

AUBURN UNIVERSITY
SYLLABUS

SPECIAL EDUCATION, REHABILITATION, AND COUNSELING
Fall Semester 2015

COURSE NUMBER: RSED 4910-001

Course Title: Rehabilitation and Disabilities' Studies Practicum

Credit Hours: 1-2

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Classroom: Haley Center 2346

Time and Day: 4-4:50 Wednesday

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; January, 2014; May, 2014; August, 2014; January, 2015; May, 2015; August, 2015

Schedule: This is the *tentative* schedule for Fall semester, 2015.

(1) August 19, 2015

First Class Meeting

- *Memorandum of Professionalism* for Auburn University field experience signed by student
- General practicum discussion, responsibilities

(2) September 2, 2015

- Practicum proposal(s) DUE in CANVAS
- Signed *Supervisor Letter of Agreement* with contact information DUE in CANVAS

- All hour logs and journals up to date
- Questions/answers, procedures and processes for each site
- *Ghost Boy pgs 1-49*

(3) September 16 → *No Class* but there will be a discussion board regarding the reading.

- All hour logs and journals up to date.
- *Ghost Boy 50-75*

(4) September 23

- All hour logs and journals up to date
- *Ghost Boy 76-123*

(5) October 7

- All hour logs and journals up to date
- *Ghost Boy 124-161*

(6) October 28

- All hour logs and journals up to date
- *Ghost Boy 162-192*

(7) November 11

- All hour logs and journals up to date
- *Ghost Boy 193-276*

(8) December 2

- All hour logs and journals up to date
- Final turn in of ALL hard copies of logs/journals

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.
5. To become more aware of personal prejudices and social barriers that may impede the rehabilitation process.

II. Textbooks

Zupan, M. (2006). *Gimp*. New York: Harper Entertainment.

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 assigned readings, 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 practicum site selected must be approved by the course instructor.
- The ***Practicum Proposal*** form must be turned in with site information no later than the second practicum class meeting.
- In addition to the proposal forms, the practicum site supervisor (the person who is responsible for verifying hours worked) ***must*** sign a letter of agreement (provided by practicum instructor) complete with contact information, and this letter should be turned into the instructor at the same time as proposal form(s).
- An ***Auburn University College of Education MOU on Professionalism*** must be signed by the student before participating in field experience and before any hours are accrued.
- Submission of all requested information and forms must be completed before beginning practicum hours at selected site.

B) Log of Hours

Each student will fill out a weekly log documenting the hours at the Practicum site. This log ***must be filled out weekly***, and with you at each class meeting for me to check.

C) Verification of Hours/Practicum

Each student must have hours VERIFIED by the site supervisor at the end of the semester. This is a form the instructor sends to the site supervisor and must include total number of hours earned.

NO EXCEPTIONS!

******Hours do not transfer. You will receive credit for the semester in which the hours are accrued and for that semester, ONLY******

D) Evaluation Form

There is a ***new*** evaluation system for RSED Practicum/Internship field experience students via the Auburn University survey software, *Qualtrics*. This link will be emailed to your site supervisor at the end of the semester and returned directly to the instructor via *Qualtrics* survey response method. Students will receive a copy of this evaluation *after* it has been turned into the instructor.

******There will be no more paper-based field experience evaluation forms******

E) Identification Badges

All students completing field experiences in the College of Education are required to wear their Auburn practicum ID badge. This is the student's responsibility to pickup and pay for. The cost is \$5. Please pick these up in the ID office on the first floor of the student union.

F) 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.

Please refer to the official *Auburn University Attendance Policy* via the link below for further questions regarding attendance requirements.

<http://bulletin.auburn.edu/undergraduate/generalinformation/academicpolicies/classattendance/>

V. Assignments

A) Journals

As a part of the practicum experience, each student will keep a **weekly** log or journal for each week of the practicum. These entries should be an *opportunity for reflection*.

For example, write about questions you have, things you do not understand, things you see that you think could be done differently, things that make you angry, things that you like, things that happen to reinforce your decision to work in this field and things that happen that make you question your decision to work in this field, etc. Discuss how the field experience is developing you as a future practitioner.

All students are expected to complete the weekly journal entries. Even if class is not scheduled to meet, students are still expected to submit a journal entry via CANVAS, for a total of 12 journal entries for the semester.

Journal entries should be approximately *one to two (1-2) pages* in length and should follow APA guidelines (6th ed.) i.e., **Double-spaced, 12pt. Times New Roman font with YOUR NAME in the header section.**

B) Summary of Field Experience

All students are required to write a *Summary of Field Experience* at the end of the semester. This is in addition to weekly journals and the journal article responses. The page requirement is **ENOUGH** to give a thorough and complete summary of the field experience. This assignment should include your thoughts and/or feelings about the good, the bad, and the ugly regarding your experience(s) throughout the semester. BE HONEST with yourself and with your instructor. This is an opportunity for you to begin to think about the areas of rehabilitation you enjoy as well as those areas you do not and WHY.

C) Field Experience Completed Folder

You will need to submit original copies of the practicum proposal form, the hour log, and copies of journals. This will be turned in on the last class meeting in a folder with your name on it.

VI. CORE Accreditation

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

VII. 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.

VIII. Class Policy Statements

Classroom Attendance: (See Course Requirements above 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. In order for the absence to be considered excusable, 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 official *Auburn University Attendance policy* for more information on excused absences.

<http://bulletin.auburn.edu/undergraduate/generalinformation/academicpolicies/classattendance/>

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* are expected to be followed. 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. The link is posted below

<https://sites.auburn.edu/admin/universypolicies/Policies/AcademicHonestyCode.pdf>

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.

Name: _____

Practicum Site: _____

Practicum Weekly Hour Log

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

Total Hours for Week:

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____