**Auburn University**

**Department of Special Education, Rehabilitation, and Counseling**

**Syllabus**

**Summer 2022**

**1. Course Number:** COUN 2940 (3 credit hours)

**Course Title:** Directed Field Experience in Counseling

**University:** Auburn University

**Prerequisites:** COUN 2000; registered Counseling Minor

**Instructor(s):** LaKaylyn Washington ([lkw0017@auburn.edu](mailto:lkw0017@auburn.edu))

**Supervisor:** Jeff Reese ([rjr0028@auburn.edu](mailto:rjr0028@auburn.edu))

**Class Meeting:** N/A

**Site Meeting:** As scheduled by your assigned site supervisor

**Office Hours:** Thursdays at 10am or by appointment

**2. Date Syllabus Prepared:** Aug 2022

**4. Course Description:**

This course provides students with the opportunity to gain supervised field experience in counseling, psychology, psychiatry, and other clinically related fields. Students may receive a failing grade if they have excessive absences from site, do not fulfill/complete required hours on site, and/or engage in practices that violate ethical conduct (e.g., violating a client’s right to confidentiality, mishandling information that compromises HIPAA laws or security, etc.).

**5. Course Requirements**

**Hours Log:** Students are required to submit hours log mid semester and at the end of the semester. Site supervisors are required to sign off on ALL hour logs. The course hours log can be found attached toward the end of the syllabus. Please keep track of your hours over the course of this semester in order to complete this form appropriately.

**6. Course Grades**

Grades will be determined by ethical expectations regarding working in a clinical setting.

**7. Class Policy Statements:**

# Attendance Policy

Each student is allowed ONE (1) unexcused absence during the semester from the supervision hour. Site supervisors will navigate students’ absences from sites, but a minimum of 80 on-site hours are required. If students are aware of conflicts with their regularly scheduled on site times, they must contact the supervisor(s) in advance to find an alternative time to complete their hours for the week. When students’ regularly scheduled hours are interrupted due to university holidays, students will work with the supervisor to identify ways to meet the required number of hours.

Students are granted excused absences for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, 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 excused absences 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 notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the *Student Policy handbook* at [www.auburn.edu/studentpolicies](https://cas.auburn.edu/owa/redir.aspx?C=ef2eb0b81d90495098a27dc4053361aa&URL=http%3a%2f%2fwww.auburn.edu%2fstudentpolicies) for more information on excused absences. When students miss their lab hours due an excused absence, students should work with the instructor to ensure they still meet the total number of hours required for this course (80).

Accommodations: Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting with me during the first week of classes, or as soon as possible if accommodations are needed immediately. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

Honesty Code: All portions of the Auburn University student academic honesty code (Title XII) found in the Student Handbook (<http://www.auburn.edu/student_info/student_policies/>) will apply to this class. 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.

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

Ethical Behavior: Participation in this class involves access to sensitive and confidential material. In compliance with clinically related ethics covered in the supervision course component, students are required to engage in ethical conduct. Students must follow procedures explained by the instructor and supervisor to ensure security of clinical information. Failure to follow guidelines could result in a grade of Unsatisfactory for the course, as explained above. Students with questions about protocols should seek guidance from the instructor/site supervisor.

Course Contingency: If normal class activities are disrupted due to serious 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.

***COUN 2940***

***Semester Hours Log***

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Week Of:*** | *Hours Expected* | *Hours Completed* | *Tasks Worked On* |
| August 15 | 8 |  |  |
| August 22 | 8 |  |  |
| August 29 | 8 |  |  |
| September 5 | 8 |  |  |
| September 12 | 8 |  |  |
| September 19 | 8 |  |  |
| September 26 | 8 |  |  |
| October 3 | 8 |  |  |
| October 10 | 8 |  |  |
| October 17 | 8 |  |  |
| October 24 | 8 |  |  |
| October 31 | 8 |  |  |
| November 7 | 8 |  |  |
| November 14 | 8 |  |  |
| November 21 | 8 |  |  |
| November 28 | 8 |  |  |
| December 5 | 8 |  |  |
| ***Total*** | \_\_\_\_  (80 required to fulfill class requirements) |  |  |

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

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