



TEXAS A&M UNIVERSITY SAN ANTONIO

EDHS 4350 Field Internship Fall 2026

College of Education and Human Development
Department of Counseling, Health & Kinesiology

Course Information

Instructor: Gillian Rodriguez, MA, LPC

Meeting Day & Time: Asynchronous learning

Location: Online

Contact Information: grodriguez@tamusa.edu

Student Hours: By appointment; I am usually on campus Monday–Thursday

Office Location: Classroom Hall Building, Office 214Q

Required Reading

Title: Ethical Standards for Human Services Professionals (NOHS Standards)

Author: National Organization for Human Services (NOHS)

Publisher: National Organization for Human Services, adopted 2024

Access: Available at no cost at <https://www.nationalhumanservices.org/ethical-standards/>

Title: National Standards for Human Services Education (CSHSE Standards)

Author: Council for Standards in Human Service Education (CSHSE)

Access Program: Available at no cost at <https://www.cshse.org/cshse-standards-matrix>

Title: EDHS 4350 Field Internship Standard Operating Procedure Manual; EDHS 4350 Field Internship Orientation Packet: available on Blackboard

Course Description

This 3-hour course will provide students with direct experience in a variety of human services settings that address those with behavioral health issues. They will gain knowledge of how these settings assess and intervene to improve those individuals' quality of life. Students will also be exposed to administrative aspects of the agencies where they are placed.

Student Learning Outcomes

1. Students will participate in networking-based activities within their site placement and the broader professional community, reflecting the NOHS Standards for Responsibility to Colleagues and Responsibility to the Public and Society.
2. Students will engage in experiential learning elements — including but not limited to shadowing, facilitated practice (role play), peer mentorship, and workshops — consistent

with the NOHS Standards for Responsibility to the Profession, which call for ongoing skill development and field advancement.

3. Students will develop and apply self-care practices for use while in a learner role and beyond graduation in the professional realm, in keeping with the NOHS Standards for Responsibility to Self.
4. Students will identify and discern between career and professional roles, jobs, and careers, including professional licensure if applicable, reflecting the NOHS Standards for Responsibility to the Profession and Responsibility to Employers.
5. Students will demonstrate relational-cultural proficiency standards of practice and care, aligned with the NOHS Standards for Responsibility to Clients and Responsibility to the Public and Society.

Course Assignment Grading Scale

The assignments for this course have been developed to estimate the progressive acquisition of learning and provide evidence of student learning outcomes. Descriptions of the assignments and their related submission portals are provided within your Blackboard learning environment.

Overview of Assignments	Related Points (%)	Supports SLO(s)
Participation (GivePulse Hours logged)	30%	1, 2
Discussion Video Chats (2)	10%	1, 3, 4
Required Forms Completed & Uploaded (4)	12%	2, 4
Midterm Evaluation (Student and Site)	20%	1, 2, 3, 5
Final Evaluation (Student and Site)	28%	1, 2, 3, 4, 5
TOTAL	100%	

Table: Overview of Assignments, Related Points (%), and Supported Student Learning Outcomes (SLOs).

Final Grade Allocation Criteria

Total Points Earned	Related Letter Grade
90–100	A
80–89	B
70–79	C
60–69	D
Below 60	F

Table: Final Grade Allocation Criteria.

Description of Course Assignments

All assignments are due on Friday by midnight Central Standard Time and submitted online via Blackboard, unless otherwise noted. Questions should be asked ahead of the due date either during class, office hours, or via email.

Participation

Since this is an online, asynchronous course, your attendance is measured by engagement and hours logged at your internship site, as documented by logging hours via GivePulse. Your site supervisor may also be asked to verify your hours logged. This assignment is due by 11:59 p.m. every Friday and is worth 30% of your overall course grade.

Internship Checklist

After completing all of the above assignments, complete the Internship Checklist. This will ensure you are as ready as possible for your internship semester. Each answer should be “yes”; if you answer “no” to any of the questions, please email me. This assignment is due by 11:59 p.m. on Friday and is worth 3% of your overall course grade.

Emergency Contact Form

Complete the Emergency Contact Form on Blackboard. Note that this information is only utilized in the event of an emergency and may be communicated with TAMUSA PD and other faculty and staff as needed. This assignment is due by 11:59 p.m. on Friday and is worth 3% of your overall course grade.

Site Emergency Protocol Form

Ask your site supervisor to review your site emergency protocol form; this should outline what your roles and responsibilities are in the event of a site emergency or client crisis. You must upload a copy. This assignment is due by 11:59 p.m. on Friday and is worth 3% of your overall course grade.

Malpractice Insurance Certificate

Review the Insurance How-To document and upload a copy of your active/valid malpractice insurance policy certificate. This assignment is due by 11:59 p.m. on Friday and is worth 3% of your overall course grade.

