



TEXAS A&M UNIVERSITY  
**SAN ANTONIO**

**College of Education and Human Development  
Department of Counseling, Health, & Kinesiology  
EDCG 5360 Clinical Mental Health Practicum  
Spring 2025**

**Instructor:** Christine Wong, PhD, LPC

**Class time and Location:** Mondays 5:25-6:55 p.m. | CH206

**Email & Phone:** [christine.wong@tamusa.edu](mailto:christine.wong@tamusa.edu) | (210) 784-2591

**Office Hours:** By appointment

**Office Location:** CH 214P or via Zoom appointment

**Required Textbooks:**

Student Practicum Handbook – found on Blackboard

American Counseling Association. (2014). *ACA code of ethics*.

<https://www.counseling.org/resources/aca-code-of-ethics.pdf>

**Recommended Textbooks:**

McHenry, B., & McHenry, J. (2021). *What therapists say and why they say it* (3rd ed.). Routledge.

Erford, B. T., Hays, D. G., Crockett, S., & Miller, E. M. (2019). *Mastering the National Counselor Examination and the Counselor Preparation Comprehensive Examination* (3rd ed.). Pearson.

**Course Description:**

Course is supervised practice in the application of counseling strategies and techniques in environmental settings appropriate to the professional interests of the counselor trainee (clinical setting). Students will be expected to complete 100 hours of practicum experience. These hours are a combination of direct service/contact, supervision, and administrative responsibilities.

Prerequisites: EDCG 5317 and EDCG 5328

**CACREP Standards Addressed in the Course:**

Section 2.F.: Professional Counseling Identity  
Counseling Curriculum

1. Professional Counseling Orientation and Ethical Practice
  - i. Ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling
2. Social and Cultural Diversity
  - b. Theories and models of multicultural counseling, cultural identity development, and social justice and advocacy
  - c. Multicultural counseling competencies
  - d. the impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individual's views of others

- e. The effects of power and privilege for counselors and clients
- h. strategies for identifying and eliminating barriers, prejudices, and processes of intentional and unintentional oppression and discrimination
- 3. Human Growth and Development
  - i. Ethical and culturally relevant strategies for understanding and practicing consultation
- 5. Counseling and Helping Relationships
  - a. Theories and models of counseling
  - b. A systems approach to conceptualizing clients
  - c. Theories, models, and strategies for understanding and practicing consultation
  - d. Ethical and culturally relevant strategies for establishing and maintaining in-person and technology assisted relationships
  - e. The impact of technology on the counseling process
  - f. Counselor characteristics and behaviors that influence the counseling process
  - g. Essential interviewing, counseling, and case conceptualization skills
  - h. Developmentally relevant counseling treatment or intervention plans
  - i. Development of measurable outcomes for clients
  - j. Evidence-based counseling strategies and techniques for prevention and intervention
  - k. Strategies to promote client understanding of and access to a variety of community-based resources
  - l. Suicide prevention models and strategies
  - m. Crisis intervention, trauma-informed, and community-based strategies, such as Psychological First aid
  - n. Processes for aiding students in developing a personal model of counseling
- 6. Group Counseling and Group Work
  - a. Theoretical foundations of group counseling and group work
  - b. Dynamics associated with group process and development
  - c. therapeutic factors and how they contribute to group effectiveness
  - d. characteristics and functions of effective group leaders

**Key Performance Indicators:**

**CACREP Core or Specialty Area:** Counseling and Helping Relationships

The *Tapescript and Counseling Skills Scale* is used to determine the level of student knowledge and skills related to the following CACREP standards:

Section 2.F.: Professional Counseling Identity  
Counseling Curriculum

- 5. Counseling and Helping Relationships
  - a. Theories and models of counseling
  - b. A systems approach to conceptualizing clients
  - j. Evidence-based counseling strategies and techniques for prevention and intervention
  - n. Processes for aiding students in developing a personal model of counseling

2nd Key Performance Indicator: Students will complete Tapescript assignment. The outline for the tapescript and all questions to be addressed can be found in the last section of the syllabus.

