

## Syllabus

### Course Information:

PSYC 5393.001 Applied Therapy (Practicum)

Fall 2019

Wednesdays 2-4:45p

BEP 250

### Instructor Information:

Sarah M. Sass, Ph.D.

Office: HPR 213

Office hours: Monday & Wednesday 1-2p, Tuesdays, 10-11 (virtual) or by appointment

Office phone: (903) 566-7239

Cell phone: (emergencies only –will provide in class)

Email: (best way to reach me if non-emergency) [ssass@uttyler.edu](mailto:ssass@uttyler.edu)

**Note: Email or Text Messaging is the most efficient way to contact me. DO NOT send CONFIDENTIAL INFORMATION that pertains to a client electronically (e.g., real name, DOB, SSN). Please call and text me immediately if there is a crisis situation or call other on-call instructors as appropriate.**

### Catalog Description of PSYC 5393:

This course emphasizes the application of practical therapeutic techniques with clients. Feedback and direct supervision are central to learning. Integration of clinical and therapy skills through closely supervised work with community clients at the departmental clinic. **Prerequisite:** "B" or better in COUN 5324, credit in PSYC 5392, and departmental consent.

### LEARNING OUTCOMES:

After successful completion of this course, the student will be able to:

1. Exhibit skills and competence in individual therapy
2. Display the necessary techniques for accurate and competent record-keeping
3. Display knowledge of practical approaches to specific therapy problems usually encountered by the novice counselor
4. Demonstrate the ability to case conceptualize
5. Demonstrate the ability to provide an accurate multi-axial diagnosis and develop a treatment plan
6. Display knowledge of appropriate assessment instruments to be used with various client concerns
7. Evaluate personal philosophical and theoretical basis for therapy
8. Discuss current issues in the field of clinical psychology
9. Participate in frequent self-evaluation in order to be constantly aware of areas in which improvement is necessary (e.g. skills, professionalism, multicultural competence, advocacy, counselor wellness)
10. Be aware of the need to maintain confidentiality and to protect the rights of clients at all times
11. Understand the need to develop cultural self-awareness and cultural competence

## **CLINICAL PSYCHOLOGY ASSESSMENT**

- 3.0 Psychological Therapy Methods: Students will describe, explain, and discuss the scientific basis for psychological therapy methods/interventions, and demonstrate effective psychological therapy skills. (MPAC-C2)
- 3.2 Assessment: Students will conduct live (recorded) practice therapy sessions in this course. During the final week of the course the instructor will conduct a cumulative evaluation of students' psychological therapy skills using the Student Clinical Skills (SCSE) Evaluation form. 90% of students will achieve an average rating of 3 (Meets Expectations) with no rating lower than 2 (Not Yet Meeting Expectations) on both the "Clinical Skills" and "Use of Therapeutic Skills" SCSE item sets.

## **INSTRUCTIONAL STRATEGIES:**

This course is designed to facilitate the practicum experience. During this semester students will engage in practical field experience where they will develop and strengthen their professional skills including therapy techniques, treatment planning, outcome evaluation, documentation, and theoretically informed and reflective practice.

Unlike purely academic courses, class meeting will entail group supervision where students will discuss their work with clients and receive constructive feedback from the instructor and their fellow classmates. Students will be expected to take an active role in class by reading the assigned readings, participating in discussion, and giving and receiving feedback concerning work with clients.

Individual supervision of students' work with clients is also a requirement for this course. Students will arrange to meet with the assigned supervisor for weekly supervision. During individual supervision the student will have a chance to review and discuss client cases. In order to facilitate this process, students will need to bring recordings of therapy sessions with them to supervision.

## **LEARNING AND EVALUATIVE ACTIVITIES**

### **1. Recorded Therapy Sessions:**

For supervision purposes, each student must record therapy sessions for individual and group supervision.

Evaluation of the recorded sessions will consist of verbal feedback. Evaluation will occur during individual and group supervision sessions. Grades are not assigned to the recorded sessions; however, in class case presentations will be evaluated for thoroughness and accuracy.

### **2. Treatment Topics Presentation:**

For this presentation, each student will present a treatment strategy for a specific client presenting concern. Students will discuss how to treat this presenting concern in class using empirically supported treatments where possible. Presentations will be approximately ½ hour. Please bring a handout for your classmates and myself.

### **3. Informal (in-class) Case Presentation:**

Once you have been assigned a client, you will be expected to be prepared to update the class about your client(s) at every class meeting if time allows. Be sure to bring in questions about your case for in-class supervision. Everyone is expected to participate in case discussion. Therefore, your undivided attention is expected.

