



PSY 699 Internship

COURSE SYLLABUS: Summer 2024

INSTRUCTOR INFORMATION

Instructor: Shauna N. Richards, Ph.D.

Office Location: B119

Office Hours: By Appointment

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Office Fax:

University Email Address: Shauna.Richards@tamuc.edu

Preferred Form of Communication: Email

COURSE INFORMATION

Course Description

This course consists of supervised clinical experiences including psychological assessments and psychotherapeutic services.

Required Resources:

American Psychological Association. (2017). Ethical Principles of Psychologists and Code of Conduct. <https://www.apa.org/ethics/code/ethics-code-2017.pdf>

American Psychiatric Association. (2022). The Diagnostic and Statistical Manual of Mental Disorders (5th edition, Text Revision).

Sommers-Flanagan, J., & Sommers-Flanagan, R. (2024). Clinical Interviewing (7th edition). John Wiley & Sons, Inc.

Zuckerman, E. L. (2019). Clinician's Thesaurus: The Guide to Conducting Interviews and Writing Reports (8th edition). The Guilford Press.

Recommended Reading:

Jongsma, A. E., Jr., Peterson, L. M., & Bruce, T. J. (2021). The Complete Adult Psychotherapy Treatment Planner (6th edition). John Wiley & Sons, Inc.

Berghuis, D. J., Pastoor, K., & Jongsma, A. E., Jr. (2021). The Adult Psychotherapy

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Progress Notes Planner (6th edition). John Wiley & Sons, Inc.

Jongsma, A. E., Jr., Peterson, L. M., McInnis, W. P., & Bruce, T. J. (2023). The Child Psychotherapy Treatment Planner (6th edition). John Wiley & Sons, Inc.

Jongsma, A. E., Jr., Peterson, L. M., McInnis, W. P., & Bruce, T. J. (2024). The Adolescent Psychotherapy Treatment Planner (6th edition). John Wiley & Sons, Inc.

Paleg, K. & Jongsma, A. E., Jr. (2015). The Group Therapy Treatment Planner with DSM-5 Updates. John Wiley & Sons, Inc.

Matthews, J. R., & Walker, C. E. (2015). Your Practicum in Psychology: A Guide for Maximizing Knowledge and Competence (2nd edition). American Psychological Association.

Course Description

Student Learning Outcomes

By the end of the semester, student-clinicians should be able to demonstrate:

1. Enhanced ability to provide clinical services in a competent and ethical manner.
2. Improvement in test selection, scoring, and interpretation.
3. Integration of test results and other relevant data in report-writing.
4. Improvement in conceptualizing client cases by understanding behavioral, cognitive, emotional, psychological, and other relevant factors.
5. Formulation and implementation of treatment plans.
6. Adequate related administrative responsibilities including documentation and security of client information.
7. Self-awareness and knowledge of limitations and preferences.
8. Multicultural competency when providing services to diverse populations.
9. Effective management of crisis situations and consultation with the supervisor accordingly, especially to ensure safety.
10. Effective incorporation of feedback to enhance personal and professional development.

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COURSE REQUIREMENTS

Minimal Technical Skills Needed

Instructional Methods

Individual and group supervision, evaluation of recordings, case presentations, and face to face instruction and discussion. Textbooks/resources and relevant articles will be integrated.

Student Responsibilities or Tips for Success in the Course

Student-clinicians also have the responsibility to be present at the clinic/practicum site on the required days and adhere to the schedule and assignments, as well as the following:

1. Be punctual. Inform the clinical supervisor or clinical coordinator immediately by phone should an event occur that would adversely affect the practicum schedule, including client appointments. Make every effort to avoid unexcused absences.
2. Adhere to HIPAA, and other ethical guidelines. Clinical data including client files should not be removed from the clinic.
3. Dress professionally (business casual) and behave in an ethically responsible manner. This will also be discussed during orientation.
4. Communicate with the client prior to the appointment to provide a reminder or clarify scheduling concerns. Provide relevant updates to the clinical supervisor or clinical coordinator accordingly. Make follow-up contact with clients where necessary.
5. Provide clinical services in a competent and ethical manner.
6. Ensure that all reports, progress notes, notes for feedback sessions, and updates to contact sheets are done in the time prescribed. Reports should be submitted for review two weeks after the last date of testing. Notes and updates to contact sheets should be done on the same day of contact.
7. Consult with the clinical supervisor or clinic coordinator to ensure clarity of scheduled appointments.
8. Ensure the correct tests are administered according to the referral question and age group. The student-clinician should ensure the accurate scoring and interpretation of the test results, and consult with the clinical supervisor or clinical

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coordinator if there are challenges.

9. Participate in weekly individual and group supervision. Ensure the supervisor discusses and completes the evaluation form for the semester.

Disciplinary actions will be taken when student-clinicians do not adhere to the requirements and responsibilities. Disciplinary actions will be determined by the severity of the non-compliance and may include loss of points, mandatory participation in relevant training, plan of correction, or suspension.

