



EAST TEXAS A&M

PSY 691 CLINICAL PRACTICUM COURSE SYLLABUS: FALL 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Katherine Pang, Licensed Psychologist
Office Location: Psychology Community Clinic, B-124
Office Hours: Tuesday 11:00-4:00 and Thursday 11:30-4:00
Office Phone: 903.886-5940
Cell Phone: 214.531.7624 (please use for textng)
Office Fax: TBD
University Email Address: Katherine.pang@etamu.edu
Preferred Form of Communication: E-mail
Communication Response Time: Within 24 hours

COURSE INFORMATION

Textbook(s) Required:

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

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

Daniels, Jim. Therapy Progress Notes Ideas and Examples. 2025. ISBN: 979-8311671804.

Kosovac, Bilal and Hall, Isabel. Therapist's Reflection and Growth Journal. 2025. North Florida Counseling. ISBN: 979-8990161214

Schneider, Joel, Lichtenberger, Elizabeth, Mather, Nancy, Kaufman, Nadeen. Essentials of Assessment Report Writing (Essentials of Psychological Assessment), 2nd Edition, John Wiley & Sons, Inc., 2018. ISBN: 978-1119218685

Matthews, Janet, and Walker, Eugene. Your Practicum in Psychology: A Guide for Maximizing Knowledge and Competence. 2015. American Psychological Association. ISBN: 978-1433820007.

Texas Behavioral Health Executive Council and Texas State Board of Examiners of Psychologists (PDF). <https://bhec.texas.gov/wp-content/uploads/2025/03/2025-March-PSY-Rulebook.pdf>

Texas Guidelines for Using Social Media: https://bhec.texas.gov/wp-content/uploads/2021/08/TSBEP-Guidelines-Social-Media_2021August.pdf

Course Description

This course consists of supervised experience in educational or psychological settings under the supervision of a licensed psychologist or licensed school psychologist. The course requires a minimum of 10 to 15 weekly hours of direct clinical experience. Prerequisites: Consent of the instructor.

Student Learning Outcomes: By the end of the semester students will be able to:

1. Provide clinical services in a competent and ethical manner
2. Select assessments, score, and interpret assessments
3. Integrate assessment data and other relevant information in report-writing.
4. Conceptualize client cases by understanding behavioral, cognitive, emotional, psychological, and other relevant factors.
5. Formulate and implement treatment plans
6. Take and maintain client notes and records
7. Cultivate self-awareness and knowledge of limitations and preferences.
8. Cultivate multicultural competency when providing services to diverse populations.
9. Effectively manage crises and consult with the Clinical Director accordingly to ensure safety
10. Effectively integrate feedback to enhance personal and professional development.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students should be able to utilize Microsoft Word to prepare reports. They should be able to construct and insert tables relevant to their reports

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 and Duties

Student-clinicians 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 and students agree they will:

1. Adhere to the Texas Rules of Ethics for Psychologists as well as the ethical guidelines of the American Psychological Association and any specific rules adopted by the Psychology Community Clinic.
2. Be in the clinic during clinic hours and focused on clinic work and developing clinical skills.
3. Be at all scheduled meetings, adhere to all deadlines, and submit all work for review per Clinic guidelines.
4. Attend all group supervision meetings, didactic, and psychoeducation meetings.
5. Be punctual. Inform the clinical supervisor immediately by text should an event occur that will adversely affect the practicum schedule, including client appointments. Make every effort to avoid unexcused absences and prioritize attendance in the Clinic and compliance with all Clinic policies and procedures.
6. Adhere to HIPAA and other ethical guidelines. Clinical data, including client files, should not be removed from the clinic.
7. Dress professionally (business casual) and behave in an ethically responsible manner.
8. Communicate with the client before the appointment to provide a reminder or clarify scheduling concerns per Clinic practices. Provide relevant updates to the Clinic Director accordingly. Make follow-up contact with clients where necessary.
9. Provide clinical services competently and ethically.
10. Ensure that all reports, progress notes, and clinical documentation are completed according to Clinic due dates, policies, and procedures.
11. Consult with the Clinic Director to ensure clarity of scheduled appointments.
12. Ensure the appropriate tests are administered according to the referral question and age group. The student-clinician should ensure accurate scoring and interpretation of the test results and consult with the Clinic Director if there are questions. Proactivity is important.
13. Disciplinary actions will be taken when student-clinicians do not adhere to the requirements and responsibilities. The severity of the non-compliance will determine disciplinary actions and may include loss of points, mandatory participation in relevant training, a 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

Total points corresponding to the final letter grades

A = 1000-900 Points

B = 899-800 Points

C = 799-700 Points

D = 699-600 Points

F = 599 and Under Points

Students must receive a B to pass the course, or they will need to repeat it in the following semester. Students with a D may be asked to step out of the licensing track depending upon problematic areas of practice, per the discretion of the Clinical Director.

