SYLLABUS

Course Information

PSYC 5396/5397
Summer 2025; Tuesday 5:30-8:15
Location: Virtual (via Zoom)

Instructor Information

Instructor: Stephanie Simmons, Psy.D.
VIRTUAL Office (please email me and I will provide a Zoom link)
Office Hours: Monday, Wednesday, & Friday 12pm-1pm; other times available upon request
Telephone: 704-491-8244 (cell); 903-877-7679 (office)
Email (best way to reach me): stephaniesimmons@uttyler.edu

Course Prerequisites:

COUN 5393, COUN 5308, PSYC 5320, COUN 5324, COUN 5368, COUN 5345, COUN 5340, COUN 5335

Course Learning Objectives

The following program learning objectives are addressed through clinical work, clinical supervision, class discussion in the Internship course.

SLO 1.0 Professional Counseling Orientation & Ethical Practice Students will demonstrate an understanding of professional counselor identity and utilize counselor ethical codes and ethical decision-making skills to practice in an ethical manner.

SLO 2.0: Social & Cultural Diversity Students will demonstrate an understanding of how to work with and advocate for different client populations including clients from diverse racial, ethnic, gender, and socioeconomic backgrounds.

SLO 3.0 Human Growth & Development Students will demonstrate knowledge and skills necessary to conceptualize and counsel clients from a developmental perspective.

SLO 4.0 Career Development Students will demonstrate knowledge of career counseling theories and skills/strategies for implementing career counseling with diverse populations

SLO 5.0 Counseling & Helping Relationships Students will demonstrate knowledge and understanding of evidence-based counseling skills and the ability to apply these skills prevent and treat clients with mental health diagnoses in an ethical and culturally relevant manner.

SLO 6.0 Group Counseling & Group Work Students will demonstrate knowledge of culturally and ethically relevant approaches to group counseling and the ability to apply group counseling skills in different settings.

SLO 7.0 Assessment and Testing Students will demonstrate knowledge and skills to competently apply the use of assessment in counseling including the diagnosis of mental and emotional disorders

SLO 8.0 Research & Program Evaluation Students will demonstrate knowledge of research methods and apply these research skills to critically appraise mental health research, and assess client care.

SLO 9.0 Clinical Mental Health Counseling Students will demonstrate the knowledge and skills necessary to address wellness and mental health in a variety of clinical mental health counseling settings

Teaching Strategies
Learning will occur in the context of dialogue, interactive exercises, participation in a group experience, and written assignments. The instructor will facilitate the collaborative development of an invitational learning context. The quality of each student's learning experience depends upon his or her motivation to: (a) prepare thoroughly, (b) be inquisitive, (c) think reflexively, (e) interact with other scholars within and outside of the classroom, and (f) participate fully in classroom activities.

Required Text

None

Recommended Text
Kottler, J. (2010). *On being a therapist* (4th ed.). San Francisco, CA: John Wiley & Sons.

Yalom, I. (2002). *The gift of therapy: An open letter to a new generation of therapists and their patients.* New York, NY: HarperCollins.

COURSE POLICIES

Attendance: Attendance is required for 10 (out of 12 total) classes. CACREP requires particular clock hour standards; failure to meet these requirements will result in a grade of no credit (NC). If you become ill (and this results in needing to miss class) let me know and we will develop a plan to help you be successful in this course.

Late Work: All assignments are due according to the timeline established by the syllabus, unless otherwise noted by the instructor. Late submissions will not be accepted.

Insurance: Professional liability insurance is required. All students must obtain professional liability insurance, prior to commencing any counseling activity. Proof of insurance must be uploaded to Canvas before seeing any clients. You may choose any insurance provider you wish for your liability coverage. As a student member of ACA, you receive insurance through ACA Trust at no cost to you through their website: http://www.acait.com.

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 ACA code of ethics, the laws governing counselors (LPCs) in Texas, and the policies of the UTT psychology and counseling department. It is assumed that you have completed the ethics course prior to this class and that you know the ACA 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. Students are expected to have read and be familiar with the UT Tyler CMHC program Practicum & Internship Manual.

