



**Psy 699, Section 01x,**

**Practicum**

COURSE SYLLABUS: Summer 2023

## **INSTRUCTOR INFORMATION**

Instructor: Leslie J. Kelley, Ph.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 48 hours

## **COURSE INFORMATION**

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: Clinic Handbook  
DSM-5-TR

Supplementary Readings

Baird, B. (2018). *Internship, Practicum, and Field Placement Handbook: A Guide for the Helping Professions 8<sup>th</sup> Edition*. Routledge.

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

## **Course Description**

Advanced practice in clinical psychology, with placement in either the on-campus clinic or another site approved by the course instructor and the applied program coordinator. Emphasis will be on greater autonomy in practice and will focus on delivery of psychotherapy services and related assessments. The instructor of record will provide

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campus-based supervision, and, for field-site placements, the student clinician will secure a face-to-face supervisor at the field site. Prerequisites: Six semester hours [PSY 691](#) passed with a grade of B or better and consent of instructor or applied program coordinator.

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

1. Students will learn advanced professional approaches to working in a variety of clinical settings, clientele, ethics, and other professionals.
2. Students will demonstrate advanced general competencies required to be effective in clinical settings including but not limited to boundaries, 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, advanced 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 advanced psychotherapy care based on adequate data collection and evidenced based treatment plans.
7. Students will participate in grand rounds and present assessment or psychotherapy cases to other student clinicians, and supervisors for review and input into improving performance and techniques.
8. Students will mentor less experienced clinician in the clinic and provide an enriched learning experience for beginning clinicians.

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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, mentoring supervision, video evaluations, Face to Face instruction and Peer reviews.

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

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 during assigned clinic and/or off-site times, individual clinical supervision, group supervision, schedule clinic times, mentoring times and face to face instruction. In addition, practicum students are to be consistent and reliable with their client's session. If practicum students do not show up or communicate schedule changes and/or conflicts with their clients, they may face disciplinary actions. The appropriate disciplinary action will be determined by the Clinical Supervisor, Program Director, and Department Chair. Disciplinary actions could result in the dismissal from the clinic. Any student who fails to comply with the disciplinary action and/or plan of correction would be subject to being removed from the clinic and failing practicum.

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 Supervisor, 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 Supervisor, 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, will be removed from the clinic and will earn a failing grade for the practicum.

Tardiness is also 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 Supervisor, 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.

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## CALL OFFS

Student clinicians 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 supervisor 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 above 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, serious illness, and death of a loved one. The clinical supervisor will determine if the student clinician will be excused from their duties based on the life event. The decision of the clinical supervisor is **FINAL**. Student clinicians who do not adhere to the clinical supervisor'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 student 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 supervisor, and retraining of the importance of attendance. Three or more excused absences will result in a meeting with the Clinical Supervisor, 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 students are expected to attend the clinic each day and for the entire duration that they are appointed to the clinic. The clinic will be open at a minimum of one day a week, including one evening, and additional days/times will be added, as needed. 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 Supervisor, Program Director, and Department Chair which will determine the disciplinary action to be taken. Disciplinary action could meet with the Clinical Supervisor, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic. The appropriate disciplinary action will be determined by the Clinical Supervisor, 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 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

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with respect and dignity. Students will not be disrespectful, condescending, or use profanity at any time. Students who are not dressed professionally or do not display professional demeanor will be subject to disciplinary action. The first offense will result in being asked to change clothes or behavior immediately. 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 Supervisor, 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 Supervisor, Program Director, and Department Chair, and may include dismissal from the clinic and a failing grade for the class.

