

# **Syllabus for Supervised Practicum in Psychology**

## **Psychology 5396/Psychology 5397**

**Fall 2021**

**Tuesdays, 4:00PM-6:30PM Online**

Office hours: By Appointment Only

Instructor Contact Information: Levi Armstrong, PsyD, MSCP 719-433-4388; larmstrong@uttyler.edu

*Due to the ongoing COVID pandemic, class meetings for this course will be held online via Zoom video conferences for the entire semester. I will post PowerPoint lectures on CANVAS in advance of the scheduled class day. Please review the PowerPoint slides/any lecture materials posted in advance of the scheduled class time.*

---

Resource text: Hodges, S. (2015). The counseling practicum and internship manual. NY: Springer. Please note that you are not obligated to purchase this book from the UT Tyler bookstore.

---

**Course Catalogue Description:** At least 300 clock hours of supervised experience in a setting in which psychological or counseling services are provided. CR/NCR only. Includes on-campus small group supervision meetings. Students must complete two Supervised Practicum courses prior to degree completion (i.e. PSYC 5396 and PSYC 5397). Students must obtain 300 total hours for the two practicum courses. Students must obtain at least 100 hours of direct patient services (i.e. therapy or assessment hours) out of the total 300 hours required. This practicum experience is necessary 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 patient therapy services at a practicum site should not begin until the student has completed the PSYC 5393 Applied Therapy course.

**Direct patient services must not begin until the first day of the semester for which the student is registered for practicum, and services may not continue after the end of the semester unless the student takes an Incomplete or In Progress in the course.**

**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.**

### **Licensing Requirements:**

**Licensed Psychological Associate (LPA):** The practicum experience must include “at least six (6) hours of practicum, internship or other structured experience within the applicant’s graduate degree program under the supervision of a licensed psychologist.” (TSBEP Rule 463.8) The supervisor may not be related within the second degree of affinity or consanguinity to the student. All other supervision requirements of the Texas State Board of Examiners of Psychologists which are applicable to our practicum students will apply.

**Licensed Professional Counselor (LPC):** See Board requirements. **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 for LPC licensure. All other supervision requirements of the Texas State Board of Examiners of Professional Counselors which are applicable to our practicum students will apply.

**Student Learning Outcomes and Assessments:**

Achieve a level of competence in providing psychotherapy, counseling, and related activities necessary for achievement of licensure as an LPC or LPA in Texas. Demonstrate competent and ethical practice skills within chosen area (i.e., testing, counseling, etc.) commensurate with the skills expected of a senior level graduate student in a master's degree program. All students are expected to work toward the following program learning outcomes:

**Clinical Psychology (LPA) Assessment Outcomes:**

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

*Assessment:* Students will conduct live videotaped psychotherapy/counseling session or a diagnostic clinical interview (if allowed at their site) and prepare written diagnostic reports in PSYCH 5396/5397: Supervised Practicum in Psychology classes. ***If the student's site does not allow video recording of counseling or intake sessions, a comprehensive description of the counselor-patient interactions in a formal Word document provided on the day of their case presentation(s) will suffice.*** 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 report using the Student Clinical Skills Evaluation form (SCSE).

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

*Assessment:* During their final 15 semester credit hours prior to graduation, if the practicum site allows, students will conduct live/videotaped counseling/psychotherapy sessions, in PSYC 5396/5397: Supervised Practicum in Psychology classes. ***If the student's site does not allow video recording of counseling or intake sessions, a comprehensive description of the counselor-patient interactions in a formal Word document provided on the day of their case presentation(s) will suffice.*** During the final week of the course, practicum site supervisors will conduct a cumulative evaluation of students' clinical/counseling skills based on video and written reports using the Student Clinical Skills Evaluation form (SCSE).

**Counseling Psychology (LPC) Assessment Outcomes:**

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

*Assessment:* 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. ***If the student's site does not allow video recording of counseling or intake sessions, a comprehensive description of the counselor-patient interactions in a formal Word document provided on the day of their case presentation(s) will suffice.*** 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).

## **Supervision and Consultation**

- 1) Both Clinical and Counseling Psychology Master's students will be evaluated on supervision and consultation competencies by onsite supervisors. The course instructor will also discuss supervision and consultation issues in weekly course meetings and during case presentations. Lecture on Case Formulation will also include content on interdisciplinary consultation in regard to multiple specific application settings.

