

SYLLABUS

University of Texas at Tyler
Department of Psychology and Counseling
COUN 5393 Practicum in Clinical Mental Health Counseling
Course Syllabus: Fall 2021
Meeting Times: Wednesday 2:00-4:45pm

Rebecca Lincoln, MA LPC-S
Office Hours: By appointment only
Cell Phone (best way to reach me): 512-589-9822
Email: rlincoln@uttyler.edu

NOTE: Email and Text are not secure forms of communication. Do not send emails nor texts that contain potentially identifying client information.

Please note that I work in private practice outside of practicum and there will be times that I am with a client. If there is a client emergency, please contact the clinical director or practicum coordinator (Dr. Erin West 330-780-5153).

Information for Classrooms and Laboratories: Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code \(Links to an external site.\)](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the [UT Tyler COVID-19 Information and Procedures \(Links to an external site.\)](#) website to review protocols, check symptoms, and report possible exposure. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Course Catalog Description

COUN 5393: Practicum in Clinical Mental Health Counseling
This practicum involves supervised application of counseling/therapy processes with clients. Includes weekly small group and individual supervision using videotaped client sessions. Students must complete at least 40 client contact hours.

Course Prerequisites

Grade of "B" or better in COUN 5312 and COUN 5392.

Course Learning Objectives

After successful completion of this course, the student will be able to:

1. Exhibit skills and competence in individual counseling
2. Display the necessary techniques for accurate and competent record-keeping
3. Display knowledge of practical approaches to specific counseling problems

- usually encountered by the novice counselor
4. Demonstrate the ability to case conceptualize
 5. Demonstrate the ability to provide an accurate multi-axial diagnosis and develop a treatment plan
 6. Display knowledge of appropriate assessment instruments to be used with various client concerns
 7. Evaluate personal philosophical and theoretical basis for counseling
 8. Discuss current issues in the field of counseling
 9. Participate in frequent self-evaluation in order to be constantly aware of areas in which improvement is necessary (e.g. skills, professionalism, multicultural competence, advocacy, counselor wellness)
 10. Be aware of the need to maintain confidentiality and to protect the rights of clients at all times
 11. Understand the need to develop cultural self-awareness and cultural competence

2016 CACREP Standards Addressed:

CACREP Common Core Standards (3)

Students must complete supervised practicum experiences that total a minimum of 100 clock hours over a minimum 10-week academic term. Each student's practicum includes all of the following (3.F):

1. At least 40 clock hours of direct service with actual clients that contributes to the development of counseling skills (3.G).
2. Weekly interaction that averages one hour per week of individual and/or triadic supervision throughout the practicum by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract (3.H).
3. An average of 1 1/2 hours per week of group supervision that is provided on a regular schedule throughout the practicum by a program faculty member or a student supervisor.
4. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients (3.I).
5. Evaluation of the student's counseling performance throughout the practicum, including documentation of a formal evaluation after the student completes the practicum (3.C).

Professional Counseling Identity

1. 2.F.1.i. ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling
2. 2.F.1.k. strategies for personal and professional self-evaluation and implications for practice
3. 2.F.1.l. self-care strategies appropriate to the counselor role
4. 2.F.1.m. the role of counseling supervision in the profession
5. 2.F.3.e. biological, neurological, and physiological factors that affect human development, functioning, and behavior
6. 2.F.3.f. systemic and environmental factors that affect human development, functioning, and behavior
7. 2.F.3.i. ethical and culturally relevant strategies for promoting resilience and optimum development and wellness across the lifespan
8. 2.F.4.b. approaches for conceptualizing the interrelationships among and between work, mental well-being, relationships, and other life roles and factors
9. 2.F.5.f. counselor characteristics and behaviors that influence the counseling process

