Course Dates, Time and Location

Fall 2016/Spring 2017

Monday 4:00 PM to 6:00 PM, section 010
Thursday section 020 5pm-7pm
Academic Building Room 201A
3 credit hours

Instructor Contact Information
Johnny Burkhalter PhD
Clinical Instructor of Psychology
Office Location: Academic Building, Room 204C
Office Hours: M (Thursday 8:00am-9:00am and 1:00pm-2:00pm) or by appointment
Office Phone: 325-486-6133 Email: jburkhal@angelo.edu

Course Description
The practicum is designed to meet the requirements to become a Licensed Professional Counselor (LPC) and/or a Licensed Psychological Associate (LPA). For detailed information about these licenses, please consult the websites:

- Texas State Board of Examiners of Professional Counselors (TSBEPC)
  - http://www.dshs.state.tx.us/counselor/

- According to the TSBEPC, applicants for licensure as an LPC must complete "a supervised practicum experience that is primarily counseling in nature. The practicum should be at least 300 clock-hours with at least 100 clock-hours of direct client contact. Academic credit for the practicum must appear on the applicant's transcript."

- Texas State Board of Examiners of Psychologists (TSBEP)
  - http://www.tsbep.state.tx.us/

- According to the TSBEP, "450 clock-hours of practicum, internship or experience in psychology, in not more than two placements, supervised by a licensed psychologist, must be completed before the written exam may be taken."

Required Materials

- Obtain student liability insurance coverage (at least the minimum level) through the American Professional Agency
  ---http://americanprofessional.com/student
- The syllabus and additional readings are available on this course's Blackboard website
Download and read the **2013 Practicum Guide Revised Fall 2015** available on the Counseling Psychology Program Blackboard Webpage

- You will be expected to conform to the ethical standards established by both the ACA and the APA throughout your practicum.

  Download and read The American Counseling Association's (ACA) Code of Ethics


- Download and read The American Psychological Association's (APA) Ethical Principles of Psychologists and Code of Conduct


### Pre-Practicum Requirements

Before a graduate student in the Counseling Psychology Program can begin practicum, the following graduate courses must be completed:

- A. PSY 6307 - Psychopathology
- B. PSY 6323 - Counseling Theories
- C. PSY 6325 - Counseling Methods and Techniques
- D. PSY 6329 - Professional Orientation to Counseling
- E. 18 additional credits in graduate level psychology courses other than those previously listed.

### Practicum Placement Process

1. Students planning to enroll in PSY 6371/6671 should meet with Dr. Burkhalter and complete an application during the semester prior to the semester they wish to begin their practicum experience.
   a. Students will be provided with a list of possible practicum placements at that time,
   b. Students are expected to interview at the setting(s) of their choice.
2. If a student is accepted by the placement of their choice, they will then complete a practicum contract and 3 additional documents.
   a. Practicum contracts are available from Drexene Winey, the office coordinator for the Department of Psychology, Sociology & Social Work, in Academic Room 204. An example contract is provided in the **2015 Practicum Guide Revised Fall 2015**, but an official contract on university letterhead must be obtained from Drexene or Dr Burkhalter.
   b. The student will have the practicum site supervisor sign the Practicum Contract (from Drexene) and the Practicum Agreement Form (see Form B of the 2015 Practicum Guide Revised Fall 2015).
   c. Submit a copy of your student liability insurance, the Practicum Contract (Form A), the Practicum Agreement (Form B), and the signed Student Responsibilities Form (Form C) to Dr. Burkhalter. Forms are available in the **2015 Practicum Guide Revised Fall 2015**.
   d. All four documents have to be submitted to Dr. Burkhalter before you can begin your practicum.

*While in placement, students are required to conform to normal agency working hours. They must also adhere to any guidelines in effect for interns at that age*
Course Requirements
1. Students are expected to maintain proper professional and ethical behavior at all times.
2. Maintain a log of their practicum hours and complete and document a total of 300 or 450 hours (100/150 direct) of supervised activities.
   a. A sample log is provided on the Blackboard website for this course and on Form D of the 2013 Practicum Guide Revised Fall 2015.
3. Students are expected to attend weekly group course supervision with Dr. Burkhalter.
4. Complete and present case/observation studies (see Form E of the 2013 Practicum Guide) during the group supervision sessions.
5. Complete a final paper evaluating the strengths and weaknesses of the practicum experience (see Form G of the 2013 Practicum Guide Revised Fall 2015).
6. Present verbatim and participate in online discussion forms posted on Blackboard.