## Grading Rubric:

Counseling Skills Rating Scale		
-0 Points-	-1 Point-	-2 Points-
Inability to demonstrate the skill.	Able to demonstrate the skill marginally and/or inconsistently.	Able to demonstrate the skill consistently & adequately.
Criteria		
Student uses open questions that invite client to elaborate on information, elicit examples of specific behavior, focus client's attention on feelings, as well as highlight patterns of thought, feeling, and behavior. Student does not overuse open questions.		
Student uses reflections appropriately to connect with the client. Student also uses reflections appropriately to address client's deeper emotions.		
Student demonstrates an appropriate use of paraphrasing to express empathy and attentiveness. Student also paraphrases to help client elaborate on information. Paraphrasing is concise and nonjudgmental. Student avoids parroting.		
The use of non-verbal expressions and gestures are used to facilitate communication. Non-verbal encouragers are not distracting or used in excess.		
Student demonstrates a poised, calm, and collected demeanor in session.		
Student demonstrates the use of a theory or theories during session. Student appropriately integrates theoretical techniques during session.		
Student uses verbal minimal encouragers (e.g., uh-huh, I see) appropriately to demonstrate empathy and active listening, and to help client elaborate on information.		
Student demonstrates an appropriate level of comfort with silence, which effectively allows client and counselor to collect their thoughts.		
Students uses closed questions sparingly and reasons for use are justified (e.g., to fill in important gaps or details)		
Student avoids the use of why questions, advice giving, interpretation masked as paraphrasing, and judgmental responses.		
		<b>Total</b>

Evaluation Process: The professor will complete the following rubric to assess the tapescript. Points correspond to the rating scale.

Points	Overall Rating	Rating Scale	Description
18-20	Mastery	4	Able to perform at a high level without supervision on a consistent basis
14-17	Proficient	3	Able to perform without supervision on a consistent basis
11-13	Developing	2	Able to perform with supervision on a consistent basis
7-10	Beginning	1	Able to perform with supervision on an inconsistent basis
Below 6	Inadequate	0	Unable to perform with supervision

Key Performance Indicator Score: \_\_\_\_\_

**CACREP Core or Specialty Area:** Assessment and Testing

The *Case Conceptualization Paper* is used to determine the level of student knowledge and skills related to the following CACREP Standards:

Section 2.F.: Professional Counseling Identity  
Counseling Curriculum

7. Assessment and Testing

- b. Methods of effectively preparing for and conducting initial assessments
- c. Procedures for assessing risk of aggression or danger to others, self-inflicted harm, or suicide
- e. Use of assessments for diagnostic and intervention planning purposes
- i. Use of assessments relevant to academic/educational, career, personal and social development
- j. Use of environmental assessments and systemic behavior observations
- k. Use of symptom checklists, and personality and psychological testing
- l. Use of assessment results to diagnose developmental, behavioral and mental disorders
- m. Ethical and culturally relevant strategies for selecting administering and interpreting assessment and test results

Section 5: Entry-Level Specialty Areas  
C. Clinical Mental Health Counseling

3. Professional Practice

- a. Intake interview, mental status evaluation, bio psychological history, mental health history and psychological assessment for treatment planning and caseload management.

2<sup>nd</sup> Key Performance Indicator: Students will describe, in depth, a client or student they are counseling. The outline for the *Case Conceptualization Paper* is provided in the last section of the syllabus

Grading Rubric:

Criteria	Total			
	0 points	1 point	2 points	
<b>Case Conceptualization and Consultation Assignment</b>				
<b>Student is able to list identifying data for counselor and for client and describe client's relevant background data (i.e., family, work, and medical information).</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently	
<b>Student is able to clearly describe client's personal/emotional, social, and career status.</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently.	
<b>Student is able to thoroughly articulate case conceptualization (i.e., theory, assessment, and diagnosis) and statement of the problem (i.e., client's presenting, actual, and treated problem).</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently.	

<b>Student is able to identify client's and counselor's goals for client change and the theoretical based used in the counseling process.</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently with no hesitation.	
<b>Student is able to briefly describe each counseling session (i.e., session content, counseling strategies, and client/counselor relationship), as well as outcome and follow-up plan.</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently with no hesitation.	

