths/weakness, histories or relevant information.	
2. The student clinician collaborates with clients to ascertain appropriate treatment goals and treatment.	
3. The student clinician conduct appropriate assessments which reflect referral question.	
4. The student clinician gains appropriate release of information, consents, exhibits HIPPA compliance for clients from the appropriate individuals.	
5. The student clinician explains the limits of confidentiality to clients.	

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<b>Total Score Clinical Competency</b>	
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<b>Assessments Competency</b>	<b>Rating</b>
1. The student clinician conducts assessments according to the standard protocol of each assessment.	
2. The student clinician demonstrated proficiency in the scoring of assessments	
3. The student clinician integrates findings from assessments to present holistic, scientific approach to clients including their strengths and weakness, recommendations, and treatment.	
4. The student clinician exhibits competency in using all data collected to ascertain the appropriate diagnosis of clients utilizing DSM 5 criteria and evidence-based practices.	
5. The student clinician utilizes a broad range of assessment tools appropriate to the referral question.	
6. The student clinician provides feedback of results of assessments to clients in a timely manner.	
<b>Total Score of Assessment Competency</b>	

<b>Psychotherapy Competency</b>	<b>Rating</b>
1. The student clinician establishes and maintains rapport with clients. The student clinician demonstrates ability to use skills, such as unconditional positive regard, genuineness, and empathy, to facilitate assessment/therapeutic relationship with clients.	
2. The student clinician coordinate with the client to determine mutually driven realistic goals.	
3. The student clinician applies appropriate treatment and applications of theory with clients.	
4. The student clinician established and maintained appropriate boundaries with clients.	
<b>Total Scores for Psychotherapy Competency</b>	

<b>Integrity and Ethical Conduct Competency</b>	<b>Rating</b>
1. The student clinician refrains from making statements which are false, misleading, or deceptive in his/her clinical work.	
2. The student clinician avoids improper and potentially harmful multiple relationships.	
3. The student clinician respects the fundamental rights, dignity, and worth of all people.	
4. The student clinician respects the rights of individuals to privacy, confidentiality, and choices regarding self-determination and autonomy.	
5. The student clinician seeks consultation and supervision when ethical considerations arise.	
6. The student clinician adheres to the professional standards in relevant ethical codes and state regulations.	
<b>Total Scores for Integrity and Ethical Conduct Competency</b>	

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<b>Risk Management Competency</b>	<b>Rating</b>
1. The student clinician acts quickly, precisely, and professionally in unexpected crisis.	
2. The student clinician takes appropriate actions to ensure clients safety including no harm contracts, reporting incidents and suicidal/homicidal incidents.	
3. The student clinician demonstrates effective coping strategies during and affect crisis.	
<b>Total Scores for Clinical Judgment Competency</b>	

<b>Cultural Competency</b>	<b>Rating</b>
1. The student clinician demonstrated cultural, individual and role differences, including those due to age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status.	
2. The student clinician analyzes their own worldview for cultural bias and works to eliminate bias.	
3 The student clinician seeks supervision and psychoeducation to ensure cultural sensitivity with their clients.	
4. The student clinician considers cultural aspects when assessing or counseling clients.	
<b>Total Scores for Cultural Competency</b>	

<b>Supervision Competency</b>	<b>Rating</b>
1. The student clinician participates in self reflecting to assist in the recognition of their own strengths/weakness.	
2. The student clinician works with supervisor to strengthen weakness and increase knowledge on therapeutic approaches with clients.	
3 The student clinician expresses personal feelings and reactions which could lead to transference, or countertransference with clients, disputes with fellow colleagues or supervision.	
4. The student clinician receives and applies feedback on approaches, weakness, and ways to improve services to clients.	
2. The student clinician actively participates in supervision by accepting suggestions, constructive criticism and advise in a respectful, open manner.	
3. The student clinician demonstrates a willingness to learn and adapt to evidence based practices in psychology as given by their supervisor.	
<b>Total Scores for Supervision Competency</b>	

<b>Written Competency</b>	<b>Rating</b>
1. The student clinician writes in a proficient, understandable manner with adherence to grammatical rules.	
2. The student clinician writes SOAP note describing the incident, procedures taken and outcomes of any crisis immediately following the incident.	
3. The student clinician completes SOAP notes in a timely manner. Reports are due within 24 hours of seeing client.	
4. The student clinician completes assessments, scoring and writing report in a timely manner. Reports are done within 14 days of the last day of assessment.	
5. The student clinician willing adjusts reports according to the recommendations given by the supervisor.	

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<b>Total Scores for Written Competency</b>	
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Video Evaluations:  
 Each student will show 5 videos for the midterm grade and a total of 10 videos for their final grade. Each video presentation will be worth 30 points each. Each of the students will be evaluated using the following video evaluation form.