Student Learning Outcomes and Course Goals
Instructor lectures, class discussion, supervision, special topics and student projects have been chosen to provide students with:

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Course Goals</th>
<th>Activities</th>
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<tbody>
<tr>
<td>1. Gaining factual knowledge (terminology, classifications, methods, trends)</td>
<td>1. Develop an understanding of phases of therapy, goal setting, goal assessment and termination.</td>
<td>1. Supervision/class discussion &amp; instructor presentations, textbook discussion &amp; informal quizzes</td>
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<tr>
<td>2. Develop an overview of local agencies and resources</td>
<td>2. Agency presentations</td>
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<tr>
<td>3. Engage in a preparatory review of ACA Ethical Guidelines for the National Counselor Examination for Licensure and Certification (NCE)</td>
<td>3. Instructor presentations</td>
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<tr>
<td>3. Learning to apply course material (to improve thinking, problem solving, and decisions)</td>
<td>1. Conceptualizing the use of previously learned theories and techniques</td>
<td>1. Case discussion, case presentation</td>
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<td>4. Developing specific skills, competencies, and</td>
<td>1. Processing casework in</td>
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points of view needed by supervision supervisor
professionals in the field evaluations
most closely related to this course

Grading Procedures
Students are expected to complete the 300 required clock-hours within two consecutive semesters (6371) or one semester (6671). It is highly encouraged that students complete the practicum over two semesters rather than in one semester. Students need to budget their time accordingly at practicum sites to complete 150 hours (PSY 6371) or 300 hours (PSY 6671) of service during the semester. A grade of "F" will be assigned for any student not completing his or her hours within the semester. As with any course, a grade of "1" (incomplete) will only be assigned when the student has been on track to complete his/her hours and the majority of the course work has been completed, but extenuating circumstances prevent the completion of all course work. Students facing extenuating circumstances must contact the course instructor and program director as soon as possible.

Grades will be based on the following: (a) the overall quality of their professional and ethical behavior, (b) the quality of the evaluations completed by their field supervisors, (c) their participation in the weekly course supervision meetings and (d) satisfactory completion of their log, reflection papers and final report. (e) Timely competition of verbatim (f) participation in discussion forums posted on Blackboard.

Course Attendance
You are expected to be on time and stay for the entire class period. Role will be taken during each class period and attendance will contribute to your final grade. If you need to leave early or miss a class period due to an emergency, please email me beforehand.

Electronic Devices
All electronic devices (cell phones, MP3 players, etc.) must be turned off or on silent and stowed prior to the beginning of class. Laptop computers and tablets may be used to take notes, and audio recorders may only be used with permission. Given the sensitive nature of information in this course, permission to record lectures is given on a daily basis, and students may be asked to turn off recorders during lectures. It is expected that students will use these devices only for course-related work, and the use of instant-messaging and other non-course related activities will result in a denial of permission to use the device in class. Notes and lectures may not be retransmitted, duplicated, or used without permission.

Honor Code
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the Academic Honor Code, which is available on the web at (http://www.angelo.edu/forms/pdf/honorcode5.pdf).
**Disabilities**
Persons with disabilities which warrant academic accommodations must contact the Office of Student Services (325 942-2191), Room 203-B in the Harcieman Building, in order to request such accommodations prior to their being implemented. You are encouraged to make this request early in the semester so that appropriate arrangements can be made.

**Disclaimer**
This syllabus is subject to change at the discretion of Dr. Burkhalter in the event that topics/lectures may better fit students' needs or in extenuating circumstances.
### Discussion Topics and Assignment Dates

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topic</th>
<th>Reading/Assign. Due</th>
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<tbody>
<tr>
<td>TBA</td>
<td>* Introductions by instructor and course members, Discussion of syllabus and relevant forms Discussion of practicum sites and goals for placement, Instructor Presentation: Tips for Interviewing Sites and What to Look For in a Practicum Site</td>
<td>None</td>
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<td></td>
<td>Instructor Presentation: SOAP, DAP and case documentation</td>
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<td>Class Discussion: Case/observation presentation (C/OP)</td>
<td>2. and 3. As noted above</td>
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<td><strong>Instructor Presentations: C/OP</strong></td>
<td>As noted above in class period 2. All subsequent class periods will follow same pattern.</td>
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<td>Class Discussion: C/OP</td>
<td>Individual verbatim presentations will begin</td>
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<td>Instructor Presentation: C/OP</td>
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<td>Class Discussion: C/OP</td>
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<tr>
<td>Instructor Presentation: C/OP</td>
<td><strong>1. Supervisor mid-semester evaluation due</strong></td>
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<tr>
<td>Instructor Presentation - TBA</td>
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<td>* Instructor Presentation Class Discussion: C/OP</td>
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<tr>
<td>Class Discussion: C/OP</td>
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<tr>
<td>C/OP Class Discussion: Casework</td>
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<tr>
<td>C/OP Class <strong>Discussion</strong>: Casework</td>
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<tr>
<td>Instructor Presentation* Class Discussion: C/OP</td>
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<tr>
<td><strong>J</strong> <em>Instructor</em> Presentation: C/OP * Class Discussion: Casework</td>
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Class Discussion: Casework

* Final paper due
* Final site supervisor evaluation due

1. Final paper due
2. Final site supervisor evaluation due