AUBURN UNIVERSITY

SYLLABUS

SPECIAL EDUCATION, REHABLITATION, AND COUNSELING

**SPRING SEMESTER 2017**

 **COURSE NUMBER: RSED 4920**

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

 **Credit Hours: 9**

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

 Assistant Clinical Professor

 Rehabilitation and Disability Studies Program Coordinator

 Office: Haley Center 1214

 Telephone: 844-2501

 E-mail: derzinc@auburn.edu

**Date Syllabus Prepared:** January, 2015; January, 2017

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

**\*\*\*In addition to the topics mentioned below, during our internship meetings we will be discussing your internship experience, challenges, successes, learning instances on site, concerns, ethical situations, and other topics that relate directly to your internship\*\*\***

**1/18/17** First zoom meeting/ syllabus/ CANVAS/evals/expectations

**2/02/17** Internship supervision and check in

**2/16/17** Career goals and your career plan

**3/02/17** Burnout and stress (each person needs to have a self care plan to discuss tonight)

**3/23/17** Supervisors/leadership styles

 **Case presentations**

**4/06/17** Looking forward: the job search for our major ☺

 **Case presentations**

**4/27/16 Case presentations and last night of class in person in Haley Center**

1. **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**

1. **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**

**The first course meeting will take place on zoom as will the remainder of the meetings. Zoom is a free download from the Internet or app stores. Zoom will run on a tablet, phone, laptop, or desktop computer. You must attend the Zoom meetings, as they are REQUIRED and *not* optional.**

**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. Please reflect on client progress, rehabilitation strategies utilized, and outcomes for consumers. **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 with site personnel.

**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. ***(April 27, 2017). THE LAST DATE I WILL ACCEPT ANYTHING TOWARD INTERNSHIP WILL BE MONDAY MAY, 1, 2017.***

**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.

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| ***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.

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| Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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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**:Nick Derzis, Ph.D., CRCUndergraduate & Graduate Clinical CoordinatorSpecial Education, Rehabilitation, and Counseling 2084 Haley CenterAuburn University, AL 36849(334)844-2501derzinc@auburn.edu |

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| ***OBJECTIVES FORM*** |

**Auburn University**

**Internship in Rehabilitation & Disability Studies**

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

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| Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 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:**

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Site Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***SUPERVISOR’S EVALUATION OF STUDENT OBJECTIVES*** |

**Auburn University**

**Department of Special Education, Rehabilitation, Counseling/School Psychology**

**Internship in Rehabilitation & Disability Studies**

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| Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| 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:**

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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

**REHABILTATION & DISABILITY STUDIES**

**TIME LOG**

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

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

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**REHABILTATION & DISABILITY STUDIES**

**TIME LOG**

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

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

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

Auburn University

*Special Education, Rehabilitation and Counseling*

*2084 Haley Center*

Auburn, Alabama 36849-5222

**Memorandum for Spring 2017 Internship**

**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 internship 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 intern 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 intern student in accordance with department requirements that include a total of approximately 40 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 intern 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.
6. **The student is expected to:**
7. Meet all requirements specified in the syllabus.
8. Participate fully and reflectively in supervision on site and at the university.
9. Attend all supervision meetings.
10. Establish and maintain a consistent schedule throughout the term of enrollment.
11. Notify, in advance when possible, all supervisors of absences.

Thanks,

Nicholas C. Derzis, Jr., Ph.D., CRC

Program Coordinator for Rehabilitation and Disability Studies

Director of Clinical Experiences for Rehabilitation Programs

derzinc@auburn.edu

334-844-2501