10. 2.F.5.g. essential interviewing, counseling, and case conceptualization skills
11. 2.F.5.h. developmentally relevant counseling treatment or intervention plans
12. 2.F.5.i. development of measurable outcomes for clients
13. 2.F.5.j. evidence-based counseling strategies and techniques for prevention and intervention
14. 2.F.5.k. strategies to promote client understanding of and access to a variety of community- based resources
15. 2.F.5.l. suicide prevention models and strategies
16. 2.F.5.n. processes for aiding students in developing a personal model of counseling
17. 2.F.7.d. procedures for identifying trauma and abuse and for reporting abuse

Clinical Mental Health Counseling Standards

1. 5.C.1.c. principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning
2. 5.C.2.b. etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders
3. 5.C.2.g. impact of biological and neurological mechanisms on mental health
4. 5.C.2.j. cultural factors relevant to clinical mental health counseling
5. 5.C.2.l. legal and ethical considerations specific to clinical mental health counseling
6. 5.C.2.m. record keeping, third party reimbursement, and other practice and management issues in clinical mental health counseling
7. 5.C.3.a. CMHC Practice: intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management
8. 5.C.3.b. techniques and interventions for prevention and treatment of a broad range of mental health issues
9. 5.C.3.e. strategies to advocate for persons with mental health issues

Teaching Strategies

This course is designed to facilitate the practicum experience. During this semester students will engage in practical field experience where they will develop and strengthen their professional skills including counseling techniques, treatment planning, outcome evaluation, documentation, and theoretically informed and reflective practice.

Unlike purely academic courses, class meeting will entail group supervision where students will discuss their work with clients and receive constructive feedback from the instructor and their fellow classmates. Students will be expected to take an active role in class by reading the assigned readings, participating in discussion, and giving and receiving feedback concerning work with clients.

Individual supervision of students' work with clients is also a requirement for this course. Students must arrange to meet with the instructor for weekly individual supervision. During individual supervision the student will have a chance to review and discuss client cases. To facilitate this process, students will need to bring videotaped counseling sessions with them to supervision.

Recommended Textbooks

American Psychiatric Association (2013). *Diagnostic and Statistical Manual of Mental Disorders (5th ed.)*. Washington, DC: Author.

Note: A student at UT-Tyler is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an

online retailer.

Requirements/Grading

Required Hours:

You must accumulate a minimum of 40 hours of direct client contact and demonstrate fundamental competence as a counselor to complete this course. Additionally, **60 indirect hours must be accrued through providing indirect services (i.e. case notes, research, paperwork, etc.) for a total of 100 hours.** Students must also engage in weekly group (min of. 2 hours weekly) and individual/triadic (1 hour weekly) supervision. (2.F.1.h., 2.F.1.k., 2.F.1.l., 2.F.1.m., 2.F.3.e., 2.F.3.f., 2.F.3.i., 2.F.4.b., 2.F.5.f., 2.F.5.g., 2.F.5.h., 2.F.5.i., 2.F.5.j., 2.F.5.k., 2.F.5.l., 2.F.5.n., 2.F.7.d., 5.C.1.c., 5.C.2.b., 5.C.2.g., 5.C.2.j., 5.C.2.l., 5.C.2.m., 5.C.3.a., 5.C.3.b., 5.C.3.e.)

Video Tapes of Counseling Sessions:

For supervision purposes, each student must submit videotapes of counseling sessions for individual and group supervision.

Evaluation of the tapes will consist of written and/or verbal feedback from the instructor. Evaluation will occur during individual and group supervision sessions. Grades are not assigned to the tapes; however, in class case presentations will be evaluated for thoroughness and accuracy. (2.F.1.k., 2.F.1.m., 2.F.3.e., 2.F.3.f., 2.F.5.f., 2.F.5.g., 2.F.5.j., 5.C.3.a., 5.C.3.b., 5.C.3.e.)

