AUBURN UNIVERSITY

SYLLABUS

SPECIAL EDUCATION, REHABILITATION, AND COUNSELING

**Course:** RSED 4910-006

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

**Credit Hours:** 1-2

**Term:** Fall 2021

**Instructor:** Heather Dorough Windham, M.Ed., NCC

Special Education, Rehabilitation, and Counseling

Graduate Teaching Assistant

**Email:** had0005@auburn.edu

**Office Hours:** Thursdays from 1-1:50pm in Haley Center 1234F

Or by appointment on Zoom

**Classroom:** Haley 1435 & Zoom

**Time and Day:** Mondays 4-5pm

**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; January, 2016; August, 2017; January 2018; May 2020; May 2021; August 2021

**\*\*It is required that each student attends ALL (5) scheduled class meetings. Missed meetings with no correspondence with the instructor will result in an unexcused absence and could affect your overall grade and success in this course. During each zoom meeting students should be prepared discuss their site, client/patient progress, client/patient goals, interventions used in the rehabilitation process, evaluation procedures at your site, disability related information, and other relevant information related to your site.**

**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 60-120 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 & Readings**

There is no required textbook. All required readings will be posted to Canvas. Please note that readings may be posted to and assigned on Canvas at any point in the semester.

American Counseling Association. (2014). *2014 Code of Ethics.* Author. https://www.counseling.org/docs/default-source/default-document-library/2014-code-of-ethics-finaladdress.pdf?sfvrsn=96b532c\_2

Campbell, M. K., Corpus, K., Wussow, T. M., Plummer, T., Gibbs, D., & Hix, S. (2015). Fieldwork educators’ perspectives: Professional behavior attributes of level II fieldwork students. *The Open Journal of Occupational Therapy, 3*(4). https://doi.org/10.15453/2168-6408.1146

Chapin, M., McCarthy, H., Shaw, L., Bradham-Cousar, M., Chapman, R., Nosek, M., Peterson, S., Yilmaz, Z., & Ysasi, N. (2018). Disability-related counseling competencies. American Rehabilitation Counseling Association, a division of ACA. https://www.counseling.org/docs/default-source/competencies/arca-disability-related-counseling-competencies-final-version-5-15-19.pdf?sfvrsn=c376562c\_6

**III. Instructional Method**

In addition to the 60-120 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 practicum 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 updated on Canvas before 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 pick up 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 five 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/**](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.

**If students do not attend their practicum site for one week,** students are still expected to submit a journal entry for the week. In these instances, students are expected to write an **article review**. The article must come from a reputable source and focus on the disability community, best practices, and promoting the welfare of individuals with disabilities.

***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 14 journal entries** for the semester.

Journal entries should be approximately *one to two (1-2) pages* in length and should follow APA guidelines (7th ed.) i.e., **Double**-s**paced, 12pt. Times New Roman font, with a title page.**

**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 a minimum of 2-3 pages and the paper should 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**

Students 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**

**Canvas/Email**

Auburn University TigerMail is the preferred means of communication between student and instructor throughout this course. Emails from servers outside of AU TigerMail will not be accepted (i.e. gmail, yahoo, outlook, etc.). Students are expected to check their email accounts/Canvas announcements on a daily basis. The instructor will notify you via Canvas announcements of any course changes. It is highly encouraged that students ensure Canvas settings forward Canvas announcements to their TigerMail account. The instructor will make every effort to respond to emails within a 24-hour period during weekdays. The instructor will not be responsive to emails after 7pm or on weekends and holidays.

**Course Policies Related to Covid-19**

This course is scheduled to meet in person but will also utilize Zoom as a method of content delivery. Please note that the format of class modality is subject to change throughout the semester as it pertains to University and Departmental policy. See the policies related to Covid-19 if you feel unsafe or unable to attend in person. Should this occur, the transition will be discussed at great length during class time.

**Health and Participation in Class:**

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:

1. Notify me in advance of your absence, if possible
2. Provide me with medical documentation, if possible
3. Keep up with coursework as much as possible
4. Participate in class activities and submit assignments remotely as much as possible
5. Notify me if you require a modification to the deadline of an assignment or exam
6. 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](mailto:ahealthieru@auburn.edu).

**Health and Well-Being Resources:** 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 (<http://ahealthieru.auburn.edu/>)
* Student Counseling and Psychological Services (<http://wp.auburn.edu/scs/>)
* AU Medical Clinic (<https://cws.auburn.edu/aumc/>)
* Auburn Cares Office (<http://aucares.auburn.edu/>)

**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, you will be instructed to leave the classroom and will be held to the protocols outlined in the [Auburn University Policy on Classroom Behavior](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.

**Course Delivery Changes:** Please be aware that the situation regarding COVID-19 is frequently changing, and the delivery mode of this course may adjust accordingly. In the event that the delivery method is altered, please be assured that the learning goals and outcomes of the course will not change; however, some aspects of the course will change in terms of the mode of delivery, participation, and testing methods. Those details will be shared via Canvas announcements as soon as possible. Please be prepared for this contingency by ensuring that you have access to a computer, reliable Internet, and check the Canvas page for updates daily.