### **4. Formal Case Presentation:**

Each student will present a case presentation drawn from their work with a client in the UTT clinic. Your case presentation will include a DSM-5 diagnosis and a treatment plan. You will also choose samples of your recorded sessions with your client to review with the class as part of the presentation. Part of this exercise is to come with questions for your instructor and your classmates regarding your case. Be sure to follow the case presentation format that will be provided in class. Presentations will be limited to 1 hour.

### **5. Required Attendance & Participation:**

Learning in this course is based on interaction and participation. Students are expected to attend **all** class meetings, arrive on time, and remain for the entire class meeting. Students are also expected to be appropriately prepared for classes and to take an active role in discussion and activities.

Students are also required to attend all weekly supervision sessions. Come prepared to each of your supervision sessions with recorded sessions to review, questions regarding your work with clients, and any case notes that need signing.

**6. Peer Consultation:** View (or listen to) an entire recording of two (2) of your peers throughout the semester and provide them with a written feedback summary pertaining to strengths and growth edges (you will also provide instructor with a copy of feedback summary). Be as specific as possible. A peer review form can be found on the course website.

**7. Weekly Summary:** Watch (or listen to) one of your own video recordings each week. Identify strengths and growth edges, which will be recorded on your Weekly Summary Sheet and submitted to the instructor at the start of each class session. A copy of this sheet is attached to the syllabus. An electronic copy can be found on the course website.

### **8. Code of Conduct and Professionalism**

You will also be graded on keeping your client's files up-to-date (e.g., progress notes, documents, assessments), as well as your interaction/communication with your clients.

### **Evaluation and Grading:**

Satisfactory participation in all 8 activities above will result in Credit "CR" for the course. Unsatisfactory performance in any of the areas above will result in No Credit "NC" for the course.

## COURSE POLICIES

### Case Load

Each student must maintain a minimum of two clients throughout the semester but should aim to have 3 clients. Because client loads vary (due to cancellation, illness, no shows, etc.), you may wish to maintain a larger client load in order to ensure that you complete the course. In order to accrue your direct hours you may partner with another student counselor to conduct co-counseling for some of your counseling sessions. You must accrue a total of 25 direct counseling hours for students in the Clinical Psychology track. Competence will be judged by your instructor. When necessary, the instructor may require a student to accumulate additional counseling hours or engage in additional learning activities in order to achieve and demonstrate fundamental competence and/or to avoid client abandonment.

### Record Keeping

Record keeping includes the timely maintenance of client files including intake forms, assessments, treatment plans, progress notes, records, and documentation of contact with the client. Proper maintenance means that files contain clearly written records, that all documents and information are current, and all necessary documentation is in the file, and that the file is at all times located in the appropriate clinic location. Your instructor will review your client files on a regular (usually weekly) basis. Please be sure to only use the specific forms indicated by the instructor. **All case notes should be completed while on-site at the clinic and within 24 hours. You may not take client files or case notes outside of the clinic.**

### Video Recordings of Counseling Sessions

- You must video record your counseling sessions.
- Recordings will be used in individual and group supervision sessions.
- Counseling sessions will be recorded using the clinic cameras. Each student will receive a clinic SD card. Please erase your recordings after viewing them with your supervisor.
- At all times, SD cards and client records must be in secure storage, or in a student counselor's immediate possession to insure client confidentiality.
- Each student must erase all recordings and return the SD card to Linda Speed by 5p, Friday **December 13, 2019**.

## REQUIREMENTS

### Insurance

Professional liability insurance is required. All students must obtain professional liability insurance, prior to commencing any counseling activity. Proof of insurance must be provided to the instructor before seeing any clients. You may choose any insurance provider you wish for your liability coverage.

Many students have found CPH & Associates to be a reliable provider of coverage. If you wish to purchase your insurance from them, go to [www.cphins.com](http://www.cphins.com) and select Apply Online. Using the menu on the left of the website, choose "non-sponsored" then "student application".

You can also purchase student insurance through APA's provider, The Trust.

<https://www.trustinsurance.com/products-services/student-liability>

### **Ethical Behavior and Professional Conduct**

Professional conduct is expected of all students in the performance of counseling and related activities. Students must adhere to the APA code of ethics, the laws governing counselors (LPCs) in Texas, and the policies of the UTT psychology department. It is assumed that you have completed the ethics course prior to this class and that you know the APA code of ethics, understand the concept of "standard of care/practice", and are familiar with Texas laws governing your obligation as a mandated reporter. If you are unfamiliar with these basics, inform the instructor during the first class session. Required remedial activities, a grade of incomplete, a failing grade, or dismissal from the class are potential consequences for engaging in unprofessional behavior.

