

## **Syllabus: PSYC 6312 – Practicum with Underserved Populations**

**Term:** Fall 2025

**Time & Format:** Teams Wednesdays 5:30pm

**Instructor Information:** Jenna M. Moore, Ph.D.

Supervisor: Dennis Combs, Ph.D., LP Texas #33687

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**Office Hours:** Tuesdays 10a-9p

**Grading Scale:** CR/NCR/IP

### **Course Catalogue Description:**

Supervised experience in a setting in which psychological or counseling services are provided to underserved populations such as veterans, rural populations, or the geriatric population. Course includes on-campus small group supervision meetings. Students must complete a supervised practicum as part of their degree completion. This practicum experience is necessary in order to meet the established criteria for state licensing requirements. The practicum experience is designed as a psychology course at UT Tyler but is conducted off-site under the supervision of a qualified licensed psychologist at external settings. Practicum experience is usually conducted at local mental health centers, hospitals, or clinics but may be done at any setting in which supervised mental health services can be provided.

### **Course Requirements:**

Doctoral students are expected to obtain 200 hours of practicum experience per semester in practicum, and 100 of those hours must be direct service hours. The practicum experience is designed as a psychology course at UT Tyler but much of the experience is obtained off-site under the supervision of a qualified licensed professional at external settings. Practicum experience is conducted at local mental health centers, hospitals, or clinics but may be done at any setting in which supervised mental health services can be provided. Each student may choose a practicum experience with approval from the practicum instructor.

### **Dates of training:**

Client services must not begin until the first day of the semester for which the student is registered for practicum, and services may not continue after the end of the semester unless the student takes an Incomplete or In Progress in the course.

### **Tracking hours:**

Time2Track is the online software program used by internship sites to track clinical hours. This is the recommended approach for tracking your training experiences. Students must keep a log of practicum hours detailed in terms of specific content and identified as direct and indirect hours. **At the end of the semester students must get the site supervisor(s) to verify their hours by signing off on the log.** Clinical Doctoral students are expected to accrue a minimum of 200 total practicum hours per course (i.e. PSYC 5396, PSYC 5397, PSYC 6312), and 100 have to be direct hours.

### **Insurance:**

Students must obtain professional liability insurance before practicum is started. Students should have insurance already from previous practicum placements. Students must turn in a copy of a document showing a policy is in force for the semester.

### **Attendance and Participation:**

This practicum seminar requires participation, discussion, consultation, and involvement from students in order to facilitate professional as well as clinical skill development. It is expected that students will actively

participate in the various learning activities and remain engaged throughout the course. Please communicate absences with instructor as early as feasible.

### **Evaluation and Grading:**

- a) Observation and discussion of experience with supervisor; may include maintenance of appropriate case notes, videotaping of therapy sessions.
- b) A letter of agreement from the on-site supervisor co-signed by the student will be sent to UT Tyler practicum supervisor at the start of the practicum. It will specify the hours to be fulfilled, the charted hours to be kept by the student, and information about the type of experiences in which the student will participate. The supervisor must supervise the student face-to-face at least one hour a week.
- c) Midway through the practicum, the site supervisor will be asked to complete a SCSE form and submit it to the practicum instructor. Each student will also complete a SCSE form on self and submit the form to the instructor.
- d) At the end of the practicum, the site supervisor will be asked to complete a SCSE form and submit it to the practicum instructor. Each student will also complete a SCSE form on self and submit the form to the instructor.
- e) Each student will be expected to submit a treatment or assessment case report for one client. If allowed by the site, a videotape of a therapy or assessment session should be included. The student will also present one case to the class for discussion and instructor review/evaluation.
- f) Presentation and discuss a case consultation project from the practicum site. There is a scoring rubric used for this assignment.
- g) To receive CR grade (credit for the course), students must: a. accumulate a minimum of 200 on-site hours, 100 of those hours must be direct; b. receive SCSE ratings that average at least "Meets Expectations" on each skill set with no rating of "Does Not At All Meet Expectations;" c. receive an overall recommendation for a CR grade from the site supervisor and the practicum instructor; d. attend practicum meetings unless alternative arrangements are made with instructor and fellow graduate students, and e) complete the consultation assignment with a rating of at least "Meets Expectations" or higher.