Evaluation Process: The instructor will complete the following rubric to assess the *Case Conceptualization* assignment. Points correspond to the rating scale.

<b>Points</b>	<b>Overall Rating</b>	<b>Rating Scale</b>	<b>Description</b>
9-10	Mastery	4	Able to perform at a high level without supervision on a consistent basis
7-8	Proficient	3	Able to perform without supervision on a consistent basis
5-6	Developing	2	Able to perform with supervision on a consistent basis
3-4	Beginning	1	Able to perform with supervision on an inconsistent basis
0-2	Inadequate	0	Unable to perform with supervision

Key Performance Indicator Scale: \_\_\_\_\_

#### **CACREP Core or Specialty Area: Career Development**

The Career Assessment Evaluation & Summary is used to determine the level of student knowledge and skills related to the following CACREP Standards:

#### Section 2.F.: Professional Counseling Identity Counseling Curriculum

##### 4. Career Development

- a. Theories and models of career development, counseling, and decision making.
- e. Strategies for assessing abilities, interests, values, personality and other factors that contribute to career development
- f. Strategies for career development program planning, organization, implementation, administration, and evaluation
- g. Strategies for advocating for diverse clients' career and educational development and employment opportunities in a global economy.
- h. Strategies for facilitating client skill development for career, educational, and life-work planning and management.
- i. Methods of identifying and using assessment tools and techniques relevant to career planning and decision making.

2<sup>nd</sup> Key Performance Indicator: Students will complete the Career Assessment Evaluation & Summary. The outline for this session summary and all questions to be addressed can be found in the last section of the syllabus.

Grading Rubric:

Career Assessment Evaluation & Summary	Total			
	0 points	1 point	2 points	
<b>Student is able to demonstrate an ability to understand theories of career development, counseling and decision making.</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently	
<b>Student is able to understand strategies for assessing abilities, interests, values, personality and other factors contributing to career development.</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently.	
<b>Student is able to demonstrate and understanding strategies for working with diverse client populations and strategies for advocating for diverse clients' educational and career development.</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently.	
<b>Student is able to completely and thoroughly address each question on the Career Assessment Evaluation &amp; Summary form..</b>	Inability to demonstrate the skill.	Ability to demonstrate the skill marginally and/or inconsistently.	Ability to demonstrate the skill competently and consistently with no hesitation.	

Evaluation Process: The instructor will complete the following rubric to assess the *Career Assessment Evaluation and Summary* form.

Points	Overall Rating	Rating Scale	Description
8	Mastery	4	Able to perform at a high level without supervision on a consistent basis
6-7	Proficient	3	Able to perform without supervision on a consistent basis
4-5	Developing	2	Able to perform with supervision on a consistent basis
2-3	Beginning	1	Able to perform with supervision on an inconsistent basis
0-1	Inadequate	0	Unable to perform with supervision

Key Performance Indicator Score: \_\_\_\_\_

## IMPORTANT POLICIES AND PROCEDURES

### Graduate Class Policies

A student has the right to expect competent, well-organized instruction for the full number of clock hours allotted for a course; to sufficient written assignments, graded fairly and with reasonable promptness to show the student's academic standing in the course at least before mid-semester; to have ample opportunity to confer with the instructor at published office hours and to review graded written work; to freedom from ridicule, discrimination, harassment or accusations in the presence of other students or faculty members; and to an avenue for appealing to higher academic authority in case of alleged unfairness by an instructor.

### Academic Accommodations for Persons with Disabilities

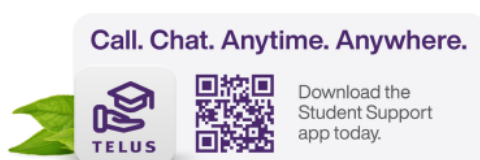
Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

### Academic Learning Center

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](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

### 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, call 210-784-1331 or visit Madla 120. 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. For more information on SCC services visit [tamusa.edu/studentcounseling](http://tamusa.edu/studentcounseling). *Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2').* Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, 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. 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 about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-operations-plan.pdf> and <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-action-plan.pdf> Download the SafeZone App 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 the first week of class. Any student receiving federal financial aid who does not attend 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.

