AUBURN UNIVERSITY

SYLLABUS

SPECIAL EDUCATION, REHABLITATION, AND COUNSELING

**Fall Semester 2020**

 **COURSE NUMBER: RSED 4910**

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

 **Credit Hours: 1-2**

 **Instructor: Mary W. Browning**, **M.Ed., CRC**

 Contact info: 334-444-9585

 E-mail: mwb0009@auburn.edu

 Classroom: Haley Center 3353 5pm-5:50pm Tuesday

**Date Syllabus Prepared:** August 2020

**Schedule:**

**August 18 Group A only in classroom**

**August 25 Group B only in classroom**

**September 1**

**September 8**

**September 15**

**September 22**

**September 29**

**October 6**

**October 13 Group A only in classroom**

**October 20 Group B only in classroom**

**October 27**

**November 3**

**November 10**

**November 17**

**November 17, 2020 is FINAL CLASS: All journals must be turned in by this day. Practicum evaluation form and final reflection papers 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 practicum experience and course objectives. This course is being offered in a “blended” format. Much of the course will be offered using both synchronous (Zoom) and asynchronous online formats (Canvas). However, we will meet in-person at the beginning and later in the course assuming that circumstances are conducive to doing so.

All learning outcomes are equivalent to the face-to-face version of the course.

**IV.** **Course Requirements**

 **A) Practicum**

To initiate practicum, the student proposal form must be turned in with site information by ***August 25, 2020***. This is to allow for proper approval of the practicum site and the remainder of the semester to accrue hours. 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.

**B) Attendance Policy**

* **It is expected that each student will attend the scheduled in class meetings noted on the syllabus. The student will report to class on time and be prepared with any assignments for that class meeting.** This course might not have a traditional meeting schedule in Fall 2020. Be sure to pay attention to any updates to the course schedule as the information in this syllabus may have changed. Please discuss any questions you have with me.  **An absence can be excused with prior notice of absence requested and approval by the class Instructor.** If you are quarantined or otherwise need to miss class because you have been advised that you may have been exposed to COVID-19, you will be expected to develop a plan to keep up with your coursework during any such absences.

**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, and general thoughts regarding the week. **Journal entries should be approximately *one to two (1-2) pages* in length and turned in weekly in Canvas.**

**D) 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.

**E) Reflection**

Each student will need to write and turn in a Reflection paper pertaining to their practicum experience. This will be similar to the journal, but more comprehensive. This Reflection should be a minimum of *two to four (2-4) pages* in length and in APA style. This assignment is due on the last day of class.

**F) 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.

**G) 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 class meeting (***November 17, 2020).***

**V. 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 Dr. Nick Derzis (derzinc@auburn.edu).

**VI. 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).

**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, 1228 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.

**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

**VII. COVID 19 Policy Statements**

You are expected to complete your Healthcheck screener daily.

Your health and safety, and the health and safety of your peers, are my top priorities. If you are experiencing any symptoms of COVID-19, or if you discover that you have been in close contact with others who have symptoms or who have tested positive, you must follow the instructions on the Healthcheck app. My hope is that if you are feeling ill or if you have been exposed to someone with the virus, you will stay home to protect others.

Please do the following in the event of an illness or COVID-related absence:

* Notify me in advance of your absence, if possible
* Provide me with medical documentation, if possible
* Keep up with coursework as much as possible
* Participate in class activities and submit assignments remotely as much as possible
* Notify me if you require a modification to the deadline of an assignment or exam
* Finally, if remaining in a class and fulfilling the necessary requirements becomes impossible due to illness or other COVID-related issues, please let me know as soon as possible so we can discuss your options.

Students with questions about COVID-related illnesses should reach out to the COVID Resource Center at (334) 844-6000 or at ahealthieru@auburn.edu.

[Health and Well-Being Resources](https://auburn.instructure.com/courses/1303000/assignments/syllabus)

These are difficult times, and academic and personal stress is a natural result. Everyone is encouraged to take care of themselves and their peers. If you need additional support, there are several resources on campus to assist you:

* COVID Response Team ([ahealthieru.edu (Links to an external site.)](http://www.ahealthieru.edu/))
* Student Counseling and Psychological Services ([http://wp.auburn.edu/scs/ (Links to an external site.)](http://wp.auburn.edu/scs/))
* AU Medical Clinic ([https://cws.auburn.edu/aumc/ (Links to an external site.)](https://cws.auburn.edu/aumc/)

If you or someone you know are experiencing food, housing or financial insecurity, please visit the Auburn Cares Office ([http://aucares.auburn.edu/ (Links to an external site.)](http://aucares.auburn.edu/))

[A Healthier U Campus Community Expectations](https://auburn.instructure.com/courses/1303000/assignments/syllabus)

We are all responsible for protecting ourselves and our community. Please read about student expectations for fall semester, including completing the daily GuideSafe™ Healthcheck ([https://ahealthieru.auburn.edu/ (Links to an external site.)](https://ahealthieru.auburn.edu/)).

You are expected to (1) take your temperature daily and (2) complete your Healthcheck screener to receive your A Healthier U pass. **You may be asked at any time during class to show your pass.**

* **Face Coverings**: As a member of the Auburn University academic community you are required to follow all university guidelines for personal safety with face coverings, physical distancing, and sanitation. Face coverings are required in this class and in all campus buildings. Note that face coverings must meet safety specifications, be worn correctly, and be socially appropriate.
You are required to wear your face coverings at all times. If you remove your face covering or are non-compliant with the university’s [policy on face coverings (Links to an external site.)](https://ocm.auburn.edu/news/coronavirus/updates/20200618-face-masks-required.php?ref=coronavirus), you will be instructed to leave the classroom and will be held to the protocols outlined in the [Auburn University Policy on Classroom Behavior (Links to an external site.)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf). Any student who willfully refuses to wear a face covering and does not have a noted accommodation may be subject to disciplinary action.
* **Physical Distancing**: Students should observe appropriate physical distancing and follow all classroom signage/avoid congregating around doorways before or after class. If the instructional space has designated entrance and exit doors, you should use them. **Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.**

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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**:Dr Derzis Undergraduate & Graduate Clinical CoordinatorSpecial Education, Rehabilitation, Counseling2084 Haley CenterAuburn University, AL 36849(334)844-2501derzinc@auburn.edu |

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

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

***Practicum Weekly Hour Log***

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| --- | --- | --- | --- |
| 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\_\_\_\_\_\_\_\_