Syllabus

Course Information:
Psychology 5396.001/Psychology 5397.001/060

Supervised Practicum in Psychology
Fall 2018
Class Meeting Time: Tuesday 5-7 pm in HPR 251
Office Hours: Wednesday 3:00-6:00

Instructor Information:
Rosemary E. Barke’, Ph.D.
Office Phone: 903-566-7144
Email: rbarke@uttyler.edu
Office: HPR 208

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

M.S. Clinical Students- General and Neuropsychology specialization
Enroll in both 5396 and 5397 (per degree plan and LPA rules for licensure)

Complete a total of 450 hours (this is a UT Tyler requirement)

Must 1) be under supervision of a licensed psychologist AND 2) have a licensed on-site supervisor
Psyc 5396 - 300 total hours with 150 direct hours; 1 hour of weekly individual supervision from your site supervisor.

Attend all classes; complete all course requirements; complete CPCE
Psyc 5397 - 150 hours with 75 direct hours. These 75 hours can be therapy, psychological assessment or neuropsychological assessment; 1 hour of weekly supervision. Psyc 5397 students do not have to attend class, but will be closely monitored by the instructor and on-site supervisor.
Direct hours = testing, therapy; intakes, interviews

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

Licensing Requirements:

(a) Licensed Psychological Associate (LPA): Six (6) semester hours of practicum experience with a graduate degree program while under the supervision of a licensed psychologist. There is no longer a rule on the number of sites a student can do practicum.

(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. Livingston for more information about the school psychology program.

(d) For CMHC students- CACREP guidelines specify 600 hours of practicum in a mental health setting. If you are in CMHC program, then you need to enroll in COUN 5396 and COUN 5397.

Student Learning Outcomes and Assessments:

Clinical Psychology Assessment Outcomes:

1.0 Psychological Diagnosis and Conceptualization: Students will accurately diagnose and conceptualize major DSM-5 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).

**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 Students must attend all assigned classes. If you are enrolled in PSYC 5397, you do not have to attend class.**

(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 submit the form to the instructor.

(d) Each student will be expected to submit a written treatment plan or assessment report for at least one client.

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

a. Accumulate a minimum of 150, 300 or 450 hours depending on degree plan.

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

e. 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 eight to ten 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>
</thead>
<tbody>
<tr>
<td>8/28</td>
<td>Introduction/Assignments (bring proof of insurance, Practicum Agreement Form signed by all parties)</td>
</tr>
<tr>
<td>9/11</td>
<td>Group check in on progress</td>
</tr>
<tr>
<td>9/25</td>
<td>Group check in on progress (Role of supervision)</td>
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<tr>
<td>10/9</td>
<td>Group check in on progress (Diversity and ethics)</td>
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<tr>
<td>10/23</td>
<td>Group Check in on progress (Diagnosis)</td>
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<tr>
<td>11/6</td>
<td>Group check in on progress (Licensure and exams)</td>
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<tr>
<td>11/13</td>
<td>Group Check in on progress (Consultation)</td>
</tr>
<tr>
<td>11/27</td>
<td>Site Evaluation Due, SCSE Self and Supervisor Rating Due; Exit Survey, and CPCE Exam-CPCE is required for Psyc 5396 students</td>
</tr>
<tr>
<td>12/11</td>
<td>Therapy Report/Assessment Report Due; Last Day for Hours Report (Spreadsheet)</td>
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**Ethical violations and/or unprofessional behavior will result in course failure, an incomplete grade, or other appropriate action. Remediation will be determined by the professor who will consult with a peer and meet with the student to determine the appropriate response.**

Due to the highly interactive nature of the class session, **attendance is expected** during our scheduled class periods. **If you are unable to attend a class session you must contact me prior to the class period. Tardiness also delays class activities and is discouraged.**

**Notification:** **Proof of Liability Insurance (a copy) must be obtained before you are allowed to work with clients in PSYC 5393.** Please plan accordingly.

**Disclaimer:** Every effort will be made to follow the outline provided in this syllabus. However, I reserve the right to make changes and announce these to the students in the course. Changes that are made will be due to institutional requirements, academic needs, or made at the request of individuals who persuasively convince me that there was a better way to facilitate learning. In the event of changes, every effort will be made to minimize adversity for students enrolled in the course. Please discuss any problems with me. I pledge to listen with an open mind, but will also put your learning as my top priority.
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.uttoylersonline.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.uttoyler.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.uttoyler.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.uttoyler.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 reenrolled after being dropped for non-payment
☐ Completing the process for tuition exemptions or waivers through Financial Aid

State-Manded 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 testpaper;
- 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;
- the possession, during a test, of any unauthorized notes or materials that have been specifically designated as “fair game”;
- the possession 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 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; 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
College of Education and Psychology Mission Statement:

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

Vision:

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

Statement of Supervision:

Dr. Rosemary Barké is supervised by Dr. Ross Sherman, Dean of the College of Education and Psychology. If you have any concerns related to this course it is recommended that you talk with me directly. In the unfortunate event that you believe or fear I might not be a safe person to consult, or if you feel like you have tried to communicate your concerns to me and I have not been responsive to your concerns, please talk with Dr. Sherman, my supervisor.