Audio Tape of Counseling Sessions:

CMHC Practicum and Internship students are required to audio record their counseling sessions at community based sites. Audio recordings allow site and faculty supervisors to appropriately evaluate student skills and progress. Audio recorders will be provided by the CMHC program at the beginning of each semester and collected at the end of each semester. All session recordings will be deleted each semester. Audio recordings are only housed on the recorders and are never uploaded or transferred to other devices or cloud-based systems.

Practicum/internship students are required to purchase a lockable bag for the audio recorder (these can be purchased for under \$30.00 on Amazon). Practicum/internship course instructors will confirm students have purchased these at the beginning of the semester. Students are expected to keep their audio recorder in the locked bag in a safe location anytime it is not in use (i.e., it should not be kept in your car). Audio recorders contain confidential information and should be treated as such. Student inappropriate handling of audio recorded information will result in earning no credit for practicum/internship and/or dismissal from the CMHC program.

Prior to audio recording a session, students MUST obtain client consent and have the client (or client's parent if client is a minor) complete the UT Tyler CMHC Consent to Audio Record form. This form will be provided to students from their practicum/internship course instructor.

Case Presentations:

Each student will present two case presentations drawn from their work with a client/s in the UTT clinic. The case presentation should include a completed Case Presentation Form (see last page of syllabus), which you should make a copy of for each student and the instructor. You will also choose 10-15 minutes of your recorded session with your client to review with the class. You should be prepared with questions for your instructor and your classmates regarding your case. (2.F.1.h., 2.F.1.k., 2.F.1.m., 2.F.3.e., 2.F.3.f., 2.F.3.i., 2.F.4.b., 2.F.5.f., 2.F.5.g., 2.F.5.h., 2.F.5.i., 2.F.5.j., 2.F.5.k., 2.F.5.n., 5.C.2.b., 5.C.2.g., 5.C.2.j., 5.C.2.l., 5.C.2.m., 5.C.3.a., 5.C.3.b., 5.C.3.e.)

Goal Paper:

Please write a 2 page paper stating your goals for your practicum experience. Think about your strengths as well as areas your plans to grow in this semester (i.e. using reflection of feelings, dealing with termination, etc.). Make sure your goals are clear and concise so you can evaluate them at the end of the semester with the instructor. (2.F.1.l., 2.F.3.i., 2.F.5.f., 2.F.5.n.)

Reflection Paper:

“My Professional Self” – For this 2 page paper please reflect on your learning process over the course of this semester. Think about how you understand your professional identity and your professional behavior (e.g., as a therapist, a supervisee, a student, a colleague/peer, a group member and leader). Please discuss how that identity and behavior represents your strengths, growing edges, theoretical orientation, research endeavors, and multicultural competence. Please also include what you have learned this semester about counselor and client wellness. In other words, who are you today, as a professional and as a person with a present, past, and future professional career. Make this assignment meaningful to you. (2.F.1.k., 2.F.1.l., 2.F.5.f., 2.F.5.n.)

Important Topics Presentation (Psychoeducation):

For this presentation, conduct a literature review pertaining to a concern you have dealt with this semester with one of your clients (ex: intimate partner abuse, ADHD, marital dissatisfaction, substance abuse, spiritual dilemmas, stress management, etc.), or about working with a theory, or specific techniques. Try to find the most current research and/or literature pertaining to your topic. Please bring **useful** information to share with the class (e.g., talking points, examples of how to perform technique, other resources, etc.). This presentation should be engaging and meaningful for your peers. (2.F.5.h., 2.F.5.j.)

Attendance & Participation

Attendance – Students **MUST** attend **all scheduled class and supervision meetings**. **Please note that this is an accreditation requirement and that making up class hours is not possible.** Please plan accordingly. Missing class or individual supervision may result in receiving an IP or NC.

