



**COLLEGE OF EDUCATION & HUMAN SERVICES
DEPARTMENT OF COUNSELING**

Internship in College Student Affairs: COUN 555.01W - 81771

COURSE SYLLABUS

FALL 2026

Tuesday, October 20, 2026, to Saturday, December 5, 2026
(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@etamuc.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 using D2 Brightspace

COURSE INFORMATION

Course Description

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.

Textbook:

Edwin, M.T. (2025) Helping relationship skills: Facilitative skills that foster change. 1st Edition, Cognella Publisher, San Diego, CA. **ISBN: 9798823324496.**



Special Topics Readings:

Depending upon enrollment, sites chosen, and student interest, specific topical readings may be assigned. All students are expected to read the code of ethics for ACA, ACPA and NASPA. In addition, there is an emphasis on the *Seven Core Values of A Helping Relationship* which is presented in the form of a PowerPoint enclosed within the course and supported by readings in the textbook.

Other Resources:

Handbook for Counseling Internship/Practicum will be embedded within the course.

The East Texas A&M Practicum and Internship in Clinical Mental Health Counseling Handbook provides comprehensive guidance for practicum and internship experiences, defining key terminology, outlining policies and professional expectations, and detailing prerequisites and site requirements. It explains how students should log direct and indirect service hours, obtain faculty-approved field placements, and engage in weekly supervision, ensuring compliance with accreditation and licensure standards. The handbook also covers the full range of required documentation, including consent forms, ethics agreements, evaluation forms, and summaries, supporting students' successful completion of their clinical training.

An initial supervised field experience course in which the counselor trainee—student affair practitioner—develops basic counseling and conceptual skills and integrates professional knowledge under close supervision, both on-site with a minimum of one hour of individual supervision by the field site supervisor. Practicum includes a field placement site consistent with the student's selected emphasis area: clinical mental health/community counseling, school counseling or student affairs. During practicum, the student engages in a broad range of clinical or student-facing activities similar to those provided by a professional counselor, school counselor or student affairs practitioner (faculty, professional support staff or administrator). Practicum is completed in one semester and earns 3 semester credit hours.

ACPA – College Student Educators International. (2006). *Statement of ethical standards and principles*. Washington, DC: Author.

https://myacpa.org/wpcontent/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-documentlibrary/2014-code-of-ethics-finaladdress.pdf?sfvrsn=96b532c_8

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. Academic readings, diary of reactions, insights, thoughts, quizzes etc. with regards to internship activities and interactions, submitted weekly.

Your log and diary (or discussion post) for that week are due at the end of the week, which is typically Sunday. 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 all assignments, which include completion of minimum number (150) of internship hours, and midterm and final site supervisor informal 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@etamuc.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.

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 “negotiated” with 10% of the possible grade for an assignment. For example, Pat is unable to complete and submit his Assessment Instrument Completion and Reaction on time. The maximum grade Pat can receive now on his Assessment Instrument Completion and Reaction is 90%. Extra time can’t be negotiated for completing tests.

Syllabus Change Policy

The syllabus is a informational document and guide for the course. 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>
[x](#)

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>

<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@etamuc.edu

Website: Office of Student Disability Resources and Services

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



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/administrativeprocedures/#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 <https://www.etamu.edu/counseling-center/>

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.



If you are experiencing a life-threatening emergency, call [911](tel:911). To speak to a crisis counselor 24/7, call [903.886.5145](tel:903.886.5145). We're here to listen. Your health and safety are our number one priority. Call us at [903.886.5145](tel:903.886.5145).

To contact the National Suicide Prevention Lifeline, call, text or chat [988](tel:988) Speak with a licensed counselor 24/7 via telephone or chat with [TELUS](https://www.telushealth.com). 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

Week #1	Reflections on the " <i>Seven Core Values Essential to a Helping Relationship</i> ." Review PowerPoint and accompanying video or documents. *This week's reading Chapters 1 & 2 in Textbook	Tuesday, October 20, 2026 (1st day of Class) Due Sat, Oct 24, 2026
Week #2	Initial class gathering (virtual via Zoom* Meeting #1) for Q&A. Review of required documents and expectations. *Week #2 reading assignments Chapters 3 & 4 in Textbook	Monday, October 26, 2026 @ 6:00 p.m. (Zoom) Due Oct 31, 2026 * Saturday
Week #3	Introducing " <i>Genuineness</i> " the first core value of a helping relationship; and " <i>Immediacy/Specificity</i> " the second core value. *Week #3 reading assignments Chapters 5 & 6 in Textbook	Monday, November 2, 2026. *Due Sat. Nov 7, 2026
Week #4	Introducing " <i>Accurate Empathy</i> " and " <i>Unconditional Positive Regard</i> " the third and fourth core value of a helping relationship. *Week #4 reading assignments Chapters 7 & 8 in Textbook	Monday, November 9, 2026. *Due Sat. Nov 14, 2026
Week #5	Initial class gathering (virtual via Zoom* Meeting #2) for Q&A. Review of required documents and assessment. . *Week #5 reading assignments Chapters 9 & 10 in Textbook	Monday, Nov 16, 2026. @ 6:00 p.m. (Zoom) *Due Sat. Nov 21, 2026
Week #6	Introducing "Care/Confrontation (carefrontation)" the fifth core value of a helping relationship. *Week #6 reading assignments Chapters 11 & 12 in Textbook	Monday, Nov 23, 2026. *Due Sat. Nov 28, 2026
Week #7	Introducing "Self-Disclosure" and "Proxemics/Spacing" the sixth and seventh core value of a helping relationship. *Week #7 reading assignments Chapters 13 & 14 in Textbook	Monday, Nov 23, 2026. *Due Sat. Nov 28, 2026



Week #8	Final Week of Class Last opportunity to submit documentation with Internship Log	Monday, Nov 30, 2026
	Prepare to close “shop” or tighten up any loose ends and review all final paperwork due (virtual via Zoom* Meeting #3). All internship hours should be captured approximately 150 hours.	Saturday, December 5, 2026 @ 6:00 p.m. (Zoom)

**A Zoom link for our initial course gathering will be sent to your MyLeo email account on or about Monday, October 26, 2026.*