

**COUN 5393 Professional Practice in CMHC
Syllabus
Spring 2021
University of Texas at Tyler**

Course Information:

Course Title: Professional Practice in Clinical Mental Health Counseling

Course Number: COUN 5395

Course Format/Time: Online, Asynchronous

Instructor Information:

Instructor: Erin West, Ph.D., LPC

Office Hours: By Appointment via zoom (I have a very flexible schedule, let me know if I can help!)

Phone: 903.566.7208

Email: ewest@uttyler.edu (best way to reach me)

Course Catalog Description:

This capstone course addresses business, legal and ethical aspects of professional counseling practice, including advanced application of state ethics, detailed coverage of Texas counselor licensure statutes and rules, records management, national credentialing, and third party payer procedures and practices. Prerequisite: Credit in COUN 5393 or PSYC 5393.

Course Objectives:

Course Meets TAC Title 22 Chapter 681.C. Rule 683.83 (d)(2) academic requirement for Texas LPC licensure: “an additional course in counselor ethics; to include records management, an overview of business/family law and professional practice, and the study of current Council rules”

Required Text:

Texas State Board of Examiners of Professional Counselors. (2019). *Title 22, Part 30, Chapter 681, Subchapter A-D*. Retrieved from

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=22&pt=30&ch=681](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=22&pt=30&ch=681)

American Counseling Association. (2014). *ACA Code of Ethics*. Retrieved from

<http://www.counseling.org/docs/ethics/2014-aca-code-of-ethics.pdf?sfvrsn=4>

Readings as Assigned on Canvas

Recommended Text:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

2016 CACREP Standards Addressed (only the Clinical Mental Health Counseling Program at UT Tyler is CACREP Accredited):

2.F.1.d. Professional Counseling Orientation and Ethical Practice: the role and process of the professional counselor advocating on behalf of the profession

2.F.1.f. professional counseling organizations, including membership benefits, activities, services to members, and current issues

2.F.1.g. professional counseling credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues

2.F.1.h. current labor market information relevant to opportunities for practice within the counseling profession

2.F.1.i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling

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- 2.F.1.j. technology's impact on the counseling profession
- 2.F.1.j. technology's impact on the counseling profession
- 2.F.1.m. the role of counseling supervision in the profession

5.C.2.a. CMHC Contextual Dimensions: roles and settings of clinical mental health counselors

- 5.C.2.c. mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling services networks
- 5.C.2.i. legislation and government policy relevant to clinical mental health counseling
- 5.C.2.j. cultural factors relevant to clinical mental health counseling
- 5.C.2.k. professional organizations, preparation standards, and credentials relevant to the practice of clinical mental health counseling
- 5.C.2.l. legal and ethical considerations specific to clinical mental health counseling
- 5.C.2.m. record keeping, third party reimbursement, and other practice and management issues in clinical mental health counseling

5.C.3.d. CMHC Practice: strategies for interfacing with integrated behavioral health care professionals

- 5.C.3.e. strategies to advocate for persons with mental health issues

Methods of Instruction:

This is an online course. It is expected that you will spend an average of 6+ hours working on the modules for this course each week. The course materials will be housed on Canvas. This class will consist of a collaborative learning community in which all participants share responsibility for the learning process. The instructor will facilitate learning by guiding students to sources of knowledge and promoting independent development and discovery of new knowledge. Online learning requires participation and leadership from each student. Lectures, videos, assigned readings, and online activities will provide a basis for discussion. Academic integrity is expected from each student and plagiarism from any source will not be tolerated.

Course Policies

Late Work:

Due to the online nature of this course, it is essential that you remain acutely aware of the due dates for assignments and modules. **All modules (which includes module activities, assignments, and discussion board posts) are due by 11:59 pm Friday Central Time.** Late work will not be accepted without proof of emergency.

Course Assignments

Modules:

There are 15 modules in CANVAS for you to complete as part of this class (you can earn 10 points for each module). Modules consist of readings, videos, discussion posts, and other assignments. **All modules (which includes module activities, assignments, and discussion board posts) are due by 11:59 pm Friday Central Time.** I understand that this "due date" may not be ideal for everyone, but I wanted to give you the full week to complete your assignments and allow those of you who work full time to have the option to complete the assignments during the week or on the weekend. You have the personal choice to submit the assignments or complete the modules anytime throughout the week. Because of this flexibility, late assignments or late completion of modules will not be accepted. The instructor will do her best to attend to all questions submitted via email (ewest@uttyler.edu) in a timely manner but anything received after 5:00 pm on the Friday before an assignment is due may not be responded to in time. Because of this, I ask that you please be proactive in starting your assignments.