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 the case of an emergency you should contact your site supervisor and/or a backup licensed professional at your site. If needed you can also contact Dr. Simmons at 903-877-7679 or 704-491-8244.

Security of Records: Students are responsible for the security of all records made in relation to a client and case. Clients' records should remain secured in their appropriate location at all times. Do not e-mail any client records or other identifying information. Email is not a secure method of communication.

COURSE ASSIGNMENTS/REQUIREMENTS

Evaluation and Grading:
To receive credit for this course ("CR" grade), students are required to complete the following:

1. Attend a minimum of 11 (out of 13) weekly lectures/small group supervision classes.
2. Proof of Liability Insurance: Students must obtain Professional Liability Insurance prior to seeing clients. Proof of liability insurance should be submitted on Canvas no later than 5/20/2025 at 5:00pm.

3. Complete a minimum of 150 hours in a clinical mental health practicum site under the supervision of a licensed mental health professional, including a minimum of 50 hours of direct client contact.
4. Attend one (1) hour of clinical supervision with the on-site supervisor each week. Supervision hours will be documented on the Practicum Hours Log and verified by the on-site supervisor's signature. **Your on-site supervisor must observe at least one session/one hour of work via live supervision or recording.**
5. Practicum Hours Log Signed by Site Supervisor: Students must keep a log of practicum hours detailed in terms of specific content (e.g., supervision dates/times; de-identified demographic information for patient populations seen; total # of hours and specific direct services provided for patients seen; # of hours spent writing of reports/progress note writing time, administrative duties/tasks, didactic trainings, etc.). The practicum hours log must be turned into Canvas no later than 8/8/2025 at 5:00pm.
6. Student's Mid-Semester Self-Report Student Clinical Skills Evaluation form (SCSE): Midway through the practicum, the student will also complete a self-rated SCSE form and submit the form on Canvas no later than 7/1/2025 at 5:00pm.
7. Student's Final Self-Report Student Clinical Skills Evaluation form (SCSE): At or near the end of the practicum, the student will be asked to complete an overall final self-rating of their skills via the SCSE form and submit it on Canvas no later than 8/8/2025 at 5:00pm.
8. Practicum Site Evaluation: At the end of the semester, each student will complete an evaluation of their practicum site. The completed evaluation must be uploaded to Canvas no later than 8/8/2025 at 5:00pm.
9. Patient Case Presentations: Each 5396/5397 student is required to present one clinical case during our weekly classes. Grading for the presentation is "completion only," although constructive feedback will be provided by the instructor. Students will need to sign up for their chosen presentation days via the "Case Presentation Sign-Up" excel sheet on Canvas during class on 5/13/2025 (first-come, first serve basis).
10. Practicum Reflection Assignment: At the end of the semester, each student will submit a brief (2-3 page, double-spaced) reflection of their practicum experience on Canvas no later than 8/5/2025 at 5:00pm. A detailed description of the assignment will be uploaded to Canvas.
11. Class participation: Students are expected to participate in course discussions fully. You are expected to have your camera on for the duration of class and to unmute to offer respectful feedback.

NOTE: To receive CR grade (credit for the course), students must: a. accumulate a minimum of 150 on-site hours, 50 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

Tentative Course Schedule

**Instructor reserves the right to make changes as needed*

DATE	TOPIC	ASSIGNMENTS/ACTIVITIES
05/13	Introduction & Syllabus Review	Case presentation sign-up
05/20	Professional Development: Licensure and Beyond	Insurance Verification due
05/27	Case Presentation Case Presentation Case Presentation	-
06/03	Case Presentation Case Presentation Case Presentation	-
06/10	Case Presentation Case Presentation Case Presentation	-
06/17	Case Presentation Case Presentation Case Presentation	-
06/24	Case Presentation Case Presentation Case Presentation	-
07/01	Case Presentation Case Presentation Case Presentation	Mid-term Self-Evaluation due
07/08	Case Presentation Case Presentation Case Presentation	-
07/15	Case Presentation Case Presentation Case Presentation	-
07/22	Case Presentation Case Presentation Case Presentation	-
07/29	Case Presentation Case Presentation Class Presentation	-
08/05	Reflection and Wrap Up	Practicum Reflection due
08/08	Practicum Hours Log due Final Self-Evaluation due Practicum Site Evaluation due Practicum Supervisor Evaluation due	

STUDENT RESOURCES

Diversity Statement

Students are expected to be sensitive to individual and multicultural differences and to treat one another with respect during their experience in this course. Sensitivity to gender/race/ethnicity/ability/sexuality is expected and disrespectful language and/or behavior will not be tolerated.

