

AUBURN UNIVERSITY
SYLLABUS

SPECIAL EDUCATION, REHABILITATION, AND COUNSELING

SPRING SEMESTER 2015

COURSE NUMBER: RSED 4920

Course Title: Rehabilitation and Disability Studies Internship

Credit Hours: 9

Instructor: Nicholas C. Derzis Jr., Ph.D., CRC
Clinical Coordinator
Office: Haley Center 1214
Telephone: 844-2501
E-mail: derzinc@auburn.edu

Date Syllabus Prepared: January, 2015

Schedule: This course will meet approximately six times throughout the course of the semester via online interface and two in class meetings.

1/14/15	First campus meeting/ syllabus/ CANVAS/evals/expectations
1/21/15	Career Goals (be prepared to discuss yours)/ Try Scotia out
2/11/15	Burn out and stress (each person needs to have a self care plan)
3/4/15	TOPIC TBA
4/1/15	Supervisors/leadership styles
4/15/15	Looking forward: the job search for our major ☺
5/6/14	Last class meeting- all remaining materials must be turned in today

VII. Course Purpose and Objectives:

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 assure quality of care and services provided.

Individualized objectives will be determined with the internship supervisor on site. The forms for these objectives can be found attached to the syllabus.

II. Textbooks

Suggested but not required

Baird, B. N. (2014). *The internship, practicum, and field placement handbook: A guide for the helping professions.*

III. Instructional Method

In addition to the 600 hours of field experience, the student must attend all scheduled class meetings. These class meetings will consist of discussing each student's internship experience and the course objectives relative to your placement site.

IV. Course Requirements

VII. Internship

To initiate internship, the student proposal form must be turned in with site information prior to the semester of the internship being proposed. 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 before beginning internship hours at selected site.

B) 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 will be meeting approximately 6 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.

C) Journal

As a part of the internship experience, each student will keep a weekly log or journal of their experiences for each week of the Internship. 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 via CANVAS by uploading the WORD document. See CANVAS for due dates.**

D) Evaluation

Each student will have two evaluations completed by your site supervisor. These will be e-mailed out to site supervisors as a link to click and complete. Student evaluation will occur at midterm and final in formal evaluations.

E) Log of Hours

Each student will fill out a weekly log documenting the hours at the Internship site. The log of hours needs to be uploaded on CANVAS by the last day of class, documenting your 600 hour experience **signed by your supervisor for verification. Direct hours working with clients should be documented and students should receive a minimum of 240 direct hours working with clients. Please use the attached time logs. One should be used to document direct hours and one should be used to document indirect hours.**

F) Reflection

Each student will need to write and turn in a Reflection paper on their internship experience. This will be similar to the journal, but more comprehensive. This Reflection should be a minimum of *three to five (3-5) pages* in length and in APA style. This assignment is due before the last day of class and uploaded to CANVAS.

G) Site Visit

A representative of the rehabilitation program will conduct a site visit at least once per semester for each intern. This will provide the RSED faculty a chance to evaluate the student at their internship site, meet with site personnel, and to meet with the student to discuss the field experience.

F) Binder

Each student will turn in a copy of every assignment you submit to CANVAS. CANVAS items disappear and I keep EVERYTHING you turn into me as a hard copy for the

future. This binder is required and will be submitted during the last class meeting. (*May 6, 2015*)

V. CORE Accreditation

Auburn University's Rehabilitation and Disability Studies program is on the CORE registry for undergraduate programs. This course meets the standards set for the supervised clinical internship experience.

VI. 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. Derzis.

VII. Class Policy Statements

All policies related to Auburn University can be found in the Student Policy Handbook which can be located at this link: http://www.auburn.edu/student_info/student_policies/

Policy on Class Attendance

Students are expected to attend all their scheduled classes. College work requires regular class attendance as well as careful preparation. Specific policies regarding class attendance are the prerogative of individual faculty members. Faculty shall inform each class in writing at the beginning of the course regarding the effect of absences on the determination of grades. The student is expected to carry out all assigned work and to take examinations at the class period designated by the instructor. Failure to carry out these assignments or to take examinations at the designated times may result in an appropriate reduction in grade, except as provided in paragraph 4 below.

Accommodations for Students with Disabilities:

Students 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 my office hours, an alternate time can be arranged. To set up this meeting, please contact me 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).

Cheating: Please see the academic honesty code in the student policy handbook.

Assignments: All written assignments are expected to conform to the current style manual of the American Psychological Association (APA). Written assignments are expected to be typewritten, grammatically accurate, and free of spelling and

typographical errors. Assignments are to be of a quality that would be expected of a professional.

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 · Engage in responsible and ethical professional practices · Contribute to collaborative learning communities · Demonstrate a commitment to diversity, and · Model and nurture intellectual vitality.

STUDENT INTERNSHIP PROPOSAL

To initiate internship, this form must be turned in with proposed site information three (3) weeks prior to the semester of the internship being proposed. This is to allow proper inspection and review of the internship site.