GRADING

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

Grading Components:

- Orientation (Attendance and Participation): 5 points
- Professionalism, Skills, Competencies, Supervision: 70 points
- Self-Care Essay and Implementation: 10 points
- Case Presentation: 5 points
- Completed Practicum Hours and Submission of Logs: 10 points

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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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ACCESS AND NAVIGATION

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

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

COMMUNICATION AND SUPPORT

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

Technical Support

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

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

Interaction with Instructor Statement

I may be contacted Mondays to Fridays by email for appointments or if you have questions. I have an open door policy. I will also be accessible in the clinic for supervision and interaction.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

1. **Ethical Standards and Professionalism:** Student-clinicians are required to comply with the ethical standards and guidelines of the American Psychological Association as well as other standards and guidelines of the Community Psychology Clinic, practicum site, and the course outline.
2. **Clinical Hours:** Student-clinicians are required to complete at least 150 hours at the clinic/practicum site for the semester (which includes direct and non-direct hours).
3. **Clinical Assignments:** At the clinic, student-clinicians will be assigned a caseload of clients for psychological assessments, psychotherapy, and other

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relevant clinical services. Student-clinicians are required to administer relevant testing in accordance with the referral question and needs of the client, as well as accurately score and interpret the tests. Student-clinicians are expected to prepare related documentation including psychological reports, notes for feedback sessions, progress notes, and treatment plans, and document/update contact sheets. Psychological reports should be submitted for review after two weeks of the test date. Feedback sessions should be scheduled after the psychological report is completed and approved by the clinical supervisor.

4. **Orientation:** The semester will begin with an orientation session in the clinic, on the first day of practicum. All students are required to attend and participate.
5. **Individual Supervision:** Student-clinicians will meet with the clinical supervisor individually each week for one hour. Be prepared with notes, case conceptualizations, techniques, questions, test results, and relevant empirically-based research findings for discussion. Be prepared with video recordings for discussion. Observations of the student-clinician will also be discussed.
6. **Group Supervision:** Student-clinicians will meet as a group with the clinical supervisor for two hours each week. Group supervision will have two components: instruction and case presentations.
 - Instruction: Relevant information will be presented and discussed with an aim to enhance clinical skills and competencies.
 - Case Presentations: Student-clinicians will be assigned each week to present a de-identified client case and facilitate discussion.
7. **Practicum Log:** Student-clinicians are expected to document their hours and submit the log on a weekly basis for review by the clinical coordinator. The final log should be submitted to the clinical supervisor at the end of the semester.
8. **Self-Care Essay:** Self-care includes activities that enhance or optimize physical, emotional, and mental well-being. Student-clinicians will describe their self-care plan and explain the implementation and derived benefits. This should be at least three type-written pages.

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:

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

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

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Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, Chatbots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

Students with Disabilities-- ADA Statement

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

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

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

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who

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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.

A&M-Commerce Supports Students' Mental Health

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

COURSE OUTLINE

Weeks	Topics/Activities
1 Orientation	<ul style="list-style-type: none"> ❖ Review of Course Outline ❖ Discussion of Evaluation/Rubric ❖ Ethics and Professionalism ❖ Mandatory Reporting ❖ Clinical Interviewing ❖ Testing ❖ Report Writing ❖ Self-Care ❖ Documentation and Files ❖ Assign student-clinicians for case presentations and discussion ❖ Due at the end of the week: Log
2	<ul style="list-style-type: none"> ❖ The Mental Status Exam ❖ Behavioral Observations ❖ Case Presentations and Discussion ❖ Due at the end of the week: Log

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3	<ul style="list-style-type: none"> ❖ Suicide Assessment and Safety Planning ❖ Seeking Supervision ❖ Case Presentations and Discussion ❖ Due at the end of the week: Log
4	<ul style="list-style-type: none"> ❖ Diagnosis and Justification ❖ Case Presentations and Discussion ❖ Due at the end of the week: Log
5	<ul style="list-style-type: none"> ❖ Attending, Listening, and Action Skills ❖ Case Presentations and Discussion ❖ Due at the end of the week: Log
6	<ul style="list-style-type: none"> ❖ Treatment Planning ❖ Case Presentations and Discussion ❖ Due at the end of the week: Log
7	<ul style="list-style-type: none"> ❖ Multicultural and Diversity Issues ❖ Diverse Populations ❖ Case Presentations and Discussion ❖ Due at the end of the week: Log and Self-Care Essay
8	<ul style="list-style-type: none"> ❖ Challenging Client Behaviors and Situations ❖ Case Presentations and Discussion ❖ Due at the end of the week: Log
9	<ul style="list-style-type: none"> ❖ Telepsychology/Teletherapy ❖ Case Presentations and Discussion ❖ Due at the end of the week: Log
10	<ul style="list-style-type: none"> ❖ Putting it All Together ❖ Reflections ❖ Due at the end of the week: Final Log

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