## **Writing, Language, and Digital Composing Center**

The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. 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. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>.

## **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 referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

## **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](mailto:military.va@tamusa.edu) or (210)784-1397.



## **Religious Observances**

Texas A&M University-San Antonio recognizes the diversity 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 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, equality of 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 within our state, nation, and world. All decisions and actions involving students and employees should 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, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. 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- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, 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 or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto: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](mailto: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.

### **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, sexual orientation, 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.
5. **Students' Responsibilities**
6. A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.
7. 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, University Catalog and to comply with them, as well as federal, state, and local laws.
8. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
9. A student has the responsibility to recognize the University's obligation to provide an environment for learning.
10. A student has the responsibility to check their university email for any updates or official university notification.

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, sexual orientation or disability. Behaviors that infringe 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 (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

### **AI Policy**

Use of artificial intelligence (AI) tools, including ChatGPT, is permitted in this course for students who wish to use them. 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.

### **Class Attendance**

A vital part of every student's education is regular attendance of class meetings. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the Provost and Vice President for Academic Affairs. Excessive absences (more than 2) will result in a grade letter deduction from your final grade for each absence. Please email before class if you will be out. Two tardies (entering 10 minutes or later after class begins or leaving 10 minutes or earlier before class ends) will count as one absence.

### **Incompletes**

The spirit of the "Incomplete" is to give a student an opportunity to complete a course after the end of the semester. An Incomplete will not be given for incomplete direct or indirect hours. An Incomplete will only be considered under specific circumstances: 1. 70% of the class has been completed and student is passing with a "C" or better 2. The circumstance for which the "I" is requested is supported with documentation 3. Student has been attending class on a regular basis. Incompletes are not to be used to remedy excessive absences. Unforeseen circumstances precipitating the request for an "I", should occur near the end of the semester. Students who are experiencing difficulties at the beginning or midway through the course should contact their professor immediately to discuss options. When a professor agrees to grant an "I", a contract between the student and professor that outlines a specific timeline for completion of the course will be generated. Topics such as highest possible grade will also be outlined. If the contract is not fulfilled, the professor will submit a change of grade form with earned letter grade. All "I"s will automatically revert to an "F" after one year.

### **Dropping a Course**

Each student is responsible for knowing the drop date for any given semester. Professors are not responsible, under any circumstances, for "dropping" a student from a course. Please be aware that if you do not formally drop a course and fail to fulfill the academic requirements, the professor will submit the earned grade.

## **Cheating and Plagiarism**

Students are expected to do their own course work. Simple cases of first offense cheating or plagiarism by an individual student may be handled by the instructor after consultation with the department chair. For more serious cases, such as those involving repeated offenses, conspiracy with other students or the theft and selling of examination questions, a report should be made by the instructor via the department chair and college dean to the provost and vice president for Academic Affairs for disciplinary action. Expulsion from the University is a normal penalty for such offenses.

Plagiarism is a serious violation of academic integrity, and students who engage in plagiarism are subject to disciplinary action. The type of disciplinary action will depend on the severity of the plagiarism but may ultimately lead to the student's expulsion from the program and/or revocation of a student's degree, if the student has already graduated. Please review the Student Handbook for a complete description of the process.

## **Class Attendance**

A vital part of every student's education is regular attendance of class meetings. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the Provost and Vice President for Academic Affairs.

It is imperative that you are there for all class meetings to interact and share your expertise with your classmates. On your 2<sup>nd</sup> absence (regardless of reason) 5 points will be deducted from your attendance grade. Any additional absences after the 2<sup>nd</sup> will also result in the deduction of 5 points from your attendance grade (regardless of the reason) and you may be dropped from the course due to group supervision requirements. Many of you will be coming to class directly from work. Nevertheless, you will need to schedule to be on time. Arriving to class late twice (more than 15 minutes) will be considered an absence (and may result in a 5-point deduction to the course grade).