Midterm Evaluations

Note: all evaluations will be viewable by all parties including site supervisors, TAMUSA faculty and staff, and student intern.

Part I: Site Supervisor's evaluation of student

Part II: Student's self-evaluation

Evaluations will be sent via email from Handshake to the site supervisor's email address provided at the beginning of the semester. Evaluations are emailed well in advance of the due date in order to allow time for completion.

The site supervisor and the student will each complete an evaluation. Once completed, those evaluations will be sent to the student via email. Students are encouraged to compare their self-evaluation and perception of performance with that of their site supervisor to reconcile any discrepancies. Students are then responsible for uploading both evaluations to the assignment submission link in Blackboard.

This assignment is due by 11:59 p.m. on Friday and is worth 20% of your overall course grade.

NOTE: To ensure your supervisor has enough time to complete your evaluation, ensure it is brought to their attention beginning two weeks before your due date. Emphasize the due date in a written email, and ensure they are watching for the midterm evaluation email from Handshake (not me or TAMUSA).

Final Evaluation

Note: all evaluations will be viewable by all parties including site supervisors, TAMUSA faculty and staff, and student intern.

Part I: Site Supervisor's evaluation of student

Part II: Student's self-evaluation

Evaluations will be sent via email from Handshake to the site supervisor's email address provided at the beginning of the semester. Evaluations are emailed well in advance of the due date in order to allow time for completion.

The site supervisor and the student will each complete an evaluation. Once completed, those evaluations will be sent to the student via email. Students are encouraged to compare their self-evaluation and perception of performance with that of their site supervisor to reconcile any discrepancies. Students are then responsible for uploading both evaluations to the assignment submission link in Blackboard.

This assignment is due by 11:59 p.m. on Friday and is worth 28% of your overall course grade.

NOTE: To ensure your supervisor has enough time to complete your evaluation, ensure it is brought to their attention beginning two weeks before your due date. Emphasize the due date in a written email, and ensure they are watching for the midterm evaluation email from Handshake (not me or TAMUSA). Final site evaluations received after the due date will result in grade of zero.

1-1 with Professor Rod

This is part of your participation grade, and an opportunity for mentorship, discussion and generally checking in. To ensure the most optimal timing that is mutually agreeable, please schedule with me early in the semester. These meetings can be virtual (cameras on) or in-person during my office hours only. Estimate 30 minutes.

Discussion Video Chats

You will be randomly assigned to a group via Blackboard. The group will meet online via Microsoft Teams or Zoom at a day and time mutually agreed upon between group members. For each discussion video chat, one student will send the Teams meeting invitation, begin the meeting, and ensure the meeting is recorded. Please be respectful and choose whatever works for your group dynamic. The student will record a 15–20-minute video chat wherein all students within the group will reflect on the internship experience to date within the limitations of appropriateness and ethical practice; **discussion topics provided below. Do NOT share personal information of others you encounter at your sites.**

Once the meeting is concluded, locate the meeting transcript in your OneDrive. Then upload a copy of the transcript into the assignment opened in Blackboard. Each student participant's name must be visible in the meeting transcript in order to receive credit for the assignment.

Cameras must be on for the meeting and students visible in the recording. Discussion should be organic and free-flowing, but maintain focus and intention on the topic rather than small talk.

There is a How-To Guide for this assignment with detailed information on using Microsoft Teams for this purpose.

Your individual grade will be based on your participation within the group as reflected in the transcript that you upload. Each video chat is worth 5% of your overall course grade, and there are a total of two video chats this semester, producing 10% of your overall course grade.

Discussion Video Chat #1

- Identify your internship site and describe your role and responsibilities there.
- Share examples of your daily tasks and discuss what you are learning so far.
- Discuss any challenges you have encountered at your site.
- Provide one example of how you could collaborate with another student or site.

Discussion Video Chat #2

- Provide an update on your internship experience since your last discussion.
- Describe how intersite or interpersonal collaboration has taken place.
- Reflect on your professional self-care practices.
- Discuss your career discernment process, including professional role, licensure, or career path considerations.

University Policies and Resources

University Email Policy and Course Communications:

All correspondence between professors and students must occur via university email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities:

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us at the [website](#) or email us at dss@tamusa.edu. All students are encouraged to discuss their academic accommodation with Disability Support Services and their instructors as soon as possible.

Academic Learning Center:

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance.

While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

Appointments available MATH Walk in Tutoring – No appointment needed

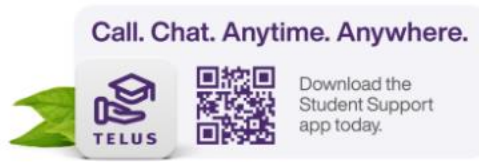
	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

Counseling/Mental Health Resources:

As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, visit our website, call 210-784-1331 or visit Madla 120 between the hours of 8:00 AM and 5:00 PM.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. *Crisis support is available 24/7/365 by calling the SCC at 210-784-1331 or through the TELUS student support App.*

The TELUS Student Support App provides a variety of mental health resources to including 24/7/365 support for in the moment distress, crisis support, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.