**\*\* Late work is not accepted. Attendance is mandatory for credit (max of 2 excused absences). During specified virtual weeks, access to reliable wifi is required, video and audio remain on. Participation is expected for credit.**

### **Teaching Strategies:**

- I. **On-site experience:** Students will spend at least 17 hour/week at their approved site while engaging in psychotherapy with individuals, couples, families, or groups; assessment; and other professional activities associated with mental health services at their site.
- II. **On-site individual supervision:** Students will receive at least one clock hour per week of one-to-one, face-to-face supervision with their site supervisor. The student must be directly observed by the supervisor at least 1 time during the semester. Supervisors must be licensed psychologists (LP) in Texas. If your supervisor is not a LP, you will be supervised by the practicum instructor (Dr. Moore as supervised by Dr. Combs) during class time.

- III. **In-class small group supervision:** All 6312 students will participate in on-campus or virtual small group supervision with the course instructor and other enrolled students. Groups will meet regularly throughout the semester, and attendance is expected. During the small group supervision, students will discuss their on-site activities, present clients with whom they are working in order to facilitate group learning and to gain feedback, and address specific topics and/or issues pertaining to their work at local sites. The group discussions will also allow time for experiential exercises such as role-playing. This small group supervision is supplemental to the on-site individual supervision. Per UT System requirements we will meet on our assigned final exam day.
- IV. **Special topic lectures, guest speakers, and in class activities:** Instructor will provide special topic presentations and activities throughout the term regarding underserved populations to facilitate professional, clinical, and academic development. They are meant to incorporate student participation, discussion, and other interactive learning experiences.

#### **Client Case Presentations:**

Each 6312 student is expected to present 1 case for discussion during the semester and actual clinician/client interaction content must accompany the presentation. The presentation should include clinician/client interaction content for group discussion and learning.

The format for the presentations should be as follows:

- Total presentation time should be 30 minutes. Following suggestions for time are approximate
- The first 5 minutes should be background of the case
- The next 5 minutes should be Case Formulation and Differential Diagnosis
- The next 5 minutes should be Treatment/Assessment methods and rationale for the methods
- The next 10 minutes should summarize outcomes (treatment response or recommendations), obstacles to services encountered, ethical considerations, and any diversity issues
- The last 5 minutes will be for group discussions and questions to the presenter

Please utilize a PowerPoint (or similar format) presentation to aid conveyance of information. Please put a lot of thought and effort for a professional presentation. These presentations are developmental opportunities for the presenter and the students in the class. These case presentations facilitate learning opportunities and not meant to be punitive or critical in nature.

#### **Treatment and Assessment Case Report:**

Students in 6312 will complete 1 case report. Each report will be either a treatment plan with summary report, or an assessment report.

#### **Consultation Project Planning:**

Students will present on a consultation activity during their practicum training in the SPRING 2025 semester and work will be conducted in the Fall on the plan and arrangements for this project. This can be a program level consultation, peer consultation, or a clinical case consultation. Please refer to the Consultation project scoring rubric which describes the domains for this activity. Further details will be provided in class.

#### **OR**

The group can decide to do a community intervention project/event for their consultation assignment. The group will decide what kind of project would benefit the community, conduct a needs assessment, plan the

intervention, and collect outcome data with presentation of results. Each student will prepare and be graded individually on their paper and project paper. This falls under community consultation. For example, the group could design a presentation or workshop on working with impoverished MH clients and present to community members.

