AUBURN UNIVERSITY

SYLLABUS

SPECIAL EDUCATION, REHABLITATION, COUNSELING/SCHOOL PSYCHOLOGY

**Fall Semester 2013**

 **COURSE NUMBER: RSED 4910**

 **Course Title: Rehabilitation and Disability Studies Practicum**

 **Credit Hours: 1-2**

 **Instructor:** Nicholas C. Derzis Jr., Ph.D., CRC

 Clinical Coordinator

 Office: Haley Center 1214

 E-mail: derzinc@auburn.edu

 **Graduate Assistant:** Angie Hall, M.Ed.

 Doctoral student, Rehabilitation and Special Ed.

 Office: Room 1223, Haley Center

 E-mail: angie.hall@auburn.edu

 Classroom: Haley Center 2456

 Time and Day: 4:00-4:50 p.m. - Monday

**Date Syllabus Prepared:** January, 2009 **Updated:** May, 2009; August, 2009; January, 2010; May, 2010; August, 2010; January, 2011; May, 2011, August, 2011, January, 2012; May, 2012; August, 2012; May 2013; August 2013

**Schedule: This is the *tentative* schedule for the semester.**

**Aug. 26 First Class Meeting**

**Sept. 9 Practicum proposal due**

 **Discussion posts/responses #1 due at 3:59 p.m.**

 **Please turn in journal entries and hour logs up to date**

**Sept. 23 Discussion posts/responses #2 due at 3:59 p.m.**

 **Please turn in journal entries and hour logs up to date**

**Oct. 7 Discussion posts/responses #3 due at 3:59 p.m.**

 **Please turn in journal entries and hour logs up to date**

**Oct. 21 Discussion posts/responses #4 due at 3:59 p.m.**

 **Please turn in journal entries and hour logs up to date**

**Nov. 4 Discussion posts/responses #5 due at 3:59 p.m.**

**Please turn in journal entries and hour logs up to date**

 **Nov. 18 Discussion posts/responses #6 due at 3:59 p.m.**

 **Please turn in journal entries and hour logs up to date**

 **Dec. 2 Final Meeting**

 **Reaction analysis paper due at 3:59 p.m.**

 **All other journal entries, signed evaluation forms, and signed hour logs are due.**

**I. Course Purpose and Objectives:**

The purpose of this course is to provide the student with a supervised beginning experience in a human service organization. This experience should expose the student

to issues affecting the rehabilitation process and/or the delivery of rehabilitation services.

***The practicum experience is 60-100 hours at an approved rehabilitation site.***

***Objectives that each student must, at a minimum, accomplish are:***

1. To become familiar with the organizational structure of the unit or agency including the role and function of staff.

2. To become familiar with the philosophy, mission, and goals of the unit or agency exclusive to the agency.

3. To become aware of potential legal issues that may affect the effective functioning of the unit or agency regarding delivery of services.

4. To become aware of unit or agency standards that assures quality of care and services provided.

**II. Textbooks**

There are no required textbooks for this course. Any readings will be provided by instructor via e-mail or class handouts.

**III. Instructional Method**

In addition to the 60-100 hours of field experience, the student must attend all scheduled class meetings. These class meetings will consist of class discussion in relation to each student’s practica experience, course objectives, and other rehabilitation related announcements for the department or program.

**IV. Course Requirements**

**A) Practicum**

To initiate practicum, the student proposal form must be turned in with site information by ***Sept.9, 2013.*** The practicum site selected must be approved by the course instructor. Submission of all requested information and forms must be completed before beginning practicum hours at selected site. An *Auburn University MOU on Professionalism* must be signed by the student before participating in field experience and before any hours are accrued.

**B) Attendance Policy**

**It is expected that each student will attend the scheduled class meetings. The student will report to class on time and be prepared with any assignments for that class meeting. This class is scheduled to meet eight times during the semester. Only under extreme circumstances will an absence be excused, preferably with prior notice of absence requested and approved by the class instructor.**

**C) Journal**

As a part of the practicum experience, each student will keep a **weekly** log or journal of their experiences for each week of the practicum. These entries should reflect on: new learning, experiences during the week, your personal thoughts on the activities you participated in or shadowed, general thoughts regarding the week, and anything else you would like to share about your experiences. **Journal entries should be approximately *one to two (1-2) pages* in length and turned in weekly via CANVAS. If these assignments are not uploaded to CANVAS, students will not be given credit.**

***All* students are expected to complete the weekly journal entries. PLEASE double-space, and use 12pt. Times New Roman font.**

**D) Discussion Posts/Responses**

After the first practicum meeting, there will be a post by the instructor located in the *Discussion* tab in Canvas. Each student is expected to write a brief reaction/response (3-5 complete sentences) for each post by the instructor. There will be a total of six posts throughout the semester. Before the second practicum meeting, Sept. 9,each student is required to respond to at least *two other* classmates' comments. This is a total of three posts/responses for each post by the instructor. The due dates are noted on the tentative course schedule. In the event that a class had to be cancelled, these posts are STILL REQUIRED.

**E) Log of Hours**

Each student will fill out a weekly log documenting the hours at the Practicum site. The log will be supplied to you. This log must be filled out weekly and turned in at each class meeting.

**F) Reflection**

Every student is required to write a 5-7 page reaction analysis paper at the end of the practicum experience. A reaction analysis should include overall reactions, interpretations, and impressions of the practicum experience and HOW these experiences have impacted you as an undergraduate Rehabilitation and Disabilities' Studies major. Examples are new self-knowledge or self-awareness of biases or stereotypes that have changed as a result of these experiences; describe how these experiences may have influenced your original decision to major in Rehabilitation and Disabilities' Studies, how has it changed or how has it not changed and why; describe your thoughts and feelings about the population served at your site before this practicum began and again, at the end, how and why have they changed; and finally, be sure to include what you have learned and how this experience has made you grow as a future rehabilitation professional.