- **Class Punctuality** - Students are expected to attend classes on time. Students who are consistently late, or who leave early, may be considered not present.
- **Participation**- Participation is an essential component of this course. Students are expected to come to class fully prepared to actively participate in class activities and discussions. During class students will be provided with opportunities for dialogue, questions, and to engage in activities related to course content. To receive credit for this course, students will need to remain engaged during class time and regularly participate in class discussion and activities.
 - To ensure we are facilitating a meaningful virtual learning environment for all of you, we have the same expectations for students attending synchronous zoom classes that we would for students attending an in-person class.
 - 1. We expect that students will fully attend each class from the start time to the end time of class. Being in attendance for a zoom class means that a student has their camera turned on for the entire duration of class.
 - 2. We expect that students exhibit the same professional behaviors during class time that would be expected in an in-person class. That includes sitting up right (i.e., not laying down), being awake and alert, and participating during class.
 - 3. We expect that students are able to find an appropriate environment to participate in class. An appropriate environment is one that is free from distraction and has privacy from other individuals (i.e., friends, family members, children). This is essential in clinical courses and courses with large group discussion components, as confidential information is discussed that is not appropriate for others to hear.

Grading:

Credit (CR)- The student has shown evidence of learning and development and has met the minimal learning required to proceed to the next sequence of clinical skill development, either a more advanced practicum or internship; There are no major concerns about the student's learning progress and/ or advancement in the program. Concerns regarding professional and/or skill development will have been discussed during individual supervision. In order to earn CR for this course students must receive a satisfactory final evaluation from their practicum supervisor/instructor. A satisfactory final evaluation is defined as:

1. Earning mostly 4 and/or 5 on the clinical skills portion of the evaluation. A score of 1 or 2 in any area may equate to not earning credit for practicum.
2. Earning mostly 4's in the professional and ethical behavior portion of the evaluation. A score of 1 or 2 in any area may equate to not earning credit for practicum.

No Credit (NC)- Recommendation to the core clinical mental health faculty that the student be placed on a remediation plan and not be admitted to the next sequenced clinical learning experience. The expectation is that the student genuinely aspires to learn and meet the standards of best practice in counseling, which requires awareness and use of ACA policies (e.g., ACA Code of Ethics).

Course Policies

Counseling Load

Each student must maintain a minimum of three clients throughout the semester. Because client loads vary (due to cancellation, illness, no shows, etc.), I recommend that you maintain a larger client load to ensure that you complete the course. **You must accumulate a minimum of 40 hours of direct client contact** and demonstrate fundamental competence as a counselor to complete this course. Additionally, **60 indirect hours must be accrued through providing indirect services (i.e. case notes, research, paperwork, etc.) for a total of 100 hours.** When necessary, the instructor may require a student to accumulate additional counseling hours or engage in additional learning activities to achieve and demonstrate fundamental competence and/or to avoid client abandonment.

Record Keeping

Record keeping includes the timely maintenance of client files including intake forms, assessments, treatment plans, progress notes, records, and documentation of contact with the client. All notes will be completed in www.therapynotes.com Proper maintenance entails the following:

- (1) Notes are typed in a clear and professional manner, including the intake forms.
- (2) Session notes should be completed for ALL sessions.
- (3) If you have seen the client for more than 2 sessions you must complete a termination summary.
- (4) All clinical documents are completed within 24 hours of the client session.

Video Recordings of Counseling Sessions

- You must video record all of your counseling sessions.
- Recordings will be used in individual and group supervision sessions.
- Counseling sessions will be recorded using Microsoft teams. You will erase your recordings once advised by your instructor.
- At all times, the device used for practicum should be kept secure to insure client

confidentiality.

- Each student must erase all recordings by the final day of the semester.

Counseling Logs

Each student is required to keep a weekly log of direct and indirect counseling activities. **Logs are due at the beginning of each class** and will be uploaded to tevera.

Requirements

Insurance

Professional liability insurance is required. All students must obtain professional liability insurance, prior to commencing any counseling activity. **Proof of insurance must be provided to the instructor by the second week of class (or before contact with clients is made, whichever comes first)**. 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.

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.

