

EAST TEXAS A&M UNIVERSITY

College of Education & Human Services
Department of Counseling

COUN 555.01W-22628 Internship in College Student Affairs

Course Syllabus
Spring 2025
Monday, January 13, 2025, to Friday, May 9, 2025
(Web Based Class)

INSTRUCTOR INFORMATION

Instructor: C. Oneal Hill, Ed.D., M.S., LPC, NCC (Dr. Curtis)

Office Location: Virtual

Virtual Office Hours: By Appointment Only

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

Department of Counseling Office Contact Information: 903-886-5637 **FAX:** 903-886-5594

University Email Address: *Curtis.Hill@tamuc.edu*

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

Communication Response Time: Typically, 24 hours, except weekends.

Course Location and Meeting Time: This course is taught virtually and asynchronously.

COURSE INFORMATION

Textbooks: No text required but Handbook for Counseling Internship/Practicum will be embedded within the course.

Special Topics Readings: Depending upon enrollment, sites chosen, and student interest, specific topical readings may be assigned. There is an enhanced focus on the *Seven Core Values of A Helping Relationship*.

Other Resources:

ACPA – College Student Educators International. (2006). *Statement of ethical standards and principles*. Washington, DC: Author. https://myacpa.org/wp-content/uploads/2020/12/Ethical_Principles_Standards.pdf

American Counseling Association. (2014). *Code of ethics*. Alexandria, VA: Author. Retrieved from https://www.counseling.org/docs/default-source/default-document-library/2014-code-of-ethics-finaladdress.pdf?sfvrsn=96b532c_8

Course Description

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COUN 555 Internship. Three semester credit hours (**3 SCHs**). The primary or ideal interest is the integration of knowledge and skills in professional college student affairs settings. Provisions are made for supervised experience in a setting closely aligned with the student's chosen program. Students must complete a minimum of 300 clock hours at an approved college student affairs site. Students typically enroll in Internship during the semester in which they plan to graduate. COUN 555, Internship in CSA is NOT offered during summer terms. **Prerequisites:** Admission to Candidacy for graduation.

General Course Information

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

Student Learning Outcomes

The student will demonstrate understanding and appropriate application of:

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

COURSE REQUIREMENTS

Minimal Technical Skills Needed

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

Instructional Methods

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

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

Assignments

Students must complete and submit the following:

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

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Both are due on Tuesday after the week upon which they are based. Example: You complete your “work week” on Saturday, March 5, 2025. Your log and diary for that week are due on Tuesday, March 8, 2025. Please note that some student affairs internships require weekend work. For our purposes, the week begins on Sunday and ends on Saturday. You may submit your log and diary as one document.

Evaluation/Grading

COUN 555: Internship is graded on a **Satisfactory/Unsatisfactory** basis (“S” for satisfactory or “U” for unsatisfactory). Success is determined by completion of assignments, completion of minimum number (300) of internship hours, and mid-term and final site supervisor evaluation of student performance.

TECHNOLOGY REQUIREMENTS

LMS

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

LMS Requirements:

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

LMS Browser Support:

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

YouSeeU Virtual Classroom Requirements:

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

ACCESS AND NAVIGATION

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

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

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Technical Support

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

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

Interaction with Instructor Statement

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

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late Assignments

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

Syllabus Change Policy

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

University Specific Procedures

Student Conduct

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

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

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

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

East Texas A&M University Attendance Policy

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

Academic Integrity (Including AI Use) Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all of their scholastic work. East Texas A&M University 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. 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 Academic Dishonesty 13.99.99.R0.10

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.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

East Texas A&M University

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/>

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Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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 https://coursecatalog.tamuc.edu/undergrad/administrative-procedures/#campus_concealed_carry_policy document and/or consult your event organizer.

Web

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

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

Counseling Services

The Counseling Center at East Texas A&M University, 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

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to "Telus Health," a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

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The System has made a significant investment in student mental health in the form of 24/7/365 access to “Telus Health,” a service available via chat, phone, or webinar.

TENTATIVE CLASS MEETING SCHEDULE

	Learning Activity	Day/Date/Time
Week #1	Initial class gathering (virtual via Zoom*) for introductions and Q&A. Review of required documents and expectations.	Tuesday, January 26, 2025 @ 8:30 p.m. (Zoom)
Week #2	Monday, January 20, 2025, Dr. Martin Luther King, Jr. DAY. <i>All ETAMU campuses will be closed in observance of holiday.</i>	No class Monday, January 20, 2025.
Week #3	Reflections on the “ Seven Core Values ” essential to a Helping Relationship. Review PowerPoint and accompanying video or documents.	Monday, January 27, 2025.
Week #4	Introducing “ <i>Genuineness</i> ” the first core value of a helping relationship; and reflections in discussion post.	Monday, February 3, 2025.
Week #5	Introducing “ <i>Immediacy/Specificity</i> ” the second core value of a helping relationship; and reflections in discussion post.	Monday, February 10, 2025.
Week #6	Introducing “ <i>Accurate Empathy</i> ” the third core value of a helping relationship; and reflections in a discussion post.	Monday, February 17, 2025.
Week #7	Introducing “ <i>Unconditional Positive Regard</i> ” the fourth core value of a helping relationship; and reflections in a discussion post.	Monday, February 24, 2025.
Week #8	Check-in (virtual via Zoom*) to get together; assess your growth and development; “Group think” and peer support; and capture information like site supervisor documentation.	Tuesday, October March 4, 2025, @ 8:30 p.m. (Zoom)
Week #9	Spring Break scheduled for March 10, 2025, to March 14, 2025 (CAMPUS CLOSED FOR ENTIRE WEEK)	NO CLASSES
Week #10	“ <i>Proxemics</i> or <i>Spacing</i> ” is the fifth core value of a helping relationship; and reflections in a discussion post.	Monday, March 17, 2025.

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Week #11	“ <u>Confrontation</u> or <u>Carefrontation</u> ” the sixth core value of a helping relationship; and reflections in a discussion post.	Monday, March 24, 2025.
Week #12	“ <u>Self-Disclosure</u> ” the seventh core value of a helping relationship; and reflections in a discussion post.	Monday, April 7, 2025.
Week #13	Assessment of internship as all Interns should have a minimum of 240 hours by end of week.	Monday, April 14, 2025.
Week #14	Assessment of internship as all Interns should have a minimum of 260 hours by end of week.	Monday, April 21, 2025.
Week #15	Assessment of internship as all Interns should have a minimum of 280 hours by end of week.	Monday, April 28, 2025.
Week #16	Prepare to close “shop” or tighten up any loose ends and review all final paperwork due (virtual via Zoom*). All Interns should have captured approximately 300 hours.	Tuesday, May 6, 2025 @ 8:30 p.m. (Zoom)
	Final Exam Week ~ Last opportunity to submit documentation with Internship Log	Friday, May 9, 2025.

**A Zoom link for our initial course gathering will be sent to your MyLeo email account on or about January 13, 2025.*