### **Emergencies**

Students must familiarize themselves with services, available on campus and in the community, that are designed to meet the short-term and emergency needs of clients. You will learn to evaluate client emergencies and make appropriate referrals. In case of an emergency (such as threat of suicide, homicide, or bizarre behavior) please contact your instructor, Dr. Sass, at cell phone # listed at the top of this syllabus, immediately.

### **Security of Records**

Students are responsible for the security of all records made in relation to a client and case. All records must be secure at **all** times. Client files must remain in the clinic at all times. When transporting notes, videos or other records related to clients, for the purposes of review and supervision, the student counselor must insure that these materials are always secure. **Do not email any client records or other identifying information. Email is not a secure method of communication.**

### **Evaluation and Grading: (100 points total)**

Professionalism:	40 points (Attendance, in class participation, weekly summaries, timely record keeping (SOAP notes, reports), effective supervision participation, quality of participation, timeliness, and effort)
Reflection Papers:	20 points (4 papers, 5 points each)
Peer Reviews:	20 points (2 reviews, 10 points each)
Treatment Presentation	10 points
Case Presentation:	10 points
Ethical Violation:	Will result in <i>significant loss</i> of points & possible failure

80-100 points = Credit (CR on transcript)

79 points and below = No Credit (NC on transcript)

**\*Weekly Summary Sheet to be turned in at the start of every class session**

**Tentative Course Schedule:**

*\*Note: There are readings highlighted below, but others may be assigned*

8/28 Class Orientation, Procedures, Clinic Tour, Consent, Forms, and Assignments

Read SOAP note article for next time (posted on Canvas)

Read Teyber ch. 1

Write reflection paper #1 for class on 9/4

Secure liability insurance

9/4 Interpersonal Process Approach, Intake reports, and SOAP notes

**Reflection Teyber ch. 1 Due**

Write reflection paper #2 for class on 9/11

Read Teyber ch. 2

**Proof of Liability Insurance Due**

Weekly Summary due (if you have conducted any intakes at this point)

9/11 Establishing a Working Alliance

**Reflection Teyber ch. 2 Due**

Reading (Concept Mapping article on Canvas)

Weekly Summary due

9/18 Case Conceptualization Intro: Concept Mapping

**Reflection paper Concept Mapping Due**

Reading (See Issues in Case Conceptualization readings on Canvas)

Weekly Summary due

9/25 *Dr. Sass out of town – TBD*

Conduct peer review #1 if haven't already!

10/2 Issues in Case Conceptualization

**Reflection paper Case Conceptualization Due**

Weekly Summary due

**Peer review #1 Due**

10/9 Termination

Treatment Presentations; Weekly Summary due

10/16 Treatment Presentations; Weekly Summary due

10/23 Treatment Presentations; Weekly Summary due

Conduct peer review #2 if haven't already!

10/30 Treatment Presentations; Weekly Summary due

**Peer review #2 Due**

11/6 Case Presentation; Weekly Summary due

11/13 Case Presentation; Weekly Summary due

11/20 Case Presentation; Weekly Summary due

11/27 THANKSGIVING WEEK – No class – Enjoy your break! ☺

12/4 Case Presentation; Weekly Summary due

**WEEKLY SUMMARY** (from Wednesday after class to Wednesday before class)

Name: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

*1. Caseload*

List client pseudonym  (Total # of sessions in parentheses)	Primary immediate concern	Appt scheduled? (yes/no)	Appt kept? (yes/no)	If no, reason (no show/ cancel)

*2. Self-Critique of work with \_\_\_\_\_ (view tape if available).  
(client pseudonym)*

Three Strengths:

Three Areas to improve:

*3. Peer Observation:*

Provided to \_\_\_\_\_ Feedback given? Yes No

Received from \_\_\_\_\_ Feedback received? Yes No

*4. Individual Skill Enhancement:* List any outside readings or consultation obtained.

## **University Policies:**

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)

- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)

- Being reinstated or re-enrolled in classes after being dropped for non-payment

- Completing the process for tuition exemptions or waivers through Financial Aid

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.



**Disability Services**

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation:**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

**Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;

- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of U. T. Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and,
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

(ii) “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

(iii) “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

### **College of Education and Psychology Mission Statement:**

The mission of the College of Education and Psychology is to provide a positive environment that fosters the acquisition of knowledge and skills. The mission is individually and collectively realized through a community of scholars that contributes to knowledge through scholarly inquiry; organizes knowledge for application, understanding and communication; and provides leadership and service.

### **Vision:**

The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of excellence in scholarly inquiry and public service, as well as an agent for improving the cultural and economic conditions in the region.