CACREP Standards Addressed: 2.F.1.d., 2.F.1.f., 2.F.1.g., 2.F.1.h., 2.F.1.i., 2.F.1.j., 2.F.1.m., 5.C.2.a., 5.C.2.c., 5.C.2.i., 5.C.2.j., 5.C.2.k., 5.C.2.l., 5.C.2.m., 5.C.3.d., 5.C.3.e.

Grading:

Grading is on the following scale: 100%-90% = A; 89%-80% = B; 79%-70% = C; 69% or less = F.

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Modules: 10 points each X 15 weeks = 150 Points Possible

Tentative Class Schedule

DATE	SCHEDULED TOPIC	ASSIGNMENTS	CACREP Standard
Week 1 Week of 1/11	Intro & Overview Counselor Professional Identity	Module 1	
Week 2 Week of 1/18	Counseling Professional Organizations Counselor Advocacy	Module 2	2.F.1.f., 2.F.1.g. 5.C.2.i., 5.C.2.k. 5.C.3.e.
Week 3 Week of 1/25	Counselor Ethics Part 1	Module 3	2.F.1.d., 2.F.1.i. 5.C.2.l.
Week 4 Week of 2/1	Counselor Ethics Part 2	Module 4	2.F.1.d., 2.F.1.i. 5.C.2.l.
Week 5 Week of 2/8	Texas LPC Board and Laws Part 1	Module 5	2.F.1.g., 5.C.2.i. 5.C.2.k.
Week 6 Week of 2/15	Texas LPC Board and Laws Part 2	Module 6	2.F.1.g., 5.C.2.i. 5.C.2.k.
Week 7 Week of 2/22	Counseling Practice Settings	Module 7	2.F.1.h., 5.C.2.a. 5.C.2.c.
Week 8 Week of 3/1	Counseling Practice Settings	Module 8	2.F.1.h., 5.C.2.a. 5.C.2.c.
Week 9 Week of 3/8	SPRING BREAK		
Week 10 Week of 3/15	Obtaining LPC Licensure in Texas Part 1	Module 9 Optional: March 16 I will be on zoom from 10:00- 11:00AM to answer licensure questions	2.F.1.g., 5.C.2.k.
Week 11 Week of 3/22	Obtaining LPC Licensure in Texas Part 2	Module 10 Optional: March 25 I will be on zoom from 5:00-6:00 PM to answer licensure questions	2.F.1.g., 5.C.2.k.
Week 12 Week of 3/29	Counselor Education and Supervision	Module 11	2.F.1.m.
Week 13 Week of 4/5	Current Issues in Counseling: Telehealth Record Keeping & Third-Party Reimbursement	Module 12	2.F.1.j., 5.C.2.m.

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Week 14 Week of 4/12	Current Issues in Counseling: Diversity, Equity, & Inclusion	Module 13	5.C.2.j.
Week 15 Week of 4/19	Current Issues in Counseling: Integrated Behavioral Health	Module 14	5.C.2.a., 5.C.2.c. 5.C.3.d.
Week 16 Week of 4/26	FINALS WEEK	Module 15	

Program and Departmental Policies

Clinical Mental Health Counseling Program Mission Statement:

The mission of the CACREP-Accredited Master of Arts in Clinical Mental Health Counseling (CMHC) program at the University of Texas at Tyler (UTT) is to prepare ethical and competent professional counselors. The CMHC program places a strong emphasis on preparing future counselors to work with a diverse range of client populations. Faculty members collectively aim to provide a rigorous learning environment and supportive atmosphere encouraging personal and professional development to a diverse student body. Throughout their time in the CMHC program, students are supported in developing a deep sense of self-awareness and a strong professional counselor identity integrating mental health, research, service, and advocacy. Upon successful completion of the program, students are eligible for counselor licensure in Texas and are able pursue impactful mental health careers within the community.

UT Tyler Department of Psychology and Counseling Student Code of Conduct:

<https://www.uttyler.edu/psychology/policies.php>

UT Tyler Clinical Mental Health Counseling Student Handbook:

<https://www.uttyler.edu/psychology/graduate/clinical-mental-health-counseling/>

University Policies

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

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>

Campus Carry

We respect the right and privacy of students 21 and over 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>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

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There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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 of which students need to be aware. 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/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 you have 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 Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 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 instructors 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, home 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 The University of Texas at 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.
- iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- [UT Tyler Writing Center](mailto:writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](mailto:tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu

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- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- [UT Tyler Counseling Center](#) (903.566.7254)