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 supervisor for review by the due date. Reports that are not written in the allotted time frame will result in disciplinary action. Reports should be completed and submitted into the clients record within three weeks from the completion of the all assessment procedures. However, students should be assigned no more than two assessments at any given time. If a report is late by one week or more, or is of such poor quality that it must be re-written, the student will spend their next day in the clinic completing the report until it has been finished. The student will not be assigned any additional clients until the report is finished. If the report is late by a second week, or if a second report is late, you will receive 100 points off your final grade, and will meet with the clinical supervisor. If the report is late by a third week, or if a third report is late, the appropriate disciplinary action will be determined by the Clinical Supervisor, Program Director, and Department Chair. Disciplinary actions could result in the dismissal from the clinic and failure of the practicum class.

Practicum students have a duty and responsibility to adhere to the ethical standards required for conducting assessments. 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. Violation of appropriate assessment procedures, including scoring others assessments will result in a loss of 50 points toward the final grade. The second violation would result in 100 points loss toward the final grade. A third violate will result in a meeting with the Clinical Supervisor, 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 Supervisor, 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 supervisor aware of the difficulties and seek assistance. Any student that scores assessments for another student will be subject to the same discipline.

Practicum students will be providing psychotherapy and group therapy services as appointed by the clinical supervisor. It is the responsibility of the student to

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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 supervisor should immediately be brought to the attention of the clinical supervisor and new schedules will be determined by the clinical supervisor. Any student scheduling appointments on their own, not communicating schedule changes or not following up with their clients will be subject to disciplinary action, including a meeting with the Clinical Supervisor, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic or receive a failing grade. The appropriate discipline action will be determined by the Clinical Supervisor, 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 unnecessarily to other clinicians, talking in ways that the 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 Supervisor, Program Director and Department Chair to determine if the clinician would be allowed to continue in the clinic or receive a failing grade. The appropriate discipline action will be determined by the Clinical Supervisor, 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, practicum students may conduct group counseling sessions. Students are expected to be sensitive to the perspectives of each of their clients, have unbiased and open communication with their clients and be open to working with any client that would be assigned by the clinical supervisor. Students are not able to choose a specific type of clients or specific mental health concerns to work with. Any student clinician that has a compelling reason not to work with a specific client, should voice this concern to the clinical supervisor after becoming aware of the initial intake information, and prior to beginning psychotherapy or formal assessments (i.e., other than intake assessments). For instance, it should be immediately reported to the supervisor if a student clinician personally knows an assigned client, as this student clinician may not be able to conduct psychotherapy or assessments with the client.

Practicum students are expected to be able to handle a variety of crisis situations. This means that the student will remain calm, seek 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 placement in mental health facility. In addition, students will write a SOAP note for the crisis which must be completed 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 and a meeting with the Clinical Supervisor, 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

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Supervisor, Program Director, and Department Chair, and may include dismissal from the clinic and a failing grade for the course.

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 supervisor. Students will be open to suggestions given by the clinical supervisor. Students will amend reports, add assessments and treatments as directed by the clinical supervisor. Students who do not actively participate in supervision, are not willing to abide by the clinic policies and the supervisors' decisions will be subject to disciplinary action. Students who are not prepared for supervision by bringing their files and videos, on 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 Supervisor, 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 Supervisor, Program Director, and Department Chair, and may include dismissal from the clinic and a failing grade for the course.

Advanced practicum students may also participate in a mentoring system in which they will successfully mentor less experienced clinicians and provide them with support, encouragement and constructive criticism to assist them in achieving optimal experiences in the clinic. If you are asked to mentor another student, a log should be kept of your supervisory work with this student, and will be turned in to the clinical supervisor, with whom you will discuss supervision of supervision during individual supervision.

## **GRADING**

Grades will be determined by the quality with which you complete the following assignments. Points lost for disciplinary actions will be deducted from the total points for the midterm and final grades. Final grades will be worth 800 points. Grades are based on the following:

Assignments	Grades
Participation in Group Supervision	100 points
Participation in Individual Supervision	100 points
Final Evaluation	200 points
Video Consultations (2)	200 points
Formal Case Conceptualization Presentation with Video (1)	200 points
Total Points Possible	800 points

### Grading Scale

A	720-800
B	640-720
C	560-640
F	480-560

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**Client Log:**

You will keep a daily log accounting for all of your time on site at the clinic. This will contribute to your individual supervision grade. This should be kept up to date and brought to supervision. Failure to do so will result in a loss of 10% of your individual supervision grade for each time your log is more than 1 week out of date.

