**AUBURN UNIVERSITY**

**SYLLABUS**

**Course Number:** RSED 7916

**Course Title:** Rehabilitation Practicum (Distance Education)

**Credit Hours:** 3 semester hours

**Prerequisites:** Graduate student status

**Co-requisites:** None

**Term:** Summer 2012

**Professor: Jill M. Meyer, PhD, LCPC, CRC**

Assistant Professor

Special Education, Rehabilitation, and Counseling

1222 Haley Center **Richard Helling, MEd, CRC**

[Jill.Meyer@Auburn.edu](mailto:Jill.Meyer@Auburn.edu) Coordinator

334-844-2109 [hellird@auburn.edu](mailto:hellird@auburn.edu)

205-531-4440

(Unavailable 5/30 – 6/15)

**Office Hours:** By appointment

**Date Revised:** January 2012

**Text:** Ivey, A. E., & Ivey, M. B. (2009). *Intentional interviewing and counseling: Facilitating client development in a multicultural society (7thed.)*. Belmont, CA: Thomson Brooks/Cole. ISBN-13: 978-0495601234

**Major Resources:** A webcam is required for this course.

**\*Course Description:**

The purpose of the RSED Practicum in Rehabilitation Counseling is to provide the student with a supervised beginning experience in a human service organization that will foster personal growth, and that exposes the student to issues affecting the rehabilitation process and/or delivery of services. The practicum experience is 100 hours, included in that 100 hours must be at least 40 direct services hours (working directly with, or providing services directly to a consumer) at an approved rehabilitation site.

**Administrative Course Objectives:**

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.
5. The opportunity to interact in a professional manner with personnel from a wide variety of community agencies.

**Clinical Course Objectives:**

1. Guide students toward the development of professional interviewing and counseling skills related to the direct delivery of services to persons with disabilities.
2. Provide instructional experiences acquired through coursework in an academic setting, for application of skills in a rehabilitation setting.
3. Utilize a community based rehabilitation setting for practical application of classroom instruction.
4. Further develop vocational rehabilitation counseling skills that encourage client choice, and direction, and maximize client potential.
5. Develop an understanding of the application of ethical standards in rehabilitation counseling.
6. Provide supervised student experiences.

**Instructional Method:**

In addition to the 100 hour field experience, students are expected to view weekly microskills training lectures provided via Panopto. Students will also practice (in pairs) the microskills on a weekly basis, facilitating clinical skills development.

**General Requirements:**

1. The practicum site selected must be approved by the course instructor/coordinator in advance of starting the practicum. You are required to send a request by email about your chosen site.

2. Students must submit (see Student Practicum Site Information Form) in writing the name of the site and local supervisor, along with requested details. **ALREADY ON TK20**

3. Students will also complete (see Site Supervisor Information form) supervisor’s certification/licensure form. **ALREADY ON TK20**

3. Students are expected to spend a total of 100 hours in an approved setting such as a state office of rehabilitation services, independent living center, Goodwill, college or university disability resource center, a mental health facility, a supported employment training center, or other approved agency setting.

4. The Practicum in Rehabilitation Counseling requires a minimum of 100 clock hours of documented clinical experience (40 direct hours). Each week, students are required to document their time on the practicum log, available **in TK20** **(No Other Log Will Be Accepted. Hours must be recorded in TK20 on a weekly basis). You will get a weekly request from TK20- You will have 1 WEEK to complete the log for the previous week.**

5. Students will provide to their site supervisor, the “Supervisor’s – Student Practicum Appraisal Form.” This form will be completed by the supervisor at week 5 (or half-way) of the practicum, and again at week 10 (conclusion) of the practicum. Both the student and supervisor are required to discuss the ratings and sign the form, each time. The completed form (with signatures) will be uploaded to TK20 **at weeks 5 and 10,** by the student**. FIND IT ON CANVAS, BUT UPLOAD TO TK20.**

6. The student and site supervisor must each sign the Practicum Completion Form, including all recorded hours and activities. The form must be completed by the student, contain detailed information including the type of service, location, hours of service, and if the hours were direct or indirect service hours, and be provided to practicum supervisor. The course is not considered finished until this form is completed, and uploaded to TK20, with both signatures. **FIND IT ON CANVAS, BUT UPLOAD TO TK20.**

**ASSIGNMENTS/LEARNING ACTIVITIES:**

Each student will:

* 1. Watch weekly microskills lectures and practice skills with class partner
     1. Students will practice weekly microskills with partner (via skype)
     2. Students will self-report in CANVAS completion of lecture and skills training on a weekly basis
     3. You will need to submit the **Consent to Counsel- Student Consent** (Found on CANVAS, but Upload to TK20)
     4. **All information discussed in practice and counseling sessions is confidential**
  2. Meet approximately on a weekly basis with the on-site agency supervisor.
  3. Meet weekly (skype) with the University assigned Clinical Supervisor.
  4. Keep in contact with the assigned University Clinical Supervisor and/or coordinator, as needed (in addition to weekly clinical supervision).
  5. Record **four counseling sessions with a consumer** and **complete the “Counseling Session – Evaluation” form** (each time). **This form is found on CANVAS**.

The following guidelines must be followed for recording sessions:

1. If possible, one session should be an intake interview and one session should be a termination session; the others can be general counseling/planning sessions.
2. Each session must be a minimum of 20 minutes- 50 minutes in length. Any shorter and the tape will not be accepted for credit. A full session is preferred.
3. There must be adequate sound. If we can’t hear what both the counselor and the client are saying (unless in ASL), then the tape will not be accepted.
4. We must be able to see both you and the client. Please remember that if you are sitting in front of a window, or backlighting is too bright, we will not be able to see you.
5. **You will need to submit all sessions through the course-approved technology** 
   1. **(Panopto – to record and Evirx – upload for review by Clinical Supervisor).**
6. **You will need to submit the Adult/ Client Consent to Counsel, (Video Record Approval) with each session. You will find it on CANVAS, but upload to TK20.**

*Liability Coverage*

Students 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 coverage may request such from Nick Derzis, Clinical Coordinator.