**Evaluation and Grading: To receive credit for this course ("CR" grade), students are required to complete the following:**

**1. Attend a minimum of 8 (out of 10-12 total) weekly on-line lectures/small group supervision classes via Zoom videoconference.** Audio and Video are required to be counted as "present" for each class; however, brief breaks in video and/or audio availability will be permitted as needed. These meetings will not be recorded or posted for later viewing given the sensitive nature of topics discussed during group supervision.

**2. Practicum Hours Log Signed by Site Supervisor:** Accumulate a minimum of 150 total on-site hours with 50 of those hours being direct hours (face-to-face w/ patients) as verified by their on-site supervisor signing off on their practicum hours log. Students must keep a log of practicum hours detailed in terms of specific content (e.g., supervision dates/times and brief summary of what was discussed; de-identified demographic information for patient populations seen; total # of hours and specific direct services provided for patients seen; # of hours spent writing of reports/progress note writing time, administrative duties/tasks, didactic trainings, etc.) and the hours on the log should be clearly identified as direct or indirect hours. Again, at the end of the semester students must get the site supervisor(s) to verify their hours by signing off on their practicum hours log. Clinical Master's students are expected to accrue a minimum of 150 total practicum hours per course (i.e. PSYC 5396 or PSYC 5397), and 50 have to be direct hours. The practicum hours log must be turned in/mailed to the course professor no later than the last day of class 12PM noon.

**3. Observation and discussion of experience with supervisor; may include maintenance of appropriate case notes, videotaping of therapy sessions.** Completion of this requirement is confirmed/verified via the site-supervisors signature on the practicum hours log as noted above.

**4. Formal Letter of Agreement Co-Signed by Student and On-Site Supervisor:** 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.

**5. On-Site Supervisors Mid-Term/Mid-Practicum Ratings of Student via the Student Clinical Skills Evaluation form (SCSE):** Midway through the practicum, the site supervisor will be asked to complete a SCSE form and submit it to the practicum instructor. Each student will also complete a self-rated SCSE form and submit the form to the instructor.

**6. Student's Mid-Term/Mid-Practicum Self-Report Student Clinical Skills Evaluation form (SCSE):** Midway through the practicum, the student will also complete a self-rated SCSE form and submit the form to the practicum instructor.

**7. On-Site Supervisor's Final Ratings / Final Evaluation of Student via the Student Clinical Skills Evaluation form (SCSE):** At or near the end of the practicum, the site supervisor will be asked to complete an overall final review of the practicum student's skills via the SCSE form and submit it to the practicum instructor. Each student will also complete a self-rated SCSE form and submit the form to the instructor.

**8. Student's Final Self-Report Student Clinical Skills Evaluation form (SCSE):** At or near the end of the practicum, the student will be asked to complete an overall final self-rating of their skills via the SCSE form and submit it to the practicum instructor.

**9. Case Summary Report/Treatment Plan w/ Video Recording of one (1) Therapy/Counseling Session:** Each student will be expected to submit a case summary report with a detailed treatment plan for at least one patient, a videotape of a

therapy or counseling session OR *if the student's site does not allow video recording of counseling/therapy sessions, a comprehensive description of the counselor-patient interactions in a Word document will suffice.*

**10. Patient Case Presentations:** Each 5396/5397 student is required to present 2 clinical cases (students dually enrolled in both 5396 and 5397 will be required to present 4 clinical cases) during our small group discussions held during our weekly online Zoom classes. Grading for the presentation is “completion only,” although constructive feedback will be provided by the course instructor. Students will need to sign up for their chosen presentation days via the Google sheets form online (first-come, first serve basis).

**NOTE:** To receive CR grade (credit for the course), students must: a. accumulate a minimum of 150 on-site hours, 50 of those hours must be direct; 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.

### **Teaching Strategies:**

**On-site experience:** Students will spend at least 17 hour/week at their approved site while engaging in counseling/therapy with individuals and/or couples and/or families, and/or groups; assessment; and other professional activities associated with mental health services at their site.

### **On-site individual supervision:**

Students will receive at least one clock hour per week of one-to-one, face-to-face supervision with their site supervisor.

### **Online, Weekly small group supervision:**

All 5396 and 5397 students will participate in weekly, online small group supervision with the course instructor and other enrolled students. Groups will meet online via Zoom videoconference approximately 10-12 times throughout the semester, and attendance is expected. During the small group supervision, students will discuss their on-site activities, present patients with whom they are working in order to facilitate group learning and 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. Per UT System requirements we will meet on our assigned final exam day.

