

**Course Syllabus**  
**External Learning Experience**

COURSE:	<b>Practicum-Clinical Psychology</b> <b>PSYT-1164 (200) (1:0:10)</b>
SEMESTER:	Spring 2016
CLASS DAYS & TIMES:	Refer to course outline
ROOM:	TBA
INSTRUCTOR:	Mollie McCook-Melton
OFFICE HOURS:	By appointment
CELL PHONE:	(806) 716-4652
E-MAIL:	<a href="mailto:mmelton@southplainscollege.edu">mmelton@southplainscollege.edu</a>
CLASS ROOM MESSAGES:	To receive messages via text, text@9ga9 to 81010. If there is a problem, try texting @9ga9 to (806) 472-4424.
PROGRAM FACEBOOK:	The Applied Rehabilitation Psychology Program has a Facebook page at <a href="http://www.facebook.com/southplainscollegeappliedrehabilitationpsychology">www.facebook.com/southplainscollegeappliedrehabilitationpsychology</a> . In addition to the South Plains College website, this Facebook page will be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the Applied Rehabilitation Psychology Facebook page is not mandatory, nor is personal Facebook accounts, in order to access this page.
BLACKBOARD:	Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester

*"South Plains College improves each intern's life."*

**GENERAL COURSE INFORMATION**

**COURSE DESCRIPTION**

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**SPECIFIC COURSE INFORMATION**

**INTERN LEARNING OUTCOMES**

Interns will:
Be able to write and verbally explain the components of a treatment plan.
Demonstrate a working knowledge of confidentiality and HIPPA standards and procedures.
Demonstrate a working knowledge of screening and referral procedures.
Exhibit behaviors that demonstrate dependability, adhere to established professional code of ethics, and recognize and maintain boundaries within his/her areas of expertise.
<b>Refer to the evaluation section for designated procedures to determine if the intern successfully completed the learning outcomes.</b>

**TEXT AND MATERIALS**

The intern will be provided a copy of the Applied Rehabilitation Psychology Clinical Handbook, which outlines practicum procedures. There is no text for this course.

### **CLINICAL SITE ATTENDANCE POLICY:**

The intern is required to attend his/her clinical assignment on the designated day and time, as determined by the intern and clinical supervisor/affiliate for a total of 160 hours. Absences at clinical sites may be excused by calling the clinical supervisor/affiliate prior to the actual rotation time. These hours must be made up with the consent and approval of the clinical supervisor. Unexcused absences will affect the intern's overall grade and the affiliate is not responsible for assisting the intern with making up the hours. The clinical supervisor and college faculty will determine if absences are excused or unexcused. Excessive absences (3) may lead to dismissal from the clinical site.

### **ASSIGNMENT POLICY:**

See attached clinical requirements (course outline).

**GRADING POLICY:** Grades in this course will be determined using the following criteria:

- 40% Time Log/Hours Completed – 160
- 30% Clinical Evaluations – 3 total: Professional Readiness, Clinical, and Placement Site
- 20% Clinical Assignments – Resume (if applicable), Clinical Objectives Paper, and Case Conceptualization/Intake
- 10% Clinical Forms - 5 required forms completed by every site

PLEASE NOTE THE DUE DATES ON CLINICAL ASSIGNMENTS. THE EXPECTATION IS THAT INTERNS WILL MEET THE DEADLINES. IF YOU CANNOT MEET DEADLINES, YOU MUST CONTACT THE CLINICAL INSTRUCTOR IMMEDIATELY. INTERNS ARE EXPECTED TO MAINTAIN REGULAR COMMUNICATION WITH THE COURSE INSTRUCTOR.

**COURSE REQUIREMENTS:** The following are required for successful completion of the course:

#### **A. Completion of 160 hours at the designated clinical site (40%)**

- a. Meeting and/or exceeding 160 clinical hours will result in a grade of 100.
  - i. Every 10 clinical hours-missed below 160 hours will drop the grade by 10 points.
- b. Absences that total 31 hours from clinical site may result in dismissal from the clinical site.
- c. Excessive tardiness may result in dismissal from the clinical site.
  - i. Tardiness is defined as arriving at the clinical site 15 minutes past the designated reporting time.
- d. Clinical site attendance and clinical hours will be documented via TIME LOGS, signed and verified *by the clinical supervisor* and intern.
  - i. Clinical hours will be submitted to the class instructor during class meeting times *only*.
  - ii. Signatures from the clinical supervisor and intern are required prior to submitting TIME LOGS to class instructor; all lines on TIME LOG must be completed (i.e. course code, date, intern name, clinical site, activity code, hours, and proper signatures).
  - iii. Due dates for TIME LOGS are listed in the syllabus.

## **B. Clinical Evaluations (30%)**

- a. Two clinical evaluations will serve as verification of intern progress. Both must be completed and signed by the site supervisor. If the intern changes sites mid-semester, or interns at multiple sites during the duration of the semester, evaluations must be completed by both sites, unless prior approval from course instructor. See course outline (below) for due dates.
  - i. PROFESSIONAL READINESS EVALUATION (midterm)
  - ii. CLINICAL EVALUATION (final)
- b. An Intern Evaluation of Clinical Site is due during the last class meeting.