**Video Consultations (2 – 100 points each):** You will show a video with a client that is at least 10 minutes, but no more than 12 minutes. You must transcribe all videos verbatim (both client and therapist portions), and bring a copy of your transcriptions for the supervisor and each of your fellow students. This helps us to follow your therapy session carefully. Students will be evaluated using the video evaluation form below. Please be prepared to discuss the following:

- Theoretical approach and strategies you are using
- 2-3 questions about specific feedback you are seeking
- Include the following info with your transcription:
  - o Which session it is (first, eighth, etc.)
  - o Demographic info (Deidentified, i.e., do not use client's name)
  - o Important familial or social info
  - o Brief description (1-2 paragraphs) of presenting problem & session focus

**Formal Case Conceptualization Presentation (200 points):**

For your formal case presentation, you will prepare a 15-minute video, but no more than 17 minutes. As with other videos, you must transcribe all videos verbatim (both client and therapist portions), and bring a copy of your transcriptions for the supervisor and each of your fellow students. Students will be evaluated using the video evaluation form below. Be sure all documents presented in class are deidentified, e.g., use a pseudonym or initials. You will include all of the information for the video consultation, but will do so in the context of a formal case report, not to exceed five single-spaced pages (but 4 full pages is too short), and including the following sections:

- Brief overview of assessments (Only a summary of what's in a psych. report)
- Description of presenting problem
- Contextual factors contributing to problem
- Psychodynamics: Cognitive, Emotional, Behavioral, & Relational patterns
- Strengths & Weaknesses; Protective factors & risks
- Theoretical description of client & problem (choose theory, e.g., CBT, EFT, etc.)
- Diagnosis, Prognosis, & Treatment Plan

**Peer Evaluations:** ALL FEEDBACK should focus on the therapist and not the client, whether written and spoken, and it should be constructive. Simple praise ("You did so good!") helps us grow very little in therapeutic skills. You will evaluate each video presented for this class according to the evaluation form below. This form and the feedback given during supervision will contribute to your group supervision grade.

**Purpose of videos and feedback:** To provide the student clinician with increased insight, awareness of the counseling/assessment process, levels of competency and procedural skills necessary to improve services.

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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						
Responds to client with empathy						
Asks open-ended questions						
Assists client with focusing and clarification						
Assessment of severity of client's problems						
Collaborative working relationship with client						
Identifies strengths of 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 explore cause						
Explores with client the consequences of decisions and/or goals						
Encourages client to keep or re-evaluate goals						
Begins sessions smoothly and with confidence						
Collaborates with the client to identify concerns						
Closes session in timely manner and with consideration of client's status						

### **Additional Feedback**

Overall strengths:

Overall areas that need improvement:

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Evaluations:

The following rubrics will determine 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):**

<i>0</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<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 supervisor.	
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.	
3. The student clinical arrives on time for appointments.	

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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 supervisor immediately regarding any appointment changes, scheduling, or conflicts.	
8. The student clinician 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 Supervisor 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 client's 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.	
<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>	

<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.	

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<b>Total Scores for Clinical Judgment Competency</b>	
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<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.	
<b>Total Scores for Written Competency</b>	

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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:

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

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## **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, not providing mentoring to assigned clinician 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>

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

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## **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)**

## **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

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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 / HB 300 & Clinic Policies

Week 2 – Video Consultations

Week 3 – Video Consultations

Week 4 – Video Consultations

Week 5 – Video Consultations

Week 6 – Video Consultations

Week 7 – Formal Case Conceptualizations

Week 8 – Formal Case Conceptualizations

Week 9 – Formal Case Conceptualizations

Week 10 – Formal Case Conceptualizations

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