Name of Student: _____

Last	First	Middle/Maiden
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Proposed Start Date: _____

Name of Supervisor: _____

Supervisor e-mail address: _____

Name of Facility: _____

Address: _____

Phone: _____

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

Date Received: _____

☐ Approved ☐ Declined

Received By: _____

Date: _____

Please return form to:
Nick Derzis, Ph.D., CRC
Undergraduate & Graduate Clinical Coordinator
Special Education, Rehabilitation, and Counseling
2084 Haley Center
Auburn University, AL 36849
(334)844-2501
derzinc@auburn.edu

OBJECTIVES FORM

**Auburn University
Practicum in Rehabilitation & Disability Studies
Department of Special Education, Rehabilitation, Counseling/School
Psychology**

Student: _____

Site: _____

Supervisor: _____

Telephone: _____

Mail: _____

Days/Hours Per Week: _____

Learning Objectives:

Organizational:

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 inclusive of policies and procedures of the unit or agency that affect the delivery of services.
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.

Individual:

5.

6.

7.

8.

Site Supervisor:_____ Date: _____

Student:_____ Date : _____

University Supervisor:_____ Date:_____

SUPERVISOR'S EVALUATION OF STUDENT OBJECTIVES

**Auburn University
Department of Special Education, Rehabilitation, Counseling/School Psychology
Internship in Rehabilitation & Disability Studies**

Student: _____

Site: _____

Supervisor: _____

Telephone: _____

Mail: _____

Hours Completed: _____

Please complete this form noting your judgment of the student's performance with regard to the following organizational and individual learning objectives:

Organizational:

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 inclusive of policies and procedures of the unit or agency that affect the delivery of services.
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.

Individual:

5.

6.

7.

8.

Site Supervisor: _____ Date: _____

Please return this form to: Undergraduate Clinical Coordinator
Dr. Nick Derzis, CRC
Department of Rehabilitation and Special Education
2084 Haley Center
Auburn University, Alabama 36849
(334) 844-2501
derzinc@auburn.edu

REHABILITATION & DISABILITY STUDIES TIME LOG

Student's Name: _____

Agency's Name: _____

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.							
	2.							
	3.							
	4.							
	5.							

STUDENT'S SIGNATURE: _____

DATE: _____

SUPERVISOR'S SIGNATURE _____

DATE: _____

REHABILITATION & DISABILITY STUDIES TIME LOG

Student's Name: _____

Agency's Name: _____

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

STUDENT'S SIGNATURE: _____

DATE: _____

SUPERVISOR'S SIGNATURE _____

DATE: _____

To connect to the Nick's Virtual Room:
Meeting ID 62501

To connect fully interactively:
ScopiaDesktop or ScopiaMobile

Go to: <https://scopia.aces.edu/scopia?ID=62501>

Use this option to be able to fully interact with questions and comments.
Using audio AND video is preferred. Limit of 100 participants.

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TO TEST YOUR SETUP – test is available NOW

You should see video, hear music, and see a webpage if you are connected correctly (unless our test PC has timed out).

Meeting ID **68881**

Go to: <https://scopia.aces.edu/scopia?ID=68881>

Run the <Check Your Audio>, <Check Your Video> and then <Participate Now>

=====

To mute and unmute your microphone to participate while in the meeting, use the microphone icon in the upper left corner of the window, not the one by your name. Please keep your microphone muted unless you are asking a question or involved in the conversation. This keeps background noises to a minimum that may compete with the speaker.

ScopiaDesktop for PC (internet Explorer 32-bit) and MAC (Safari)

You will need a headset and/or webcam.

Run the <Check Your Audio>, <Check Your Video> and then <Participate Now>

ScopiaMobile For iOS and Android (app available at appropriate store)

Be sure to **MUTE** your microphone!

Server: <https://scopia.aces.edu>

No credentials needed.

More ScopiaDesktop/ScopiaMobile information and troubleshooting can be found here:

[ScopiaDesktop/ScopiaMobile Setup and Testing](#)

[Quick Start Video](#)

[ScopiaDesktop Quick Reference](#)

[ScopiaMobile QuickReference](#)

[Recording from ScopiaDesktop](#)

Using ScopiaDesktop with Internet Explorer 10 or 11

Add **aces.edu** and **auburn.edu**

To change your Compatibility View settings

1. Open Internet Explorer for the desktop, click **Tools**, and then click **Compatibility View settings**.

2. In the **Compatibility View Settings** box, add the problematic website URL, and then click **Add**.

Compatibility View is turned on for this single website, for this specific computer.

3. Decide if you want your intranet sites displayed using Compatibility View, decide whether to use Microsoft compatibility lists, and then click **Close**.

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 internship 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 mid-term evaluation period, please contact the student's university supervisor at 334-844-2501.

The Department is expected to:

Provide weekly individual and group supervision that includes 1 hours of group supervision during every other week of enrollment. 2. Provide a copy of the practicum syllabus to the Site. (If you did not receive a copy with this memo, please ask your supervisee to obtain one for you.)3. Indicate to the practicum student that the Department expects the student to abide by the policies of the site.4. Initiate, as indicated, conferences with the Site Supervisor for the purpose of discussing the student's performance.5. Emphasize to students their professional responsibilities to clients.6. Require students to participate in the professional liability insurance program of the College.

The Site is expected to:

1. Provide clinical/counseling experiences for the practicum student in accordance with department requirements that include 16 client contact hours per week.
2. Make provisions for orientation of the Department and the intern student of the buildings, philosophies, and policies of the site. Included in the orientation should be the procedure for assigning clients to the student, emergency procedures of the site, and any site-specific limits to confidentiality of which the student counselor 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 interns position in the agency.
6. **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.

Thanks,

Nicholas C. Derzis, Jr., Ph.D., CRC
Director of Clinical Experiences for Rehabilitation Programs
derzinc@auburn.edu
334-844-2501