



COUN 452, 01W, Undergraduate Human Services Internship

COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor:	Rusty Fox, Ph.D., Assistant Professor of Counseling, Coordinator of Human Services, and Undergraduate Internships
Office Location:	Binnion Hall 221
Office Hours:	Tuesday and Thursdays 2p – 4p and Fridays by virtual appointment
Office Phone:	903.886.5637
University Email Address:	Rusty.Fox@tamuc.edu
Preferred Form of Communication:	Email preferred. Please always put course number in Subject Field. COUN 452
Communication Response Time:	Within 24-36 hours

COURSE INFORMATION

Students are required to identify and secure an *undergraduate* internship site before the end of the second week of classes, or September 7th, 2025.

Materials Required:

Students are responsible for all form completion, and record keeping required for This course. Students MUST be familiar with all processes and forms listed in the COUN 452, D2L classroom in order to participate and be successful in this class.

An activity-based experience, students will engage in human services-related activities as a bachelor-level professional at an counseling department-approved field site, of the student's preference, for a minimum of 150 hours over the course of a fall or spring semester or a 10-week summer term. It includes 15 hours of supervision meetings with the instructor-of-record/university supervisor, and site supervisor throughout the experience (7.5 hours with each). **Students are evaluated as either "Satisfactory" or "Unsatisfactory."** This course may be repeated for credit for a maximum of 6 semester hours. Prerequisites: Senior standing or department head approval. Prior completion of at least 30 semester hours in the BS/BA-HS major.

The syllabus and schedule are subject to change.

REQUIRED SUPERVISION:

Student interns will meet for a total of 7.5 hours of university supervision with the instructor of record/coordinator of Human Services.

This will take place weekly, and in both one-on-one supervision, as well as small group supervision sessions.

Student interns will meet also for a total of 7.5 hours of site supervision with the assigned supervisor at the internship site.

Student Learning Outcomes

Students who complete COUN 452, are responsible for maintaining all records, including details of type of internship hours worked and supervised, and to include approved hours and training. Student must electronically submit these forms approved and signed at the end of the semester for course credit. Students must propose an internship site, and have it approved by the department before the second week of classes begins. Additionally, students should demonstrate the following competencies:

1. Participate in on-going site and university supervision, throughout semester.
2. Demonstrate a clear understanding of application of pre-requisite coursework, and key theory and concepts.
3. Through weekly coaching supervision, develop a working knowledge of professional strengths and weaknesses, with a clear plan for improvement/development of both.
4. Evidence of ability to apply newly acquired skills.
5. Acquire an understanding of how skills apply in a professional setting (e.g., rules, roles, and principles), and understanding of ethics and legal components of this academic field.
6. Demonstrate skills in a manner which produce on-going satisfactory evaluation from site supervisor, and university supervisor.
7. Describe and apply learning of counseling discipline and internship site, through regularly scheduled appointments with instructor-of-record.

American Counseling Association: ACA Code of Ethics, Section G Research & Publication

It is imperative that students who are enrolled in counseling, and in Human Services Internship specifically, take the appropriate steps to familiarize themselves with the ACA code of ethics regarding research and publication. Counseling students, counselor educators, and counselors who participate in research studies are encouraged to facilitate with the knowledge base of the profession and promote a clearer understanding of the conditions that lead to a healthy and functional society. This is a link to the ACA website <https://www.counseling.org/knowledge-center/ethics>

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COURSE REQUIREMENTS

This course includes application of learning in a professional setting, relevant to student's program of study. On-going record keeping of all hours are mandatory, and the responsibility of the student. Supervision from both site supervisor and instructor-of-record/university supervisor are required, and must be documented. Case notes must meet requirements of both the site and professional guidelines regarding confidentiality. Discussion, and experiential questions/case studies will occur with instructor-of-record weekly. Furthermore, students may utilize the Learning Management System (LMS) which is known as D2L. Please note that students may be required to login regularly to monitor their assignments and grades. Please contact instructor of record/university supervisor, Dr. Rusty Fox, for additional information or with any outstanding questions.