## **Grading Policy**

90-100 total points = A

80-89 total points = B

70-79 total points = C

60-69 total points = D

59 – below total points = F

## **Site Requirements and Attendance**

You are required to be at your site as per your agreement with the site supervisor. Sites may have additional hour or training requirements than indicated by TAMU-SA. You must provide adequate notice, as directed by your site supervisor, if you will not be present. Students must follow the site's process of informing the site supervisor of any unexpected absences. Frequent absences, tardiness, or early departures from your site will impact your final evaluation and could jeopardize completion of practicum hours. Incomplete hours will result in a grade of "F" for failure to complete the course requirements. Site supervisors are not required to provide additional opportunities to make-up missed hours when a student is absent. Because the counseling practicum experience is a developmental process, students are expected to be at their site for the entire semester, not just until they complete the required number of hours.

Many practicum sites are open and provide services to clients on days that are considered holidays by TAMU-SA. These days provide opportunities for students to get additional hours at their sites. If students are regularly scheduled to be at their sites on a day that is a TAMU-SA holiday, they are expected to be at their site as per their agreement with the site supervisor. It is the student's responsibility to share TAMU-SAs academic calendar with the site supervisor early in the semester when developing the student schedule.

### **Time and Experience Requirements**

Students must complete supervised practicum experiences that total a minimum of 100 hours over a semester academic term. This practicum experience must include:

- Students must be actively engaged with their practicum site for a minimum of 80% of the weeks in the semester (i.e., 13 weeks of a 16 week fall/spring semester or 8 weeks of a summer 10-week session).
- The practicum experience requires a minimum of 40% (40 hrs.) being in the form of direct client contact.
- Weekly interaction that averages one hour per week of individual supervision from the site supervisor.
- An average of 1.5 hours per week of group supervision which occurs during the practicum class meetings.
- The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e. g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings) at the practicum site.
- The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
- Evaluation of the student's counseling performance throughout the practicum, including documentation of a midterm formal evaluation and final formal evaluation after the student completes the practicum

### **Between Semester Hours**

Liability insurance only covers students from the first day until the last day of the semester students are taking practicum. Students are not covered by their liability insurance outside of the semester. Therefore, students are not allowed to accrue practicum hours between semesters. Students must be receiving university supervision through their enrollment in a Practicum course in order to apply their hours to their coursework. Some sites may require students to volunteer indirect hours between semesters. These sites must understand that:

- Students do not represent A&M-SA between semesters
- A&M-SA is not responsible for any student liability between semesters
- Student liability insurance does not cover students between semesters
- The site assumes all liability risks associated with students between semesters
- Students cannot provide direct counseling services between semesters
- Whether or not a student volunteers between semesters has no impact on their final grade in the course

Students cannot count between semester hours as their practicum or internship hours.

## **Tevera**

Tevera is utilized to manage all practicum and internship related documents. You will be required to upload and update all forms in Tevera, including: liability insurance, supervisor agreement form, crisis management form, time logs, midterm evaluation, final evaluation, and evaluation of site supervisor. You are required to submit weekly time logs in Tevera, in addition to your final hours report.

## **Late Work**

Due dates are non-negotiable unless an extension is provided to the entire class. All written assignments are due by 11:59 p.m. on the day they are due. All late assignments will be subject to a one-point deduction from the total points available for the assignment for each day assignment has been turned in late (including weekends).

## **Course Requirements**

Students who do not complete all the required course assignments may receive a failing grade. All assignments must be completed within the course semester. Assignments from previous semesters will not be accepted. Recording dates of TapeScript 1 and 2 must be sequential to indicate skill development and growth.