**\*Semester Outline**

**All assignments should be up-loaded in CANVAS**

(Readings are to be completed prior to weekly skills practice sessions)

Date Class Topic Assignments

5/22 Course Overview/Introductions Choose class partners for skype practice

Intro to Counseling: Ethics & Ivey & Ivey Ch. 1 & 2 (Recorded 1/19/12)

Importance of the Relationship Sign Student Consent Form

5/29 Attending Behavior Ivey & Ivey Ch. 3 (Recorded 1/26/12)

3Vs & B

6/4 Questioning Skills Ivey & Ivey 4 (Recorded 2/2/12)

Open-ended Questions

6/11**\*** Observation Skills Ivey & Ivey 5 (Recorded 2/9/12)

Core Conditions **1.** **Tape One – Intake Session**

**Tape & Evaluation Form due by: 6/16/12**

6/18**\*** Encouraging/Paraphrase Ivey & Ivey 6 (Recorded 2/16/12)

Active Listening Skills **\*\*Site Supervisor Review Due by: 6/23/12**

6/25**\*** Observation & Reflecting Feelings Ivey & Ivey 7 (Recorded 3/8/12)

Integrating Listening Skills Ivey & Ivey 8 (No recording; Just read)

**2. Tape Two- Client Session**

**Tape & Evaluation Form due by: 6/30/12**

7/2 Supporting & Challenging Ivey & Ivey 9 (Recorded 3/22/12)

(Identify Discrepancies)

7/9**\*** Reflections & Reframing Ivey & Ivey 11 (Recorded 3/29/12)

**3. Tape Three – Client Session**

**Tape & Evaluation Form due by: 7/14/12**

7/16**\*** Focusing the Interview Ivey & Ivey 10 (Recorded 4/5/12)

**4. Tape Four- Client Termination Session**

**Tape & Evaluation Form due by: 7/21/12**

7/23**\*** Solution Focused Therapy Just Lecture (Recorded 4/19/12)

&Termination Read Ivey & Ivey 12 & 13

**\*\*Site Supervisor Review Due: 7/28/12**

**Practicum Completion Form Due: 7/28/12**

**\***This schedule is subject to change and revisions.

**Grades: This course is designated as Satisfactory/Unsatisfactory.**

**Completing the course requirements with a score of 80 to 100 points will result in a Satisfactory grade.**

**Assignments:**

Weekly Lectures & Skills Sessions (10) 10 points (1 pt. per Lecture & Skill Training)

Taped client sessions with evaluation form (4) 40 points (10 pts. Per Session & Form)

Completion of 100 practicum hours (40 direct) 50 points (verified in TK20) (1/2 pt. per hour)

\*(Must have site supervisor’s approval \***100 points**

& ALL forms completed & submitted)

# \*All administrative and Clinical documents must be uploaded to TK20; Practicum Evaluation Forms and Practicum Completion Form must be completed and verified by site supervisor before coursework is considered complete.

# \*Grades will not be assigned until ALL documents are completed and uploaded to TK20 &/Or CANVAS.

# ACADEMIC INTEGRITY:

As a graduate student in the Special Education, Rehabilitation, and Counseling department, you will be held to the highest standards of academic conduct. Academic misconduct will be dealt with according to General Counsel Policy.

(see <https://sites.auburn.edu/admin/universitypolicies/default.aspx>)

All your work in this class should be original to you and to this class. Of course you are expected to explore, analyze, and discuss the ideas of others, but you must give them proper credit through citations and references. Also recycling papers from other classes is not acceptable. You can certainly continue to explore an area of interest, but you must do new or additional research and writing. The bottom line is ALWAYS (on exams, on papers, on projects, on presentations) do your own, original work, give credit to others for their ideas. When in doubt, ask the instructor.

**Accommodations**

Students who need accommodations are asked 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 OoA, but need accommodations, make an appointment with The Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT).

**General Counsel Policies**

General Counsel now maintains a single website that serves as the collection of all University Policies:  <https://sites.auburn.edu/admin/universitypolicies/default.aspx>. This replaces the previous Tiger Cub policies.

**UNOFFICIAL CHEAT SHEET**

**TK20**

1. Complete: Student Practicum Site Information Form

Site Supervisor Information Form

**Available in TK20**

2. Upload: Site Supervisor’s – Student Practicum Evaluation Form (5&10 weeks)

Practicum Completion Form

Consent to Counsel/Adult Form- for each of 4 counseling sessions

Student Consent From

**These forms are available on CANVAS, but you upload to TK20**

3. Hourly Practicum Log – complete weekly

**Available in TK20**

**PANOPTO**

1. There is a link in CANVAS **(MODULES** tab) to watch weekly lectures (in Panopto). Start at the bottom and work up the list.

2. Use Panopto to tape all 4 counseling sessions with consumer…(remember the consent forms!)

**EVIRX**

1. Upload each of the 4 counseling sessions (in Panopto) to EVIRX for clinical review

**SKYPE**

1. Use skype to practice weekly skills training sessions with class partner

**CANVAS**

1. Watch weekly lectures- Select **MODULES** tab - link through CANVAS to Panopto

2. Verify you have viewed the weekly lectures & completed skills training with class partner

3. Upload your “Counseling Session - Evaluation form” for each of the 4 counseling sessions to CANVAS. Form is available on CANVAS.