The American Counseling Association has explicit policies, standards, and ethical guidelines regarding diversity issues. In this class, you will be expected to reflect the standards and ethics of the counseling profession, especially in the area of diversity. Any use of written or verbal language should be consistent with the respect and tolerance that are the cornerstone of the counseling profession and should reflect the ACA Human Rights Committee's 1987 statement on tolerance, which states:

In order to guarantee that each individual is free to pursue his/her potential, each member of ACA is charged to (a) engage in ongoing examination of his/her own attitudes, feelings, stereotypic views, perceptions and behaviors that might have prejudicial or limiting impact on others; (b) contribute to an increased sensitivity on the part of other individuals, groups or institutions to the barriers to opportunity imposed by discrimination; (c) advocate equal rights for all individuals through concerted personal, professional, and political activity.

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.

There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, 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. (For Summer, the Census Date is May 27th) 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 (May 27th) 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. SAR will be conducting all appointments via ZOOM. 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.

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 (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- 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)

Resources for Success for UT Tyler Students

Faculty Office Hours: These are times when you can meet with your faculty to ask questions about the content, better understand the discipline, make career connections and more. Make use of office hours. Faculty list three hours a week (minimum) that they are available to you and also provide an appointment option if you have class or work during their office hours.

Writing Center: The Writing Center provides all undergraduate and graduate students a place to work on their writing projects and skills. There are tutoring options as well as workshops available to support you in your academic writing.

Math Learning Center: The Math Learning Center provides drop-in tutoring for lower-level math courses throughout the week. The MLC also has computer workstations for your use.

PASS Tutoring Center: The PASS Tutoring Center supports a variety of courses. Due to COVID-19, we are asking that you schedule an appointment for your face-to-face tutoring support. Tutoring is also available through Zoom tutoring sessions. Check the website to see the courses supported for the Spring 2021 term.

Supplemental Instruction (SI): SI is a series of weekly peer-assisted study sessions in courses identified by previous students as difficult. Due to COVID-19, SI sessions will be conducted face-to-face and via Zoom this fall. Check the website to see the support courses for the Spring 2021 term.

Upswing (24/7 Online Tutoring): Upswing is a free, confidential, and convenient way to receive help in nearly all of UT Tyler's undergraduate courses.

Robert R. Muntz Library Staff: UT Tyler has an incredible staff of librarians ready to assist you. Discipline/major library liaisons are available to support you and you can also schedule appointments for research consultations. In addition, the Robert R. Muntz library's Head of University Archives and Special Collections can assist you with scholarly communications, primary sources, and archive materials.

Canvas 101: This Canvas course provides you with a wealth of information – including how to navigate in Canvas, use ProctorU (and even take a practice test), tips for being a successful online and hybrid learner, how to use Zoom, and more!

Digital Support Toolkits: Digital Support Toolkits are supplemental materials generated by faculty to help you be successful in targeted courses typically taken by our freshman and sophomore population. Students registered in Digital Support Toolkits supported courses will find these in their Canvas dashboard. You don't have to register – just take advantage of this great resource.

UT Tyler Testing Center: The Testing Center provides securing testing opportunities to meet the needs of students and the community in an environment conducive to student and academic success.

Student Accessibility and Resource (SAR) Office: The SAR Office works to provide students equal access to all educational, social, and co-curriculum programs through the coordination of services and reasonable accommodations, consultation, and advocacy.

Student Counseling Center: The Student Counseling Center supports students in developing balance, resiliency, and overall well-being both academically and personally. They have in person and virtual counseling options. In addition, the Student Counseling Center offers TAO, a self-help, completely private online library of behavioral health resources. Sign in to the TAO website using your UT Tyler credentials.