## **C. Clinical Assignments (20%)**

- a. Resume – see course outline for due date
  - i. Resume will be reviewed by course instructor and returned to intern for revision, if necessary. Intern is expected to submit revised resume by the last class meeting. (If the student has previously submitted a resume, which has been approved by the instructor, an additional resume is not required.)
- b. Clinical Objectives paper
  - i. A summary of how the intern has met the clinical objectives will be submitted at the end of the semester. The paper is designed to ensure that all required COURSE OBJECTIVES, as listed in the syllabus, are met. The clinical objectives analysis is a cumulative document, which encompasses both clinical experiences. (PSYT-1164 & PSYT-1165). The overall learning goals are to complete the objectives, via both classes and 320 clinical hours.
  - ii. 2-3 typed pages, double spaced
- c. Case Conceptualization/Intake
  - i. Outline of case conceptualization will be provided and discussed in class. First-semester interns have the option of completing their agency intake form. Second-semester interns are required to submit a case conceptualization.
    - 1. All information contained within the case conceptualization/intake MUST remain fictitious to ensure client privacy is maintained – see CRCC Code of Ethics.
- d. Interns must bring the CRCC Code of Ethics to every class meeting.
- e. Signed PSYT 1164 Course Syllabus Form (last page of course syllabus)
- f. Signed SPC Clinical Handbook Form (last page of the Clinical Handbook)

## **D. Clinical Forms (10%)**

- a. All Clinical forms must be completed in their entirety. Prior to submitting required forms, interns are responsible for securing site supervisor signature. If the intern changes sites mid-semester, or interns at multiple sites during the duration of the semester, required clinical forms must be completed by both sites. In other words, ALL related clinical forms must be completed for ALL agency sites in which the intern interns.
  - i. Signed Professional Consent and Intern Contract
  - ii. Signed HIPPA Privacy Agreement
  - iii. Signed Confidentiality Statement
  - iv. Signed Directive to Intern and Clinical Affiliate Agreement

## **COURSE OBJECTIVES:**

Criteria for Clinical Objectives paper - At the conclusion of the course, the intern will demonstrate, in writing via **CLINICAL OBJECTIVES PAPER**, their ability to:

1. Exhibit behaviors that reflect dependability and responsibility by being punctual, attending clinical according to program policies, and completing course assignments. (F 13)
2. Exhibit ability to get along with people in the clinical setting, by demonstrating understanding, friendliness, adaptability, empathy and politeness. (F 15)
3. Respond positively and objectively to supervision and guidance by clinical staff and college faculty. (F 5)
4. Exhibit respect for others.
5. Recognize and maintain boundaries within his/her areas of expertise and seek assistance as warranted.
6. Participate by asking questions. (F 6)
7. Participate as a member of the clinical team. (C 9)
8. Choose ethical courses of action in clinical decision-making. (F 17)
9. Exhibit an ability to work effectively with individuals from diverse backgrounds, individuals with physical differences, and individuals with various degrees of mental and intellectual functioning and incorporate this understanding into the clinical practice. ( C 14)
10. Work confidently, maintaining a positive view of self. ( F 14)
11. Acquire knowledge of the overall clinical evaluation process through such procedures as screening and assessment.
12. Interpret and evaluate client data from medical reports, psychological evaluations, treatment (service) plans, intake and action reports, and other types of assessment tools.
13. Use assessment data to development (service) plan for a client.
14. Recognize obstacles with the client treatment (service) plan and revise and choose an alternate course of action.
15. Distinguish trends in sources for funding of client services.
16. Locate, understand and interpret written information from procedure manuals on case management/record procedures and principles as dictated by the human services facility and appropriate accrediting bodies.
17. Apply verbal communication skills in order to establish and facilitate an effective relationship with the client.
18. Understand all concepts as related to confidentiality and HIPPA.

## **CLINICAL ACTIVITIES:**

At the conclusion of the course, the intern will have performed the following activities.

1. Maintain a Clinical Log of clinical activities as related to clinical objectives; all references related to identifying client data will not be documented in the intern log.
2. Demonstrate ethical behaviors by adhering to established professional code of ethics in order to maintain professional standards and safeguard the client.
3. Write a Professional Resume.
4. Observe and/or assist with client, family, and community relations to working with diverse individuals and families, be able to interview practicing open ended questions, practice active listen, and develop rapport with consumers.
5. Observe and/or assist in the screening process and read/complete agency intake forms with site supervisors.
6. Review facility/agency procedure manuals regarding case management/record procedures.

7. Participate in confidentiality training
8. Observe and/or assist with treatment planning/case conceptualizations according to consumers issues and needs. Plan and develop a treatment plan with behavioral/measurable goals, identifying time lines, roles, and activities with consumer. Set specific times for plan reviews, documenting all progress, successes, and setbacks in case notes, revising as needed.
9. Learn and practice the steps in termination of services.
10. Observe and/or assist in the referral process. With supervision by the clinical staff, the intern will demonstrate knowledge of the overall referral process.