### **Patient Case Presentations:**

Each 5396/5397 student is expected to present 1 case for discussion during the semester and actual clinician/patient interaction content must accompany the presentation. That is, the presentation should include counselor/patient interaction for group discussion and learning. Students taking 5396 and 5397 simultaneously will complete 2 case presentations during the semester. The format for the presentations should be as follows:

- Total presentation time should be 30 minutes. Following suggestions for time are approximate
- The first 5 minutes should be background and history of the case
- The next 5 minutes should be case conceptualization, formulation, and differential diagnosis
- The next 5 minutes should be treatment/assessment methods and rationale for the methods
- The next 5 minutes should summarize outcomes (treatment response or recommendations), obstacles to services encountered, ethical/legal considerations, and diversity considerations
- The last 10 minutes will be for group discussions and questions to the presenter

A brief PowerPoint presentation is recommended to aid conveyance of case presentation information but not in replacement of the student's verbal/interactive presentation. The purpose of these presentations are to provide students with an opportunity to present and discuss clinical cases in a similar manner one might see in real-world, multi-disciplinary treatment settings. Although a formal requirement for the course, these presentations are meant to be relaxed, without judgment from peers or instructor, and for the purpose of building one's personal confidence in presenting their well-earned clinical

knowledge. Students attending the class during the presentation are asked to be respectful and supportive of the presenter, ask questions in a manner that is conducive for entire-class discussion, and to be mindful of their own limited knowledge base/clinical skills.

### **Case Summary Report with Treatment Plan:**

Students in 5396 or 5397 will complete one (1) case summary report that includes a diagnostically appropriate and theoretically congruent treatment plan. Instructions will be presented in class and guides will be posted on CANVAS. Students taking both 5396 and 5397 simultaneously will complete two (2) case summary reports/treatment plans.

### **Outline and Calendar**

Since this is a small group supervision course rather than a didactic course, there is specific topical outline. Periodically students may be asked to read articles or other materials to provide a context for discussion during the small group supervision meetings. As noted above, students will present cases for discussion and feedback. These discussions are for the purpose of assisting the entire group to think about how to work with a variety of patients and presenting issues and are a way to enlarge each student's exposure to a larger number of patient problems and therapy demands.

---

### **Course Schedule**

<u>Class dates</u>	<u>Activity/Due in class</u>
08/23	Introductions & Course Overview Case Presentations, Treatment Plans, and Case Summaries
08/30	<b>Proof of insurance Due; Practicum Agreement Form Due</b> Duty to Warn, Child Abuse, Suicide, Etc. Ethics, Responsibilities, Site-specific Issues Neuropsychology / Psychopharmacology Lecture
09/06	NO CLASS MEETING – HAPPY LABOR DAY!
09/13	Consultation & Collaboration with Ancillary Providers Case Presentation(s): 3 slots
09/20	Group Check-In and Presentations: 3 slots
09/27	Group Check-In and Presentations: 3 slots
10/04	Group Check-In and Presentations: 3 slots
10/11	Group Check-In and Presentations: 3 slots
10/18	<b>Midterm SCSE Due</b> Group Check-In and Presentations: 3 slots
10/25	Group Check-In and Presentations: 3 slots
11/01	Group Check-In and Presentations: 3 slots

11/08	<b>Case Summary Report w/ Treatment Plan Due</b> Group Check-In and Presentations: 3 slots
11/15	Group check in and 5396 presentations: 4 slots
11/22	NO CLASS – HAPPY THANKSGIVING
11/29	Group Check-In and Presentations: 3 slots
12/06	Last Class, Final SCSE forms Due Group check in and 5396/5397 presentations: 2 slots each
12/10	<b>Practicum Hours Log (signed by Site-Supervisor) Due no later than 12PM Noon CST</b> Last date to work at practicum site unless taking IP grade

---

## University Policies

### **College of Education and Psychology Vision and Mission Statement:**

**Vision:** The College of Education and Psychology is nationally recognized and respected for its academic programs and opportunities. It is a center of academic excellence, scholarly inquiry, and public service. The College prepares leaders to meet the critical challenges of the 21st Century through productive contributions to local and global communities and toward individual and cultural equity.

**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. We affirm and promote global perspectives that value individual and cultural diversity to enhance learning, service, and scholarship.

### **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>

### **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 that students need to be aware of. 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 Services**

In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079. **I must have an accommodation letter from Disability Services to provide any accommodations.**

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement:**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation:**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) “Cheating” includes, but is not limited to:

- copying from another student’s test paper;
- using during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;

- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor 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, homework 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 U. T. 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.