

Practicum: Counseling Psychology & MFT – PSY 5902-3
4:30-7:15 pm, T, ED 305
SYLLABUS, FALL 2013

Instructor: Caleb W. Lack, Ph.D.
Office: Education 307F
Office Hours: MWF 10-11 am, TR 11:30 am – 12:30 pm
Phone: 405-974-5456
Email: clack@uco.edu
Web: www.caleblack.com/practicum.html

Prerequisites

Graduate standing; instructor permission and requirements as noted in the departmental guidelines. This course is ideally taken the last two semesters of graduate study (counseling) or in the last semester (MFT). Skills learned through other graduate courses (i.e., Theories and Techniques of Individual & Group Counseling, Individual & Diagnostic Testing Techniques, and Competency Based Counseling) are required and will be applied during Practicum.

Objectives

Through practicum, students will provide counseling and testing services, under supervision, in counseling and mental health facilities. Supervised practicum experiences will enable students to further develop their counseling skills in working with diverse clientele. Students are expected to follow the Student Guidelines for Practicum (available on course website).

Requirements

As part of practicum, students will work an average of 13 hours per week (200 hundred hours per semester or 2 credit hours) or an average of 19 hours per week (300 hours per semester or 3 credit hours) at their practicum site and attend practicum class. The practicum class involves the following: review of student concerns, review of student counseling and testing activities, presentations and direct supervision by the instructor and guest speakers, and group supervision of student cases.

Textbook

No specific textbook is required. However, students are expected to explore the books, journals, and other resources that will be referenced.

Attendance

Weekly attendance and punctuality is required. This course provides supervision and administrative guidelines for practicum. In addition, punctual attendance reflects a professional commitment to practicum and professional development. Only excused absences (i.e., illness or other personal emergencies) are acceptable with appropriate documentation. Work and other personal activities are *not* considered acceptable excuses.

Each week, you are also required to present a log of your hours for the previous week. In addition, at the end of your practicum you will email a complete log of your hours to the instructor. Both logs are available on the website.

Grading

Students will be assessed on the following criteria:

10%	Hours worked and logged
20%	Professional behavior
25%	Quality of counseling work
15%	Class and supervision attendance
15%	Class participation
15%	Promptness and professionalism of notes, logs, assignments, etc.

Grades will be assigned based on the following standard:

90 - 100%	A
-----------	---

80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

Students receiving a grade lower than an A or a B will not be allowed to complete the class without appropriate remediation.

Site supervisors will participate in the evaluation process and will be requested to complete two written evaluations (MFT and first semester counseling) or one written evaluation (second semester counseling).

Serious violations of the professional and ethical principles will result in a grade of F and the termination of practicum.

UNIVERSITY POLICY

Student Etiquette: Students will be expected to maintain a level of conduct described in the University Student Handbook and may be dismissed from the class if policies are not followed. Part of professional training is learning to behave professionally, including high levels of ethical conduct. Dishonesty includes cheating, violating the integrity of examination, plagiarism, or knowingly furnishing false information to the University or staff. Classroom misconduct includes disrespect for faculty or fellow students or disruption of the class by any means. Students are expected to be on time for class so as to avoid the disruption of learning and participation in discussion.

Special Accommodations: The University of Central Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations must make their requests by contacting the assistant director of Disability Support Services, Kimberly Fields at 974-2549. The office is located in the Nigh University Center, Room 309. Students should also notify the instructor of special accommodation needs by the end of the first week of class."

Non-payment of tuition: Please be aware of the following:

"If you do not pay your fees by the deadline, you'll be assessed a \$40 late payment penalty; and interest charges if the debt extends beyond a month. **You will not be dropped from classes for non-payment. If you do not or cannot attend class, you must withdraw, or risk receiving 'F's on your transcript, in addition to owing tuition and fees.**"

Emergencies during final examinations: If an emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the missed exam. This applies to situations when the administration of the final was impossible, not when an individual student is unable to take a scheduled final.

Please review the Student Information Sheet available online at:

<http://www.uco.edu/academic-affairs/files/aa-forms/StudentInfoSheet.pdf>

The College of Education and Professional Studies is committed to helping students learn by providing a range of transformative learning experiences in discipline knowledge and in the five core areas: leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and health and wellness.