<b>CACREP Standards</b>	<b>Assignment</b>	<b>Due Date</b>	<b>Percent</b>
2.F.1.k., 2.F.1.l., 2.F.2.c., 2.F.3.h., 2.F.5.d., 2.F.5.f, 2.F.5.g., 2.F.5.h., 2.F.5.n.	Midterm Site Supervisor Evaluation	03/17	15%
2.F.1.k., 2.F.1.l., 2.F.2.c., 2.F.3.h., 2.F.5.d., 2.F.5.f, 2.F.5.g., 2.F.5.h., 2.F.5.n.	Final Site Supervisor Evaluation	05/13	15%
2.F.5.a., 2.F.5.b., 2.F.5.j., 2.F.5.n.	TapeScript #1 Quality	03/03	15% 5%
2.F.5.a., 2.F.5.b., 2.F.5.j., 2.F.5.n.	TapeScript #2 Quality	04/14	15% 5%
	Attendance & Participation, Timely form submissions	Ongoing	10%
2..F.4.a, 2.F.4.e., 2.F.4.f., 2.F.4.g., 2.F.4.h., 2.F.4.j.	Career Assessment Evaluation & Summary	05/05	10%
5.3.a.	Case Conceptualization Paper	04/07	10%
	<b>Total</b>		<b>100</b>

## Course Schedule

Date	CACREP standards	Topics Discussed	Assignments Due
01/27	2.F.1.i.; 2.F.5.b, 2.F.5.e.,	Syllabus and general course review, ethics, informed consent review, Telehealth training Information	<ul style="list-style-type: none"> <li>Read ACA Code of Ethics</li> <li>Liability Insurance</li> <li>Weekly Time Form</li> </ul>
02/03	2.F.1.i.; 2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n, 2.F.5.a.-n.	Skills review – videos and roleplay Case conceptualization	<ul style="list-style-type: none"> <li>Site Supervisor Agreement</li> <li>Crisis Management Form</li> <li>Weekly Time Form</li> </ul>
02/10	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n., 2.F.6.a.-d.	Group counseling skills review Case conceptualization	<ul style="list-style-type: none"> <li>Weekly Time Form</li> </ul>
02/17	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.,	Crisis assessment roleplay Case conceptualization	<ul style="list-style-type: none"> <li>Weekly Time Form</li> </ul>
02/24	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	Case documentation Case conceptualization	<ul style="list-style-type: none"> <li>Weekly Time Form</li> </ul>
03/03	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	The 5Ps case conceptualization/Diagnosis Case Conceptualization	<ul style="list-style-type: none"> <li>Weekly Time Form</li> <li>Tapescript 1</li> </ul>
03/10	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	SPRING BREAK - NO CLASS MEETING	<ul style="list-style-type: none"> <li>Weekly Time Form</li> </ul>
03/17	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	INDIVIDUAL MEETINGS TAPESCRIP 1	<ul style="list-style-type: none"> <li>Weekly Time Form</li> <li>Midterm Evaluation</li> </ul>
03/24	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	Roleplays based on feedback Case conceptualization	<ul style="list-style-type: none"> <li>Weekly Time Form</li> </ul>
03/31	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	SFBT and Adlerian Techniques Case conceptualization	<ul style="list-style-type: none"> <li>Weekly Time Form</li> </ul>
04/07	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	Gestalt and Mindfulness Techniques Termination Case conceptualization	<ul style="list-style-type: none"> <li>Case Conceptualization Paper</li> <li>Weekly Time Form</li> </ul>
04/14	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	Humanistic and CBT Techniques Case conceptualization	<ul style="list-style-type: none"> <li>Weekly Time Form</li> <li>Tapescript 2</li> </ul>
04/21	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	INDIVIDUAL MEETINGS TAPESCRIP 2	<ul style="list-style-type: none"> <li>Weekly Time Form</li> </ul>
04/28	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	Roleplays based on feedback Case conceptualization	<ul style="list-style-type: none"> <li>Weekly Time Form</li> </ul>
05/05	2.F.2.b-e, 2.F.2.h., 2.F.3.i., 2.F.5.a.-n.	Reflection activities Case conceptualization <b>Last day to see clients is 05/10.</b>	<ul style="list-style-type: none"> <li>Weekly Time Form</li> <li>Career Assessment Evaluation &amp; Summary</li> </ul>
05/13		<b>Last day to turn in final forms in Tevera:</b> <ul style="list-style-type: none"> <li>Final Total Hours Semester Report</li> <li>Final evaluation from site supervisor</li> <li>Student evaluation of site supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Final Forms</li> </ul>