Emergency Preparedness:

JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>. More information on emergency response may be found at: [Emergency Operations Plan](#) and the [Emergency Action Plan](#). Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance:

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC):

The WLDCC provides support to graduate and undergraduate students in all three colleges as well as faculty and staff. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. The WLDCC offers face-to-face, synchronous online, and asynchronous digital appointments. Students can schedule appointments with the WLDCC in JagWire under the Student Services tab. Click on "Writing, Language, and

Digital Composing Center” to make your appointment. Students wanting to work in realtime with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our [website](#) . The WLDCC can also be reached by emailing wldcc@tamusa.edu.

Meeting Basic Needs:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a [CARE report](#) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources. A food pantry is available on campus; click [here](#) for hours and contact information.

Military Affairs:

Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots’ Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances:

Texas A&M University-San Antonio recognizes the wide variety of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule:

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student’s GPA. However, course drops

that exceed the maximum allowed by SB 1231 will be treated as “F” grades and will impact the student’s GPA.

Statement of Harassment and Discrimination:

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University’s Civil Rights Officer at 210-784-2061 or titleix@tamusa.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio’s Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university’s Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students:

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student’s studies; (3) participate in an alternative program; (4) change the student’s major, degree, or

certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Young Jaguars

TAMUSA can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. Hours of operation is Monday-Thursday 3:30pm-9:00pm. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities:

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#) or visit the resources available in the [OSRR website](#)

Broader Use of Generative AI Permitted Within Guidelines

Use of artificial intelligence (AI) tools, including ChatGPT, Claude, Gemini, Grammarly and Perplexity, is permitted in this course as a starting point for ideas but must be properly cited. Exclusively AI-generated work may not be submitted as your completed assignment.

To adhere to our scholarly values, students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your reference list). Using an AI tool to generate content without proper attribution qualifies

as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Guidance for how to cite AI-generators such as ChatGPT can be found at <https://apastyle.apa.org/blog/how-to-cite-chatgpt>.

Important Fall 2026 Dates:

Dates	Event
August 20	Tuition & Fee Payments deadline
August 24	First day of class
September 7	Labor Day Holiday – No Classes / University Closed
September 9	Census Date – Students not paid in full or enrolled in a payment plan by 4:59 pm may be dropped for non-payment
October 5 – October 16	Midterm grading period
November 13	Last day to drop with an automatic “W”
November 25	Study Day – No classes
November 26-November 28	Thanksgiving Holiday – No Classes / University Closed
November 30	Last day to drop a course or withdraw from the University
December 4	Last day of classes
December 5 – December 11	Final exams
December 15	Commencement

The complete [academic calendar](#) is available online

Course Schedule

Week	Dates	Topics and Assignments
1	8/28	Introduction to Course; Review EDHS Internship Orientation Packet & Course Syllabus Due 8/28/26: Internship Checklist, Emergency Contact Form / Upload: Malpractice Insurance Certificate, Site Emergency Protocol PDF
2	9/4	Participation: log hours on GivePulse; establish professional self-care practices; begin 1 hour per week of supervision with site supervisor; schedule 1-1 with Prof. Rod
3	9/11	Participation – log hours; initiate professional self-care practices; 1 hour per week of supervision with site supervisor

4	9/18	Participation – log hours; remind Site Supervisor to look for email from Handshake for midterm site evaluation Due 9/18/26: Discussion Video Chat #1
5	9/25	Participation – log hours; professional self-care practices; supervision with site supervisor
6	10/2	Participation – log hours, professional self-care practices Due 10/2/26: Midterm Site Evaluations
7	10/9	Participation – log hours; professional self-care practices; supervision with site supervisor
8	10/16	Participation – log hours; professional self-care practices; supervision with site supervisor
9	10/23	Participation – log hours; professional self-care practices; supervision with site supervisor
10	10/30	Participation – log hours; professional self-care practices; Review and communicate “Plan or Pause” for Thanksgiving Break & Winter Break during supervision
11	11/6	Participation – log hours; professional self-care practices / Due 11/6/26: Discussion Video Chat #2
12	11/13	Participation – log hours; professional self-care practices; supervision with site supervisor
13	11/19	Participation – log hours; professional self-care practices; Finalize and communicate “Plan or Pause” for Winter Break; write and distribute thank you cards during supervision
14	12/3	Participation – log hours; professional self-care practices; supervision with site supervisor (concluding)
	12/4	Due 12/4/26: Final Site Evaluations

Table: Course Schedule and Weekly Topics/Assignments.

Note: Dates are shown to keep you oriented to “semester time” during your internship. This is an online, asynchronous course; there are no course meetings on these dates.