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 (e.g., threat of suicide, homicide, or bizarre behavior) you should contact your instructor Rebecca Lincoln at 512-589-9822 and inform the clinical director immediately.**

If Ms Lincoln is not available call Dr. Erin West at 330-780-5153.

Security of Records

Students are responsible for the security of all records made in relation to a client and case. Clients records, including the computers used to access client records, should remain secured at all times. All client notes will be completed in www.therapynotes.com

Do not e-mail any client records or other identifying information. Email is not a secure method of communication. Do not text any client record or other identifying information. Text is not a secure method of communication.

Patriot Email

University policy requires that all e-mail correspondence between students and instructor be done via the University email account. Check your UT Tyler and Patriot E-Mail accounts frequently. Announcements pertaining to class or departmental business will be sent to the student’s account.

Informed Consent Statement

Faculty members are dedicated to the educational, personal, and professional growth and development

of our students. Faculty are in a unique position as both instructors who assess students' academic skills and members of the counseling profession with an ethical obligation to the profession. In both of these roles, it is the faculty's responsibility to evaluate student competencies within the realm of professional counseling and to address any concerns regarding students' professional competence. As such, please be aware of the following information regarding this course:

- The counseling profession encourages that counselors fully integrate their own personal attributes and identity, as well as their strengths and weaknesses, into therapeutic processes. Therefore, self-awareness is critical because this knowledge relates to being an effective therapist.
 - There will be an emphasis in many courses on self-awareness/exploration, as well as giving feedback to peers. Although uncomfortable at times, we encourage students to be open to self-exploration, since we frequently ask clients to do so.
 - At times, class may include experiential and self-awareness exercises. It is important to distinguish between sharing one's emotional reactions to such experiential class activities and revealing information about one's *personal history*. Self-disclosure of personal history is not required in order to successfully pass any course; however, students may be expected to share their reactions to experiential activities.
 - Self-disclosures will not be used as a basis for grading in any course. However, should a student disclose information indicating impairment or the potential for harm to clients, the faculty member may take appropriate action in accordance with the *ACA Code of Ethics* (2005).
 - Students often experience personal growth as they progress through the program. However, the courses are *not* meant to be a means of personal therapy. The focus in classes is on self-awareness and the enhancement and growth of necessary counselor skills.
 - Please be aware that, although all instructors strive to create a safe environment for any personal disclosures, we cannot guarantee that other students will maintain the confidentiality of any such disclosures that are made.
 - It is each student's responsibility to determine an appropriate level of self-disclosure (i.e. the content and depth of personal information that you share) in experiential learning activities.
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Tentative Schedule and Topics

Date:	Topics	Readings	Assignments
Week 1 8/25	Introduction and syllabus Procedures and clinic walkthrough Initiating Client Contact		
Week 2 9/1	Continue Clinic Walk-Through Review of basic skills, case notes and record keeping	ACA Code of Ethics	<ul style="list-style-type: none"> • Proof of Liability Insurance • Tevera – Week 1 Time Log Report • Individual Supervision Begins
Week 3 9/8	Suicide Assessment Mandated Reporting Informed consent	Suicide Risk Assessment Guide and Triage Card Review Safety Plan Review Faculty/Staff Crisis Numbers	Goal Paper Due
Week 4 9/15	Working with clients in crisis, suicide assessment contd.	Cameron & Turtle-song, 2002	
Week 5 9/22	Working with clients who don't want to be in counseling	Treatment Plan Article	Case Presentation 1:
Week 6 9/29			Case Presentation 2:
Week 7 10/6			Case Presentation 3: Topics Presentation 1:
Week 8 10/13			Case Presentation 4: Topics Presentation 2:
Week 9 10/20	Mid- Semester Evaluations		Mid-Semester Assessment and Meeting Topics Presentation 3
Week 10 10/27	Considering client uniqueness and having empathy	Hancock, 2014 Brown & Bradley, 2002	Case Presentation 5: Topics Presentation 4:

Week 11 11/3	Dealing with termination	Counseling Today – Carnahan & Hegarty Counseling Today – Schofield	Case Presentation 6:
Week 12 11/10	Theories/ Important Topics Free Read		Case Presentation 7:
Week 13 11/17	Revisiting Theoretical Orientation Self-Care	Counseling Today – Myers O’Halloran & Linton, 2000	Case Presentation 8: Reflection Paper Due
Week 15 11/24	THANKSGIVING BREAK NO CLASS		NO CLASS
Week 16 12/ 1	Last Group Class		Final Group Supervision Meeting LAST SESSSION AND ALL PAPERWORK COMPLETE by 12/3
Week 16 12/8	Individual Meetings		Final Individual Supervision and Assessment

This is a *tentative* schedule of activities/assignments. Contents of the course are subject to change based on the unique characteristics of the class. Any changes will be announced in class or through your UT Tyler email.

Program and Departmental Policies

Clinical Mental Health Counseling Program Mission Statement:

The mission of the CACREP-Accredited Master of Arts in Clinical Mental Health Counseling (CMHC) program at the University of Texas at Tyler (UTT) is to prepare ethical and competent professional counselors. The CMHC program places a strong emphasis on preparing future counselors to work with a diverse range of client populations. Faculty members collectively aim to provide a rigorous learning environment and supportive atmosphere encouraging personal and professional development to a diverse student body. Throughout their time in the CMHC program, students are supported in developing a deep sense of self-awareness and a strong professional counselor identity integrating mental health, research, service, and advocacy. Upon successful completion of the program, students are eligible for counselor licensure in Texas and are able pursue impactful mental health careers within the community.

UT Tyler Department of Psychology and Counseling Student Code of Conduct:

<https://www.uttyler.edu/psychology/policies.php>

UT Tyler Clinical Mental Health Counseling Student Handbook:

<https://www.uttyler.edu/psychology/graduate/clinical-mental-health-counseling/>

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.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, quitlines, 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. 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 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.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:
 - o copying from another student's test paper;
 - o using, during a test, materials not authorized by the person giving the test;
 - o failure to comply with instructions given by the person administering the test;
 - o 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](http://writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (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](http://counseling@uttyler.edu) (903.566.7254)

Case Presentation Format

Client: Use a pseudonym

Age:

Gender:

Race:

Session #:

Anticipated Sessions:

Presenting Problem: Describe why the client is seeking or referred for counseling. Briefly describe your initial assessment including client presentation (affect, mood, level of functioning, etc.), complaints, and clinical impressions. This should include symptoms (what they are, frequency, and duration). Is the client currently taking medication; if so, what is it and what is it for? Be sure and address level of intellectual functioning or alcohol and drug history if applicable.

Family History: Describe family of origin and family of creation (where appropriate) including current living situation. Describe client resources and support systems.

Diagnostic Impression: What is this client's diagnosis or what is your impression of a diagnosis that is appropriate for this client? Why is this diagnosis appropriate? If more than one diagnosis should be ruled in or out explain what they are and how you will know if the criteria are met.

Clinical Focus: Describe your focus of clinical attention (e.g., what have you worked on so far, what are you most concerned about, how is your rapport, specific clinical interventions done, etc.). Also described what are your treatment goals for this client.

Professional Consultation: Describe who you consulted with and how these consults have affected your treatment plan. What were the suggestions and why are you choosing to implement them?

Anticipated Results: Describe what you reasonably expect from your treatment interventions (What are you looking for to know if this client is improving?)

Clients Strengths and Weaknesses: Describe what you see as strengths that the client possesses, and areas that may be areas of growth for the client.

What questions do you have regarding your work with your client?

Note: Remember that you are directing this case presentation and will be evaluated on the following:

- Preparation for case study
- Presentation materials (completeness)
- Group facilitation skills