COURSE OUTLINE / CALENDAR

NOTE:

- The student is responsible for choosing and securing an internship site. The faculty member will support the student in this process, at the student's request.
- Internship site must be recommended and approved by the department before the beginning of the second week of classes.
- An agreed upon weekly schedule of direct supervision must be approved before the beginning of the 3rd week of classes. These will occur in 30 minute, weekly sessions with the university supervisor/instructor of this course in person or by prescheduled ZOOM meetings. Roughly, once per month supervision will occur in a group format, via ZOOM.
- At a minimum, 150 supervised hours of internship, to include 7.5 hours of direct site supervision and 7.5 hours of direct university supervision must be completed in order to be eligible for credit for this course.

Minimal Technical Skills Needed

Students will need to operate such technology as D2L, Microsoft Word, and software required at internship site.

Instructional Methods

This course employs regular coaching, case management, and skill building regarding application of learning to a chosen professional site. In compliance with departmental and accreditation requirements as well as in concert with the site-supervisor, the student will meet regularly with the instructor-of-record/university supervisor, and separately with site supervisor, for discussion, assessment, and planning.

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Attendance

University and departmental guidelines regarding internships must be followed carefully. Regular attendance at the Internship site, as well in the 15 hours of supervision is mandatory. A total of 150 hours of supervised internship experience, to include 10% of those hours in supervision is the minimum required to receive credit for this course.

Confidentiality

The highest standards of confidentiality are required for students working with clients in a professional setting. Any breach of confidentiality, warrants removal from the site, and a failing grade for the class.

STUDENT PERFORMANCE EVALUATION CRITERIA AND PROCEDURES

S or Satisfactory = 80% and above

U or Unsatisfactory = 79% or below

Student Conduct and Academic Honesty

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/registrar/documents/studentGuidebook.pdf>

Students are expected to maintain integrity at all times. Plagiarism is presenting others' work as your own and will not be tolerated in this course. Please remember to always cite authors' work and never directly copy from any source. When in doubt please seek help immediately from your instructor, a librarian, or a tutoring lab manager.

Any act of academic dishonesty, including plagiarism or inappropriate use of Artificial Intelligence may result in a grade of "0" on the assignment and/or course and will be reported to the department chair. Academic dishonesty is one of the most severe offenses in higher education.

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>

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COURSE REQUIREMENTS

Instructional Methods

This course requires active participation. Lively discussion, exploration of case studies, practical group projects, real life application, and earnest exploration of content and informed opinions, may all be part of the format for learning here. Regularly scheduled attendance throughout the semester, either in person or via D2L log-in will be necessary and required for weekly supervision. Internship experience will be required in-person at the site. Content and assignments missed due to unexcused absences cannot be made up. Please be certain to read the University's policy regarding documentation required for excused absences. Again, please note that attendance and participation are essential to success in this course.

TECHNOLOGY REQUIREMENTS

Minimal Technical Skills Needed Learning Management System (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 Virtual Classroom Requirements:

<https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

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

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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. Rusty.Fox@tamuc.edu

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

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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 or in writing.

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](#)

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.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 webpages below.

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Attendance.

<https://inside.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

Academic Integrity

Students at Texas A&M University-Commerce are required to maintain high standards of integrity and honesty in all of their scholastic work. Improperly citing or failing to cite a quote or reference is academic dishonesty, and will result in disciplinary action up to and including failing the assignment, and in severe cases, failing the course. If you have questions about requirements or academic integrity, please, always contact your instructor first. For more details and the definition of academic dishonesty, see the procedures below: Do utilize our campus writing centers for support and instruction.

Generating papers or assignments from Artificial Intelligence (AI), and representing that work as your own, is academic dishonesty, and will result in a failing grade and disciplinary action up to an including failing this course. Be certain ALL of your assignments, discussions, and or paper are YOUR own work. 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. 13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

Undergraduate Students Academic Integrity Policy and Form

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Undergraduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

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Graduate Student Academic Dishonesty

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

Graduate Student Academic Dishonesty Form

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.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 or have questions, please contact:

Office of Student Disability Services
Velma K. Waters Library- Room 162

Phone (903) 886-5930

Fax (903) 468-8148

Email: StudentDisabilityServices@tamuc.edu

Website: <https://www.tamuc.edu/student-disability-services/>

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

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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

Counseling Center Services

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

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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