Video Evaluations:  
 Purpose: To provide the student clinician with increase insight, awareness of the counseling/assessment process, levels of competency and procedural skills necessary to improve services.

Name of Student Clinician: \_\_\_\_\_ Date : \_\_\_\_\_

Skill	Not Performed	Not Performed Consistently	Performed	Performed most of the time	Performed Consistently	Additional Feedback
Actively Attends to client						
Has consistent eye contact						
Looks for and responds to nonverbal behavior						
Checks for understanding of client's view						

Uses reflective listening skills						
Identifies themes in client's information						

Skill	Not Performed	Not Performed Consistently	Performed	Performed most of the time	Performed Consistently	Additional Feedback
Responds to client with empathy						
Asks open-ended questions						
Assists client with focusing and clarification						
Assessment of severity of client's problems						
Established a collaborative working relationship with client						

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Identifies strengths of client						
Shares constructively own experiences that could benefit client						

Skill	Not Performed	Not Performed Consistently	Performed	Performed most of the time	Performed Consistently	Additional Feedback
Assists with decision making of client						
Assists client with goal setting						
Recognizing any "resistance" of client and pursues causes						
Explores with client the consequences of decisions and/or goals						
Encourages client to keep						

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Skill	Not Performed	Not Performed Consistently	Performed	Performed most of the time	Performed Consistently	Additional Feedback
Closes session in timely manner and with consideration of client's status						
or re-evaluate goals						
Begins sessions smoothly and with confidence						
Collaborates with the client to identify concerns						

### **Additional Feedback**

Overall strengths:

Overall areas that need improvement:

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Peer Evaluations: Each student will be evaluated by their peers based on a video presentation of 5 clients for the midterm grades and 10 clients for final grades. The peer video are worth 10 point each. The following is the peer evaluation.

Video Evaluation by Peers

Name of Student Clinician: \_\_\_\_\_ Date : \_\_\_\_\_

Skill	Not Performed	Not Performed Consistently	Performed	Performed most of the time	Performed Consistently	Additional Feedback
Actively Attends to client						
Has consistent eye contact						
Looks for and responds to nonverbal behavior						
Checks for understanding of client's view						
Uses reflective listening skills						

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Identifies themes in client's information						
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Skill	Not Performed	Not Performed Consistently	Performed	Performed most of the time	Performed Consistently	Additional Feedback
Responds to client with empathy						
Asks open-ended questions						
Assists client with focusing and clarification						
Assessment of severity of client's problems						
Established a collaborative working relationship with client						
Identifies strengths of client						

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Shares constructively own experiences that could benefit client						
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Skill	Not Performed	Not Performed Consistently	Performed	Performed most of the time	Performed Consistently	Additional Feedback
Assists with decision making of client						
Assists client with goal setting						
Recognizing any "resistance" of client and pursues causes						
Explores with client the consequences of decisions and/or goals						
Encourages client to keep or re-evaluate goals						

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Skill	Not Performed	Not Performed Consistently	Performed	Performed most of the time	Performed Consistently	Additional Feedback
Closes session in timely manner and with consideration of client's status						
Begins sessions smoothly and with confidence						
Collaborates with the client to identify concerns						

### **Additional Feedback**

Overall strengths:

Overall areas that need improvement:

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

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

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## 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](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](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

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:

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

## **Interaction with Instructor Statement**

I prefer you to contact me via email. I will respond within 24 hours M-F. If you have questions that can be answered via email, I will respond. If your question requires more clarification then can be given through email, I will schedule an appointment with you during my office hours or at a mutually agreed upon time. I have an open-door policy and welcome students to visit during office hours.

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

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

Practicum requires face to face interactions with clientele, other clinicians, and supervisors. Therefore, attendance must be a priority and appointment times kept. Failure to attend grand rounds, individual clinical supervision, group supervision, schedule clinic times, missing appointments with clientele, and face to face instruction will result in disciplinary action and could result in unsuccessful practicum.

### **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/student\\_guidebook/Student\\_Guidebook.pdf](http://www.tamuc.edu/student_guidebook/Student_Guidebook.pdf)

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

<https://www.britannica.com/topic/netiquette>

### **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>

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<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>

### **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

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/>

**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](http://www.tamuc.edu/counsel)**

*The syllabus/schedule are subject to change.*

## **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**

Week 1	Clinical Orientation HIPPA and HB 300
Week 2	Report Writing
Week 3	Building rapport
Week 4	Clinical Interview
Week 5	Cultural Implications
Week 6	WAIS IV
Week 7	WRAT 5

*The syllabus/schedule are subject to change.*

Week 8	WISC V
Week 9	Mood Assessments
Week 10	Spring Break
Week 11	Personality Assessments
Week 12	Attention Assessments
Week 13	Executive Functioning Assessments
Week 14	Autism Assessments
Week 15	Building CV
Week 16	Field Placement

*The syllabus/schedule are subject to change.*