### **EVALUATION METHODS:**

The intern will maintain all required documents in the interns lab folder (portfolio), maintained by the college faculty. The intern lab folder will be handed to the intern during each class meeting, and returned to the instructor at the end of each class meeting. Successful completion of the course is determined by a *completed* intern lab folder at the end of the semester. All documents will be evaluated and graded by college faculty and clinical supervisor, and moved into the intern clinical file for exit interview.

**All completed clinical assignments and hours must be submitted by May 6, 2016.**

*The grade recorded for the course will be submitted according to numerical values above. The intern's lab folder (portfolio) will be reviewed for completion.*

### **COMMUNICATION POLICY**

- Electronic communication between instructor and interns in this course will utilize the Blackboard email system and Remind. Instructor will not initiate communication using private email accounts or text messaging. Interns are encouraged to check the course Blackboard site on a regular basis for announcements, due dates, and other instructor/intern communications.
- The course syllabus, clinical forms, and evaluations are available on the course Blackboard site.

### **INTERN CONDUCT**

- Interns in this class are expected to abide by the standards of intern conduct as defined in the SPC Intern Guide found in the Clinical Handbook.

### **SPECIAL REQUIREMENTS**

- **Cell Phones** – Cell phones are to be turned OFF during scheduled class periods, unless prior approval has been given from the instructor. This includes text messaging. Cell phones are to be used outside the classroom only.

### **ACADEMIC INTEGRITY**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any intern to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another intern, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating.

Complete honesty is required of the intern in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers. **Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any intern who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow intern, is guilty of plagiarism.

### **SCANS and FOUNDATION SKILLS**

SCANS and Foundation Skills attached.

### **VERIFICATION OF WORKPLACE COMPETENCIES – EXTERNAL LEARNING EXPERIENCE- Practicum (Clinical Psychology)**

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#### **DISABILITIES STATEMENT**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center 806-716-2577, Reese Center (also covers ATC) Building 8: 806-716-4675, Plainview Center Main Office: 806-716-4302 or 806-296-9611, or the Health and Wellness main number at 806-716-2529.

#### **DIVERSITY STATEMENT**

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

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### **FOUNDATION SKILLS**

#### **BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks**

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 Speaking—organizes ideas and communicates orally.

#### **THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason**

F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind's Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

### **PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty**

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

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## **SCANS COMPETENCIES**

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

### **INFORMATION - Acquires and Uses Information**

C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

### **INTERPERSONAL—Works With Others**

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer's expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 Works With Diversity—works well with men and women from diverse backgrounds.

### **SYSTEMS—Understands Complex Interrelationships**

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

**TECHNOLOGY—Works with a Variety of Technologies**

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technology.



COURSE OUTLINE		
CLASS MEETING	COURSE MATERIAL	REQUIRED FORMS DUE
Week One	<p>Review Syllabus, Clinical Handbook, CRCC Code of Ethics, and required forms.</p> <p>Review course objectives &amp; begin intern files.</p> <p>Work towards securing a placement site, if intern has not already secured a site.</p> <p>Discuss HIPPA, confidentiality, and privacy</p>	<p><b>**Signed Syllabus Agreement</b></p> <p><b>**Signed Clinical Handbook Agreement</b></p>
Week Two	<p>Review intern files</p> <p>Discuss case conceptualizations, intakes, &amp; treatment plans</p>	<p><b>Clinical Site Forms due</b> - signed by site supervisor &amp; intern:</p> <p><b>Professional Consent</b></p> <p><b>Intern Contract</b></p> <p><b>HIPPA Privacy Statement</b></p> <p><b>Confidentiality Statement</b></p> <p><b>Directive to Intern &amp; Clinical Affiliate Agreement</b></p> <p><b>**CRCC Code of Ethics due</b></p>
Week Six	Review intern files.	<p><b>Intern Time-Log(s)</b> – signed by site supervisor &amp; intern</p> <p><b>Professional Readiness Evaluation due</b> – signed by site supervisor and intern</p> <p><b>**Resume due</b></p>
Week Twelve	<p>Review intern files.</p> <p>Discuss referral process, interview skills, active listening, rapport, and termination process</p>	<p><b>Intern Time-Log(s)</b> – signed by site supervisor &amp; intern</p> <p><b>**Case Conceptualization/Intake due</b></p>
Week Sixteen	Final class meeting – all requirements due at this time	<p><b>Intern Time-Log(s)</b> – signed by site supervisor &amp; intern</p> <p><b>Clinical Evaluation due</b> - signed by site supervisor &amp; intern</p> <p><b>Intern Evaluation of Placement Site and Supervision due</b> – completed by intern</p>

		<b>**Final Objectives Paper due</b>
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I \_\_\_\_\_ have received a copy of the South Plains College Intern Syllabus for PSYT 1164 Practicum-Clinical Psychology. I understand that I must comply with all areas of the Syllabus as an intern in the Applied Rehabilitation Psychology Program at South Plains College.

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Signature

\_\_\_\_\_  
Date

