**AUBURN UNIVERSITY**

**FALL 2022 SYLLABUS**

SPECIAL EDUCATION, REHABLITATION, COUNSELING

SYLLABUS IS SUBJECT TO CHANGE

**Course Number:** RSED4920-D03

**Course Title:** Clinical Residency

**Prerequisites:** Must be a standing senior

**Credit Hours:** 9

**Class Meeting Times:** Distance Education, Asynchronous Course – Weekly Zoom Meetings will be scheduled every Thursday from 5-6pm CST for students that wish to utilize time for supervision/office hours with course instructor

**Class Location:** Online Portal, Canvas

**Instructor(s):** Ms. Amber Richardson, M.Ed., ALC, NCC

**Office:** Virtual, Zoom

**Office Hours:** Thursdays, 5-6pm via Zoom

**E-mail:** azr0085@auburn.edu

**Phone (Only Use in Emergencies): 334-521-2643**

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

**E-mail**: derzinc@auburn.edu

## Texts: No required text; The reading assignments and other activities will be communicated throughout the semester. Any required readings will be posted on Canvas.

**COURSE DESCRIPTION**: Comprehensive on-the-job experiences with individuals with disabilities in a school, college, or community-based social service setting. Intensive supervision of candidate’s application of cumulative learning from special education program.

**STUDENT LEARNING OUTCOMES:** This course is a semester-long field-based laboratory experience. The specific objectives are related to the specific needs and placements of individual candidates, as well as the specific programs.

**COURSE CONTENT:** Each candidate will be placed in an approved clinical residency site in their area of specialization to be in compliance with certification requirements. The candidate will be supervised by a clinical educator, mentor, or a university supervisor. The purpose of this course is to provide the student with a supervised 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 internship experience is 600 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.

**Course Requirements:** Students are required to adhere to the negotiated requirements with their clinical residency site as well as the requirements listed in this syllabus. The responsibilities assigned to a candidate are equivalent to the responsibilities of a full-time position. Satisfying the clinical residency requirements in a satisfactory manner requires that you devote a considerable amount of time and effort to your teaching responsibilities. During your clinical residency, you are advised to limit your involvement in any additional responsibilities such as part-time employment if at all possible.

Prior to accumulating hours, the required documentation and forms must be turned in with site information at the beginning of the semester. The required forms are the Memorandum of Professionalism, the Supervisor Letter of Agreement, and Emergency Contact. This is to allow for proper approval of the internship site. The internship site selected must be approved by the course instructor. Submission of all requested information and forms must be completed upon beginning internship hours at selected site.

**Attendance Policy: Be prompt and regular in attendance; follow the schedule expected of you. You are required to be full-time at your selected site for a full semester! Operate as if this were a “real” full-time job position!**

**Note: Absences should not occur except for emergencies (e.g. sickness, death in the family). If an absence is unavoidable, contact your site and your university supervisor. You are required to make up absences and provide excuses for them. If you have not fulfilled this requirement by the last day of AU classes, you will received an Incomplete for the course, and return to the site until course completion. In the case physical attendance is not possible (e.g., quarantine, remote learning), you will be required to participate remotely or complete alternate assignments that will account for the same amount of experience as being physically present would provide. Cases handled on an individual basis by university supervisor.**

**Teaching Requirements:**

1. Work with your clinical educator to develop a schedule of teaching responsibility that includes a minimum of 20 full days of teaching (at least 10 days must be consecutive). Candidates majoring in collaborative special education will complete 10 days of independent teaching at each site. Candidates majoring in early childhood/K-6 will complete all 20 days in their school setting. Any candidate who is absent from her or his 10-consecutive day assignment for one day, for a reason deemed acceptable by both the unit and the partner school, may exercise full responsibilities on the eleventh consecutive day.
2. Fulfill all responsibilities and tasks assigned by your clinical educator, school administrator(s), and university supervisor including lesson plans, grading, reflections, classroom maintenance, etc.

**Log of Hours:** Each student will fill out a weekly log documenting the hours at the their designated site. The log of hours needs to be turned in on a weekly basis. On the last day of class, your 600-hour experience must be **signed by your site supervisor for verification.**

**Reflection:** Each student will need to write and turn in a Reflection paper on their clinical/internship experience. This Reflection should be a minimum of *three to five (3-5) pages* in length and in APA style. This assignment is due on the last day of class.

**Course Grading:** The final clinical residency grades will be either S (Satisfactory) or U (Unsatisfactory). Grades are determined by the university supervisor and the clinical educator at the end of the semester. Grades will be assigned based on the following:

* Completion and Submission of Required Course Documentation
* Satisfactory completion of attendance requirements
* Satisfactory completion of teaching requirements (taught 20 full days, including 10 consecutive days)
* Class Participation of CANVAS Readings, Assignments, etc.
* All days/hours were completed/made up prior to the end of finals week

**Failure to meet all of the listed criteria will result in a U for the course.**

**Communication:** Candidates are expected to check tigermail and Canvas daily and respond to communication within 24 hours. Tigermail is the official form of communication for Auburn University.

**Accommodations for Candidates with Disabilities:** Candidates who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with office hours, an alternate time can be arranged. To set up this meeting, please contact your supervisor by e-mail. 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). If your accommodations will be needed at your clinical residency site, you should also arrange a meeting with your clinical educator to discuss.

**Honesty Code:** All portions of the Auburn University student academic honesty code (Title XII) found in the Student Policy eHandbook (www.auburn.edu/studentpolicies) 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.

**Resolving Concerns Regarding Clinical Residency**: Work with your clinical educator and university supervisor to resolve clinical residency concerns in a professional manner. You are expected to follow the chain of command in resolving issues that occur during your clinical residency. If an issue relates to occurrences at the school site, discuss your concerns with the clinical educator and keep your university supervisor apprised of the situation. If an issue relates to clinical residencies requirements or supervision, share your concerns with your university supervisor. If issues are not resolved through these efforts, share your concerns with the person in the next level of authority at the institution.

**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 College of Education’s Educational Services Office. The phone number for this office is (334) 844.4448

**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 internship experience.

**AU Academic Grievance Policy:** Auburn University students have access to a procedure for redress of grievances resulting from the actions of faculty or administrators. Students who desire to file a grievance should review their options under the [Student Grievance Policy](file:///C%3A%5CUsers%5Car062%5CDownloads%5CStudent%20Grievance%20Policy).

**Course Expectations Related to COVID-19:**

* 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.
* Course Attendance: 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.