Syllabus

Course Information:
Psychology 5396.001/Psychology 5397.001

Supervised Practicum in Psychology
Spring, 2018
Class Meeting Time: Monday 5:00-7:45 PM
Office Hours: M: 3:00-5:00 PM
T/TH: 1:00-1:50 PM
W: 2:00-5:00 PM

Instructor Information:
Paula K. Lundberg-Love, Ph. D. Licensed Professional Counselor
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Course Catalogue Description:
450 or 300 clock hours of supervised experience in a setting in which psychological or counseling services are provided. Grades = CR/NCR/IP only.

Course includes on-campus small group supervision meetings. Students must complete a Supervised Practicum prior to 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 professional 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. Each student may choose a practicum experience with approval from the practicum instructor. Direct client services at a practicum site for PSYC 5396 should not begin until the student has completed the PSYC 5393 Applied Therapy course. Practicum placements involving only psychological testing for PSYC 5397 may be approved by the instructor prior to the completion of PSYC 5393, provided that the student has already completed the relevant testing courses in preparation of that Practicum site. PRACTICUM REQUIREMENTS Spring 2018

M.S. Clinical Students- General and Neuropsychology specialization

Currently the requirements for PSYC 5396 and 5397 are in the process of change as it is important that all UT Tyler Clinical Psychology graduates should have substantive supervised experience in an off- setting campus with counseling/therapy. Neuropsychology majors should have a significant amount of supervised experiences in testing as well as counseling/therapy.
PRACTICUM REQUIREMENTS SPRING, 2018

FOR GENERAL CLINICAL MAJORS:

PSYC 5396: 225 hours on-site, individual supervision by licensed supervisor, at least 120 hours of direct service. Attend all classes for small group supervision. This must be accomplished at no more than two sites.

PSYC 5397: 225 hours on-site, individual supervision by a licensed supervisor, at least 120 hours of direct service. Attend all class sessions for small group supervision. This must be accomplished at no more than two sites.

FOR NEUROPSYCHOLOGY MAJORS:

PSYC 5396: 225 hours on-site, individual supervision by licensed supervisor, at least 120 hours of direct service, mix of testing (at least 70 hours) and counseling/therapy (at least 30 hours). Attend all class sessions for small group supervision. This must be accomplished at no more than two sites. PSYC 5396 must be taken prior to PSYC 5397.

PSYC 5357: 225 hours on-site, individual supervision by licensed supervisor, at least 120 hours of direct service, mix of testing (at least 70 hours) and counseling/therapy (at least 30 hours). Attend all class sessions for small group supervision. This must be accomplished at no more than two sites. Pre-requisite PSYC 5396

All students must have one hour of weekly individual supervision from your site supervisor. You must attend all scheduled classes, complete all course requirements, and take the CPCE.

Direct hours = testing, therapy; intakes, interviews, any service with the client present

Indirect hours = chart reviews, assessment scoring, report writing, meeting attendance, case conferences, any training at your location; individual supervision; class attendance

M.S. Clinical with school psychology specialization

Enroll in Psyc 5396 only- complete 300 hours in a school or school related setting. These hours should be focused in assessment and treatment with children and adolescents. It is recommended that 50% (150-200 hours) be direct service hours in the areas of assessment and treatment. Students must have an LSSP supervisor with 1-2 hours of weekly individual supervision.

Attend all classes; complete course requirements; complete CPCE

STATE of TEXAS LICENSURE REQUIREMENTS

(a) Licensed Psychological Associate (LPA): The practicum experience must include two of these practicum courses totaling at least 450 clock hours of experience in a psychological setting supervised by a Licensed Psychologist. The practicum must not be done in more than two placements, and the supervisor may not be related within the second degree of affinity or consanguinity to the student. All other supervision requirements of the Texas State Board of Examiners of Psychologists which are applicable to our practicum
students will apply. Students wishing to apply for the LPA must enroll in Psyc 5396 and Psyc 5397.

(b) Licensed Professional Counselor (LPC): The practicum experience can be attained by one of these practicum courses totaling at least **300 clock hours** of experience in a counseling setting supervised by a Licensed Professional Counselor, Psychologist, Psychiatrist, or Masters Social Worker. Of this 300 hours, 100 must be in direct counseling hours. The practicum experience must be primarily in the provision of direct counseling/psychotherapy services. Academic credit must appear on the student’s graduate transcript. No practicum intended primarily for the practice of administration and scoring of appraisal or assessment instruments shall count toward the 300 clock hour requirement. All other supervision requirements of the Texas State Board of Examiners of Professional Counselors which are applicable to our practicum students will apply.

(c) Licensed Specialist in School Psychology (LSSP): The practicum experience can be attained by one of these practicum courses totaling at least 300 clock hours of experience in a school setting of your choice under supervision of a Licensed Specialist in School Psychology. All other requirements of the Texas State Board of Examiners of Psychologists which are applicable to our practicum students will apply. See Dr. Barke for more information about the school psychology program.

**Student Learning Outcomes and Assessments:**

**Clinical Psychology Assessment Outcomes:**

1.0 Psychological Diagnosis and Conceptualization: Students will accurately diagnose and conceptualize major DSM-IV-TR Axis I and Axis II disorders.