This paper is expected to follow APA format. Please see the APA Handbook, 6th ed. for correct formatting and citations of outside sources. **Failure to follow APA guidelines will result in the paper being returned to the student for corrections, and a corrected resubmission of the paper turned into the instructor, before credit will be given.**

**G) Verification of Hours/Practicum**

Each student will have his or her log of hours signed by the Practicum site supervisor. This form will verify that the student has completed the amount of hours reflected in the log of hours. ***The hours completed for the semester you are doing a practicum can only be counted for the current semester’s practicum.***

**H) Evaluation Form**

Each student will be responsible for turning in a completed practicum evaluation form. This form must be turned in and signed by your supervisor BY the last practicum meeting (***Dec.2***).

**V. CORE Accreditation**

Auburn University’s Rehabilitation Counseling program is fully accredited by the Council on Rehabilitation Education (CORE). This course meets the standards set for the supervised clinical practicum experience.

**VI. Liability Coverage**

Student’s officially registered and enrolled at Auburn University are covered by professional liability insurance in the amount of $1,000,000. Students who may need to document this coverage may request such from the Clinical Coordinator for Rehabilitation programs.

**VII. Class Policy Statements**

**Classroom Attendance:** RSED’s attendance policy is that (a) only one (1) absence is permitted for a semester course that meets **once** a week, and (b) only two (2) absences are permitted for a semester course that meets two or more times a week. Failure to meet this standard will result in a grade of “FA” (failure for excessive absences) unless the student withdraws from the class prior to the withdrawal date (see university semester calendar). At the discretion of individual instructors, verified absences may be excused under unusual circumstances (see ***Tiger Cub***). In order for the absence to be considered excusable, however, the instructor must be in receipt of the documentation within seven days from the class in which the absence occurred.

**Excused absences:** Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the *Tiger Cub* for more information on excused absences.

**Make-up Policy:** Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstance, no make-up exams will be arranged the last three days before the final exam period begins.

**Assignments:** All assignments must be typed and prepared in a professional manner (i.e., neat, correct grammar, spelling), following APA guidelines. Assignments are due on the date noted in the syllabus. For **each day** an assignment is late, **10%** will be deducted from the final earned grade for the assignment. All assignments are to be turned in on CANVAS in the appropriate folder for that assignment. If you are still unfamiliar with CANVAS, find someone that can help you. Assignments will not be accepted in any other format but CANVAS.

**Academic Honesty Policy:** All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the provost, which will then refer the case to the Academic Honesty Committee.

**Disability Accommodations:** Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodations Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).

**Course contingency:**  If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials. In the event of such, please check your Auburn University e-mail account and CANVAS for course updates.

**Distance Learning Students:** Unless specific instructions have been given for a designated course, students in distance education courses shall take all closed resource examinations under the supervision of an approved proctor. Examples of approved proctors include a school superintendent, a principal of a high school, a dean or department head of a college, or a work supervisor. Proctors shall be verified and exams shall be sent directly to the proctor who will manage the examination in a secure manner, requiring students to present a picture ID.

**Professionalism:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

* Engage in responsible and ethical professional practices
* Contribute to collaborative learning communities
* Demonstrate a commitment to diversity
* Model and nurture intellectual vitality

The *Auburn University Professionalism Agreement* must be signed and returned to the instructor before any practicum hours can be accrued. If you did not receive a form in class, you must go by the instructor's office and sign one before beginning at the site.

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| ***STUDENT******PRACTICUM PROPOSAL*** |

To initiate practicum, this form must be turned in with proposed site information three (3) weeks prior to the semester of the practicum being proposed. This is to allow proper inspection and review of the practicum site.

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| Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last First Middle/Maiden |
| Proposed Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Information gathered about Facility (please describe the facility/organization thoroughly):

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Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **⁮** Approved **⁮** Declined

Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Please return form to**:Nick Derzis, M.Ed., CRCUndergraduate & Graduate Clinical CoordinatorSpecial Education, Rehabilitation, and Counseling2084 Haley CenterAuburn University, AL 36849(334)844-2501derzinc@auburn.edu |

Name: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Practicum Weekly Hour Log***

|  |  |  |  |
| --- | --- | --- | --- |
| Date  | Time In | Time Out | Total Hours for Day |
| Sun: |  |  |  |
| Mon: |  |  |  |
| Tues: |  |  |  |
| Wed: |  |  |  |
| Thurs: |  |  |  |
| Fri: |  |  |  |
| Sat: |  |  |  |

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| --- |
| Total Hours for Week: |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Practicum Evaluation Form

Students Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester:\_\_\_\_\_\_\_\_\_\_\_\_

Students are to be evaluated at the end of the practicum. Please use the following scale to evaluate the student:

1= Poor

2=Below Average

3= Average

4= Above Average

5= Excellent

\_\_\_\_\_ Personal Appearance

\_\_\_\_\_ Working Relationship with Staff

\_\_\_\_\_ Working Relationship with Clients or Consumers

\_\_\_\_\_ Following Directions

\_\_\_\_\_ Understanding of Agency or Organization and their mission

\_\_\_\_\_ Motivation: Student takes personal responsibility for his/her learning

 experience

\_\_\_\_\_ Level of Maturity as seen by working with staff and consumers

\_\_\_\_\_ Imagination and creativity

\_\_\_\_\_ Responsibility to the agency or organization

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature, Practicum Site Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Signature, Practicum Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_