**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/**](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.

In the event of technology difficulties with Canvas, you should email the assignment to the instructor by the due date to avoid late penalties. Once the technical difficulties have been resolved, you should post the assignment in Canvas with a comment that it was submitted via email before the due date and time.

**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/universitypolicies/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).

**Diversity Statement**

It is my intent that students from all diverse backgrounds and perspectives be well-served by this course, that students’ learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength, and benefit. Your suggestions are encouraged and appreciated. It is critical that each class member show respect for all worldviews expressed in class. Please let me know if something said or done in the classroom, by either myself or other students, is particularly troubling, discomforting, or offending. While our intention may not be to cause discomfort or offense, the impact of what happens throughout the course is not to be ignored and is something that I consider to be very important and deserving of attention.

All people have the right to be addressed and referred to in accordance with their personal identity. In this class, students will have the chance to indicate a preferred name to be called and identify pronouns to be addressed. As your instructor, I will do my best to address and refer to all students accordingly and will highly encourage that classmates do so as well.

**Classroom Behavior**

Non-threatening behaviors that impede the learning of other students will result in the following consequences:

1. The instructor will issue a general word of caution to the class as a whole rather than to a particular student as to not exacerbate the problem.
2. The instructor will speak with the student in a one-on-one setting if the issue continues either in the same class or another class period.
3. If the disruptive behavior is preventing further instruction, the instructor is authorized to ask the disruptive student to leave the class immediately for the remainder of the class session. Removal from the classroom more than one class period, for an extended period, or on a permanent basis requires the instructor to file charges of a violation of the Auburn University Discipline Code with the Vice President for Student Affairs.

If threats have been made or physical violence is imminent, the instructor should notify the Auburn University Department of Public Safety immediately. The instructor should also notify the course department head/chair or dean promptly, followed by a memo to the department head/chair or dean.

Examples of improper behavior in the classroom (including the virtual classroom of e-mail, chatrooms, telephony, and web activities associated with courses) may include, but are not limited to, the following:

* Arriving after a class has begun
* Use of tobacco products
* Monopolizing discussion
* Persistent speaking out of turn
* Distractive talking, including cell phone usage
* Audio or video recording of classroom activities or the use of electronic devices without the permission of the instructor
* Refusal to comply with reasonable instructor directions
* Employing insulting language or gestures
* Verbal, psychological, or physical threats, harassment, and physical violence

It is the student’s responsibility to review and adhere to the Auburn University Policy on Classroom Behavior: <https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf>.

**Title IX**

Auburn University is committed to providing an environment that is free from discrimination and harassment based on protected class. If you believe you have been the victim of harassment or discrimination based on race, color, religion, national origin, disability, age, or sex (including sexual orientation, gender identity, and gender expression), we encourage you to report it. If you report sexual assault or sexual misconduct to a faculty member, the faculty member is obligated to notify the University’s Title IX Coordinator about the basic facts of the incident. For more information about your Title IX reporting and resource options at Auburn University, please go to: <http://www.auburn.edu/titleix>.

**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.

**Class Calendar**

This is the *tentative* schedule for Fall 2021.

|  |  |  |  |
| --- | --- | --- | --- |
| **Due Dates** | | **Topics** | **Assignments** |
| Week 1  August 16 | Zoom Meeting  General practicum discussion, responsibilities, sites | | 1. Forms in Canvas:    1. *Memorandum of Professionalism* for Auburn University field experience signed by student |
| Week 2  August 23 | Zoom Meeting  Questions, procedures and processes for each site | | 1. Readings:    1. Campbell et al., 2015 – Professional Behavior 2. Forms in Canvas:    1. Practicum proposal(s) form 3. All hour logs and journals up to date in Canvas |
| Week 3  August 30 | Zoom Meeting  Update of site experience | | 1. Readings:    1. ACA Code of Ethics    2. ARCA Disability-Related Counseling Competencies 2. Forms in Canvas:    1. Signed *Supervisor Letter of Agreement* with contact information 3. All hour logs and journals up to date in Canvas |
| Week 4  September 6 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 5  September 13 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 6  September 20 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 7  September 27 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 8  October 4 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 9  October 11 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 10  October 18 | In Person / Zoom Meeting  Update of site experience | | 1. All hour logs and journals up to date in Canvas |
| Week 11  October 25 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 12  November 1 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 13  November 8 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| Week 14  November 15 | Asynchronous; NO CLASS | | 1. All hour logs and journals up to date in Canvas |
| THANKSGIVING  November 22 | Holiday; NO CLASS | | NONE |
| Week 15  November 29 | In Person / Zoom Meeting  Final Reflection of Experience | | 1. All hour logs and journals up to date in Canvas 2. Final turn in of ALL hard copies of logs/journals, summary of field experience, evaluation(s) |
| FINALS WEEK  December 6 | NO CLASS | | NONE |