   Assessment: 1.1 Students will conduct live videotaped psychotherapy/counseling sessions and prepare written diagnostic reports in PSYCH 5396/5397: Supervised Practicum in Psychology classes. During the last week of the course, practicum site supervisors will conduct a cumulative evaluation of students’ knowledge and skills in diagnosis based on video and written reports using the Student Clinical Skills Evaluation form (SCSE).

3.0 Psychological Therapy Methods: Students will describe, explain, discuss the scientific basis for psychological therapy methods/interventions, and demonstrate effective psychological therapy skills.

   Assessment: 3.3 During their final 15 semester credit hours prior to graduation, students will conduct live/videotaped counseling/psychotherapy sessions in PSYC 5396/5397: Supervised Practicum in Psychology classes. During the final week of the course, practicum site supervisors will conduct a cumulative evaluation of students’ clinical/counseling skills based on video and written reports using the Student Clinical Skills Evaluation form (SCSE).

**Counseling Psychology Assessment Outcomes:**

3.0 3.0 Counseling Helping Relationship Skills: Students will describe, explain, discuss the scientific basis for psychological therapy methods/interventions, and demonstrate effective psychological therapy skills.

   Assessment: 3.3 During their final 15 semester credit hours prior to graduation, students will conduct live/videotaped counseling/psychotherapy sessions in PSYC 5396/5397: Supervised Practicum in Psychology classes. During the final week of the course, practicum site supervisors will conduct a
cumulative evaluation of students’ clinical/counseling skills based on video and written reports using the Student Clinical Skills Evaluation form (SCSE).

**Evaluation and Grading:**

(a) Observation and discussion of experience with supervisor (1 hour per week); may include maintenance of appropriate case notes, videotaping of therapy sessions if allowed.

(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. **Psyc 5396 and Psyc 5397 Students must attend all assigned classes.**

(c) At the end of the practicum, the site supervisor will be asked to complete a SCSE form and submit it to the practicum instructor. This form will be emailed to your supervisor. Each student will also complete a SCSE form and submit the form to the instructor.

(d) Each student will deliver a formal Power Point case presentation for one client.

(e) Each student will write and submit a formal written treatment report for one client.

(f) Each student will write and submit a two page “Reflection” paper on their progress, problems, achievements and deficiencies in this course.

**To receive CR grade (credit for the course), students must:**

a. Accumulate a minimum of 225 practicum hours.

b. Receive ratings of “Meets Expectations” or “Exceeds Expectations” on your case presentation and your report.

c. Receive SCSE ratings that average at least “Meets Expectations” on each skill set with no rating of “Does Not At All Meet Expectations.”

d. Receive an overall recommendation for a CR grade from the site supervisor and the practicum instructor.

e. Attend practicum meetings unless alternative arrangements are made with instructor and fellow graduate students

f. Take the CPCE exam, turn in all assignments, and complete the department exit survey.

**Teaching Strategies:**

**In-class small group supervision:** Students will participate in on-campus small group supervision with the course instructor and other enrolled students. Groups will meet approximately twelve to fourteen times 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. This small group supervision is
supplemental to the on-site individual supervision. Each student is expected to present a case for discussion at least twice during the semester.

Insurance: Students must obtain professional liability insurance before practicum is started. Students should have insurance already as a requirement for the Applied Therapy class. Students must turn in a copy of a document showing a policy is in force for the semester.

Topics Outline and Calendar

<table>
<thead>
<tr>
<th>Class dates</th>
<th>Assignments/Topic</th>
</tr>
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<tbody>
<tr>
<td>1/22</td>
<td>Introduction/Assignments/Review of Syllabus</td>
</tr>
<tr>
<td>1/29</td>
<td>Group check in and bring proof of insurance, Practicum Agreement Form signed by all parties</td>
</tr>
<tr>
<td>2/5</td>
<td>Group check in and presentations</td>
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<tr>
<td>2/12</td>
<td>Group check in and presentations</td>
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<tr>
<td>2/19</td>
<td>Group check in and presentations</td>
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<tr>
<td>2/26</td>
<td>Group check in and Power Point presentations</td>
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<tr>
<td>3/5</td>
<td>Group check in and Power Point presentations</td>
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<tr>
<td>3/12</td>
<td><strong>Spring Break</strong></td>
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<tr>
<td>3/19</td>
<td>Group check in and Power Point presentations</td>
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<tr>
<td>3/26</td>
<td>Group check in and Power Point Presentations</td>
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<tr>
<td>4/2</td>
<td>Group check in and Power Point Presentations</td>
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<tr>
<td>4/9</td>
<td>Group check in and Power Point presentations</td>
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<tr>
<td>4/16</td>
<td>Semester reviews for client therapeutic progress</td>
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<tr>
<td>4/23</td>
<td>Semester reviews for /client therapeutic progress</td>
</tr>
<tr>
<td>4/30</td>
<td>Therapy Report due. Site Evaluation Due, SCSE Self and Supervisor Rating Due; Exit Survey, and CPCE Exam-CPCE is required for Coun/Psy 5396 students!</td>
</tr>
<tr>
<td>5/7</td>
<td>Last Day for Hours Report. Spreadsheet due.</td>
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UNIVERSITY POLICIES AND ADDITIONAL INFORMATION THAT MUST APPEAR IN EACH COURSE SYLLABUS

**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.uttler.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.uttler.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, kretek, 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, quitlines, and group support. For more information on cessation programs please visit www.uttler.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 Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttler.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 (Sept. 12th) 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.uttler.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 (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)