AUBURN UNIVERSITY

SYLLABUS

SPECIAL EDUATION, REHABILIATION, AND COUNSELING

**Spring Semester 2023**

**1. COURSE:** RSED 4910

 **Section:** D01 (online)

**Title:**  Rehabilitation & Disability Studies Practicum

**Credit hours:** 1-2 (60-120 hours of field experience hours)

**Required Meetings:** There will be scheduled Zoom meetings throughout the semester and attendance will be required.

**Weekly Class Emails:**  At minimum, weekly class emails will be sent by the instructor

**Office hours:** Will be scheduled as needed via Zoom or phone

**Instructor:**  Hanna Geddes Downing, M.Ed., CRC

**Email:** hrg0003@auburn.edu (will always try to respond to emails ASAP but may take up to 24 hours at times)

**Cell:** 615-426-2455 (to utilize if something urgent arises)

**2. DATE SYLLABUS PREPARED:** January 2023

**3. TEXT:** There is no required textbook for this course; however, any additional resources, forms, documents, etc. need throughout the semester will be provided via Canvas.

**4. COURSE DESCRIPTION:** The purpose of this course is to provide the student with a supervised beginner 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.

**5. COURSE OBJECTIVES:** 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 impact the 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.

**6. INSTRUCTIONAL METHOD:** In addition to the 60-120 field experience hours to be completed, the student must attend all scheduled Zoom meetings. These Zoom meetings will consist of discussions regarding each student’s practicum experience, as it relates to the course objectives and to required documentation needed throughout the semester.

**7. COURSE REQUIREMENTS, FORMS, & ASSIGNMENTS:**

1. Selecting Practicum Site(s): The practicum site must be approved by the course instructor, and the ***Practicum Proposal Form*** must be turned in with the site information no later than 14 days into the semester. See Canvas for a list of common practicum sites.
2. Forms: The student must initiate the completion of the ***Practicum Mutual Responsibilities Form*** and the***Practicum Supervisor Letter of Agreement Form*** as soon as possible after beginning at their selected practicum site(s) and upload them to Canvas. Towards the end of the semester, the student will be provided with a ***Practicum Evaluation Form*** to be completed by their site(s) supervisor(s), as well as given the submission requirements for the form.
3. Hour Logs: The student must complete the ***Practicum Weekly Hour Log*** and upload it to Canvas each week. Additionally, at the end of the semester, or after completing hours at a particular site for the semester, a ***Practicum Total Hours Log*** will need to be completed by the student, verified by their site(s) supervisor(s), and uploaded to Canvas.
4. Assignments: The student will be required to complete weekly journals and a Field Experience Summary at the end of the semester.
	1. Weekly Journals: For weeks that hours are completed (no matter how few), the student is required to complete and upload to Canvas weekly journals that are 1-2 pages long and adhere to the following format: double-spaced, 12-point font size, Times New Roman font, and student’s name in the header section.
	2. Field Experience Summary: In addition to weekly journals, the student is required to write a Field Experience Summary at the end of the semester that is 2-3 pages long. The summary should give a thorough and complete summary of the student’s field experience – this includes thoughts and/or feelings about the good, the bad, the ugly, etc. regarding the field experience. This summary should reflect what the student learned and how the student intends to apply it in the future. Being completely honest regarding the positives, negatives, and in-betweens will make this summary more enjoyable to compose. This is an opportunity for the student to begin to think about the areas of rehabilitation enjoyed or not enjoyed.
5. Zoom Meetings: The students will be separated into groups that will meet via Zoom 6-7 times this semester. If a student misses a meeting with no correspondence with the instructor, it will result in an unexcused absence. If a student is unable to attend a scheduled Zoom meeting and the instructor is corresponded with then an opportunity to make up the missed meeting will be discussed. During each Zoom meeting, the student should be prepared to discuss in a group their site, client/patient progress, client/patient goals, interventions used in the rehabilitation process, evaluation procedures, other disability related information, organizational culture observed, likes/dislikes, etc.
	1. The instructor will provide additional information regarding groups, Zoom meeting dates/times, etc.

**8. GRADING AND EVALUATION:** The grading structure in this course will be considered “complete” or “incomplete” for each student at the end of the semester.

**9. CLASS POLICY STATEMENTS:**

**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, 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 this 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.

**Missed Assignments:** If you have any scheduling/deadline issues, please notify the instructor as soon as possible. It is the student’s responsibility to contact the instructor if assignment, form/hour log submission, etc. deadlines are not met. Students are responsible for initiating arrangements for missed work.

**Make-up Policy:** An arrangement attempt to make up a missed assignment, submission deadline, etc. due to a properly authorized excused absences must be initiated by the student within one week of the excused absence(s). Unusual circumstances will be considered if they arise.

**Professionalism:** As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors.

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

**Face Coverings:** Auburn University permits individual faculty members to require face coverings in their classrooms. Students in this class are required to wear face coverings that appropriately cover the nose and mouth to limit the spread of infectious disease. Failure to comply with the requirement represents a potential Code of Student Conduct violation and may be reported as a non-academic violation.