Weights of the assessments in the calculation of the final letter grade. Total Points 1000.

Three Assignments, 15% each, for a total of 45%

- Cultural Competency Paper: A 3–5-page paper in APA format discussing how the student-clinician will integrate empirically-based cultural competencies into therapeutic practice. All work will include a cover and a references page. (100 Points)
- Clinical Competency Paper: A 3–5-page paper in APA format discussing the student-clinician's theoretical orientations and how they will be utilized clinically and practically to a chosen specific client population. All work will include a cover and a references page. (100 Points)
- Ethical Competency Paper: A 3–5-page paper in APA format discussing how the student-clinician will apply and ensure confidentiality, informed consent, record keeping, and compliance with pertinent ethical requirements when working therapeutically with a client. All work will include a cover and a references page. (100 Points)

Clinical Competencies: 10% each for a total of 55%. These are assessed according to the rubrics in the ETAMU Practicum and Internship Handbook for Students in the Master's in Clinical Psychology Program.

- Assessment Skill Building (100 Points)
- Assessment Scoring (100 Points)
- Assessment Report Writing (100 Points)
- Therapy Documentation (100 Points)
- Therapy Skills (100 Points)

Attendance and Administrative Duties following Clinic Policies and Schedules 5%. (100 points)

Executive Function Skills: Organization, Planning, Initiation, Time Management: Students will be evaluated based on these skills according to a rubric in the ETAMU Practicum and Internship Handbook for Students in the Master's in Clinical Psychology Program (100 points).

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M 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

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 East Texas A&M campus open computer lab, etc.

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>

COMMUNICATION AND SUPPORT

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

COURSE AND UNIVERSITY 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.

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 can be found at <https://www.tamuc.edu/student-code-of-conduct/>.

If you believe someone has engaged in behaviors that do not align with the Code of Student Conduct or you have other concerns, please visit the File a Report page at <https://www.tamuc.edu/office-of-student-rights-and-responsibilities/concerns-incident-reporting/>

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>

Academic Integrity

Students at East Texas A&M 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 student academic dishonesty policy
[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

Undergraduate student academic dishonesty policy
[Undergraduate Student Academic Dishonesty Form](#)

Graduate student academic dishonesty policy:
<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

Graduate student academic dishonesty form:
<https://inside.tamuc.edu/academics/graduateSchool/faculty/GraduateStudentAcademicDishonestyForm.pdf>

East Texas A&M Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage.

Artificial Intelligence

East Texas A&M 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 Services
Velma K. Waters Library- Room 162

Phone (903) 886-5930

Fax (903) 468-8148

Email: StudentDisabilityServices@tamuc.edu

Website: <http://inside.tamuc.edu/campuslife/campusServices/StudentDisabilityServices/default.aspx>

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.



East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M, 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

Nondiscrimination Notice

East Texas A&M 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 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 East Texas A&M 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 East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

FALL 2025 CLINIC SCHEDULE

Mandatory Fall Kick-off Meeting: Thursday, September 4

Clinic Opens for Clients on Tuesday, September 9

Clinic Open Tuesday and Thursday, September 9-November 21 (11 weeks)

Tuesday 10-4 (client first and last appointment 11:00-3:00) and Thursday 11-4 (client first and last appointment 11:30-3:00)

Clinic Closed November 25 and 27 for Thanksgiving

Mandatory Fall End-of-Term Meeting: Tuesday, December 2

Duties and Responsibilities will be assigned during the Fall Kick-off Meeting and the First week of Clinic. Attendance during clinic hours is mandatory. The Clinic Director must be notified by text in advance to excuse any absence and to approve lateness.