<b>Calendar (subject to change)</b>			
<b>Class Dates</b>	<b>Meeting Format</b>	<b>Topic</b>	<b>Assignments</b>
Class 1 (8/27)	Virtual	Syllabus, Professionalism, Supervision, Ethics	Proof of insurance, Prac Agreement, Supervisor info sheet
Class 2 (9/3)	X		Submit PDF of hours summary sheet, sign up for presentations
Class 3 (9/10)	X		
Class 4 (9/17)	X		
Class 5 (9/24)	X		
Class 6 (10/1)	Virtual	Presentation 1, 2, 3, 4, 5	
Class 7 (10/8)	X		Mid-Term Evals Due
Class 8 (10/15)	X		
Class 9 (10/22)	X		
Class 10 (10/29)	Virtual	Presentation 6, 1, 2, 3, 4	
Class 11 (11/5)	X		
Class 12 (11/12)	X		Therapy/Assessment Reports Due
Class 13 (11/19)	X		
THANKSGIVING (11/26)	X	-	-
Class 14 (12/3)	Virtual	Presentation 5, 6 Consultation Presentation	Consultation Reports Due
FINALS WEEK (12/11)	X		Site Evals, SCSE self & supervisor rating, Exit Survey, PDF Hour Summary

## University Policies and Information

### **Withdrawing from Class**

Students may withdraw (drop) from this course using the Withdrawal Portal. Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email [enroll@uttyler.edu](mailto:enroll@uttyler.edu) to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully read the implications for withdrawing from a course and the instructions on using the Withdrawal portal.

Texas law prohibits students from dropping more than six courses during their entire undergraduate career\*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the Tuition and Fee Refund Schedule. **CAUTION #2:** All international students must check with the Office of International Programs before withdrawing. All international students are required to enroll full-time for fall and spring terms. **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with the Military and Veterans Success Center.

\* Students who began college for the first time before 2007 are exempt from this law.

### **Artificial Intelligence Statement**

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

## **AI is NOT permitted in this course AT ALL!**

a. Example 1: I expect all work students submit for this course to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.

b. Example 2: To best support your learning, you must complete all graded assignments by yourself to assist in your learning. This exclusion of other resources to help complete assignments includes artificial intelligence (AI). Refrain from using AI tools to generate any course context (e.g., text, video, audio, images, code, etc.) for an assignment or classroom assignment.

c. Example 3: The work submitted by students in this course will be generated by themselves. This includes all process work, drafts, brainstorming artifacts, editing, and final products. This extends to group assignments where students must collaboratively create the project. Any instance of the following constitutes a violation of UT Tyler's Honor Code: a student has another person/entity do any portion of a graded assignment, which includes purchasing work from a company, hiring a person or company to complete an assignment or exam, using a previously submitted assignment and/or using AI tools (such as ChatGPT).

### **Final Exam Policy**

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved,

may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

### **Incomplete Grade Policy**

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when **all** of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

### **Grade Appeal Policy**

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the Registrar's Form Library.

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu), or call 903.566.7079."

### **Military Affiliated Students**

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The Military and Veterans Success Center (MVSC) has campus resources for military-affiliated students. The MVSC can be reached at [MVSC@uttyler.edu](mailto:MVSC@uttyler.edu) or via phone at 903.565.5972.

### **Students on an F-1 Visa**

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.

- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

**Academic Honesty and Academic Misconduct**

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the Student Conduct and Discipline policy in the Student Manual Of Operating Procedures (Section 8).

**FERPA**

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in University Policy 5.2.3. The course instructor will follow all requirements to protect your confidential information.

**Absence for Official University Events or Activities**

This course follows the practices related to Excused Absences for University Events or Activities as noted in the Catalog.

**Absence for Religious Holidays**

This course follows the practices related to Excused Absences for Religious Holy Days as noted in the Catalog.

**Absence for Pregnant Students**

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at [parents@uttyler.edu](mailto:parents@uttyler.edu) and also complete the Pregnant and Parenting Self-Reporting Form.

**Campus Carry**

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.

**CEP Mission**

**The mission of the CEP is to prepare competent and passionate professionals in the fields of education, psychology, and counseling; to advance knowledge and expertise; and to impact these fields locally, regionally, nationally, and internationally.**

**CEP Vision**

**The CEP will be a global leader in responding to needs in the fields of education, psychology, and counseling, with a focus on the East Texas region, by creating innovative academic and scholarly pathways and partnerships.**