**Accommodations for Students with Disabilities:** Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to make an individual appointment with the instructor 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).

**Course Communication:** Students are expected to communicate with the instructor of this course via email (if urgent, students can contact the instructor via cell/text), and all other information will be provided/submitted on Canvas. **Open, and timely, communication with the instructor of this course is extremely important. It is the student’s responsibility to check emails and Canvas on a regular basis.**

**Academic Honesty:** All portions of the Auburn University Student Academic Honesty code (Title XII) found in the Student Policy eHandbook 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.

**Mental Health:** If you are experiencing stress that feels unmanageable (personal or academic) during the semester, Auburn University’s Student Counseling & Psychological Services (SCPS) offers a variety of services to support you. The mission of SCPS is to provide comprehensive preventative and clinical mental health services to enhance the psychological well-being of individual students, as well as the broader campus culture. As an instructor, I am available to speak with you regarding stresses related to your work in this course, and I can assist in connecting you with the SCPS network of care. You can schedule an appointment yourself with the SCPS by calling (334)844-5123 or by stopping by their offices on the bottom floor of Haley Center or the second floor of the Auburn University Medical Clinic.

If you or someone you know needs to speak with a professional counselor immediately, the SCPS offers counseling during both summer term as well as the traditional academic year. Students may come directly to the SCPS and be seen by the counselor on call, or you may call 334.844.5123 to speak with someone. Additional information can be found at [Auburn University Student Counseling & Psychological Services | The primary counseling center of Auburn University](https://scps.auburn.edu/).

**Basic Needs:**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course or others is urged to contact Auburn’s Basic Needs Center for support at [Basic Needs Resources – Auburn Cares](http://aucares.auburn.edu/basic-needs-resources/). Furthermore, please notify the professor if you are comfortable in doing so as this will allow the faculty member to connect you with any other known resources.

**11. COURSE CONTENT:**

*Note: The below is subject to change but not without notice. Please be familiar with the university’s academic calendar for the spring 2023 semester for add, drop, etc. dates* [*Academic Calendar | Auburn University*](https://auburn.edu/about/academic-calendar/)

**Week 1 (01/11-01/14) - Spring Semester begins on Tuesday, 01/11**

Syllabus and forms provided; Initial contact made from instructor, as well as first, weekly, class email sent – practicum site(s) need to begin being secured if not already

\*\*If beginning field experience, then the initial forms (***Practicum Proposal Form,*** ***Practicum Mutual Responsibilities Form, and*** ***Practicum Supervisor Letter of Agreement***), hour logs, weekly journals, etc. to begin to be completed and submitted via Canvas.

**Week 2 (01/15-01/21)**

Weekly class email sent; Practicum site(s) need to continue being secured if not already

\*\*If beginning field experience, then the initial forms (***Practicum Proposal Form,*** ***Practicum Mutual Responsibilities Form, and*** ***Practicum Supervisor Letter of Agreement***), hour logs, weekly journals, etc. to begin to be completed and submitted via Canvas.

**Week 3 (01/22-01/28)**

Weekly class email sent; Practicum site(s) **MUST** be secured by this week – if not secured, the student and the instructor will need to discuss next steps

\*\*If beginning field experience, then the initial forms (***Practicum Proposal Form,*** ***Practicum Mutual Responsibilities Form, and*** ***Practicum Supervisor Letter of Agreement***), hour logs, weekly journals, etc. to begin to be completed and submitted via Canvas.

**Week 4 (01/29-02/04)**

1st required Zoom meetings held; Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 5 (02/05-02/11)**

Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 6 (02/12-02/18)**

2nd required Zoom meetings held; Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 7 (02/19-02/25)**

Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 8 (02/26-03/04)**

3rd required Zoom meetings held; Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 9 (03/05-03/11) – Spring Break**

Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 10 (03/12-03/18)**

4th required Zoom meetings held; Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 11 (03/19-03/25)**

Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 12 (03/26-04/01)**

5th required Zoom meetings held; Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 13 (04/02-04/08)**

Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 14 (04/09-04/15)**

6th required Zoom meetings held; Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 15 (04/16-04/22)**

Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 16 (04/23-04/29**

7th required Zoom meetings held; Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas

**Week 17 (04/30-05/05) – Spring Semester end – Commencement Ceremonies begin 05/05**

Weekly class email sent; All forms, hour logs, journals, etc. to continue to be completed and submitted via Canvas; ***Practicum Evaluation Form\**** completed by site(s) supervisor(s) and submitted; ***Practicum Total Hours Log*** completed with site(s) supervisor(s) and submitted; Field Experience Summary due via Canvas

*\*Note: Towards the end of the semester, the student will be provided with a* ***Practicum Evaluation Form*** *to be completed by their site(s) supervisor(s), as well as given the submission requirements for the form.*