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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.

|  |
| --- |
| Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last First Middle/Maiden |
| Proposed Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| E-mail address of supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

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

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

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: \_\_\_\_\_\_\_\_\_\_

**REHABILTATION & DISABILITY STUDIES**

**TIME LOG (TOTAL HOURS)**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MONTH** | **WEEK** | **SUN.** | **MON.** | **TUES.** | **WED.** | **THURS.** | **FRI.** | **SAT.** |
| **TOTAL HOURS:** | 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **TOTAL HOURS:** | 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **TOTAL HOURS:** | 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |
| **TOTAL HOURS:** | 1. |  |  |  |  |  |  |  |
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| 5. |  |  |  |  |  |  |  |
| **TOTAL HOURS:** | 1. |  |  |  |  |  |  |  |
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| 5. |  |  |  |  |  |  |  |

STUDENT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR’S SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Auburn University

*Special Education, Rehabilitation and Counseling*

*2084 Haley Center*

Auburn, Alabama 36849-5222

**Memorandum**

**To:**  Site Supervisors of Rehabilitation and Disability Studies Students

**From:** University Supervisor

**Subject:**  Mutual Responsibilities

First, we wish to thank you for agreeing to serve as a site supervisor for our practicum student. The applied portion of our programs, practicum and internship, continue to be among the highest rated experiences by our students and graduates. This is in large measure due to the professionalism and competence demonstrated by you. The purpose of this memo is to outline the mutual responsibilities of site and university supervisors and interns who are providing services to clients as part of a supervised field experience in rehabilitation and disability studies. If you have any questions or need to discuss a practicum student’s performance or development before the formal final evaluation period, please contact the student’s university supervisor at 334-844-2501.

**The Department is expected to:**

1. Provide weekly individual and group supervision that includes 1 hours of group supervision during every other week of enrollment.

1. Indicate to the practicum student that the Department expects the student to abide by the policies of the site.
2. Initiate, as indicated, conferences with the Site Supervisor for the purpose of discussing the student’s performance.
3. Emphasize to students their professional responsibilities to clients.
4. Require students to participate in the professional liability insurance program of the College.

**The Site is expected to:**

1. Provide rehabilitation experiences for the practicum student in accordance with department requirements that include a mutually agreed upon number of hours per week.
2. Make provisions for orientation of the Department and the practicum student of the space and building, philosophies, and policies of the site. Included in the orientation should be the duties for the practicum student for the semester including, emergency procedures of the site, and any site-specific limits to confidentiality of which the student should be aware.
3. Attempt, within site philosophy and administrative guidelines, to help the student meet departmental requirements.
4. Assist in the evaluation of the practicum student’s clinical performance relative to the objectives of the experience. A formal evaluation is conducted using the forms provided at both mid-term and final weeks of the term. The site will notify the departmental supervisor of any problems which may influence the student’s successful completion of the placement.
5. Assure that the student will be properly supervised at all times by someone holding appropriate credentials for the intern’s position in the agency.

**The student is expected to:**

1. Meet all requirements specified in the syllabus.
2. Participate fully and reflectively in supervision on site and at the university.
3. Attend all supervision meetings.
4. Establish and maintain a consistent schedule throughout the term of enrollment.
5. Notify, in advance when possible, all supervisors of absences.

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Practicum student signature

A picture containing food

Description automatically generated

DEPARTMENT OF

SPECIAL EDUCATION,

REHABILITATION, AND COUNSELING

Practicum Supervisor Letter of Agreement

RSED 4910

Fall 2021

Attention Practicum Field Supervisor:

This letter is to serve as an agreement, by the Practicum field experience supervisor, that

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has arranged to complete field experience hours

student name

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and that you have agreed to supervise this

site supervisor's name

student throughout the semester.

Supervisor responsibilities include:

* + Verifying attendance.
  + Verifying hours accrued.
  + Ensuring student conducts him/herself according to the established guidelines and procedures of the chosen site.
  + Contacting instructor if there are any problems or questions during the field experience.

As the site supervisor, please sign this letter below and return it to the student for submission to

the Practicum instructor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

site supervisor signature Date

As the Practicum student, please sign this letter below and return it to the Practicum instructor

for documentation of field supervision.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practicum student signature Date

Practicum Instructor contact information:

Heather Dorough Windham, M.Ed., NCC had0005@auburn.edu

**Practicum and Sites**

Please be aware that this is not an all-inclusive list. These are only some of the more popular place that students have utilized recently:

* Full Life Ahead Family Camp
* Rehabworks Auburn
* East Alabama Medical Center
* The Red Cross
* The Achievement Center
* Storybook Farm
* Best Buddies
* Project Uplift (for one credit hour of practicum)
* Unity Wellness Center (HIV/AIDS outreach, prevention)
* The Big House
* Expressions of a Brave Heart
* Group Home
* Exceptional Foundation of East Alabama
* Special Olympics
* City of Auburn Parks and Rec