

Syllabus
PSYC 523
Practicum in Clinical Psychology
Spring 2022

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Office Hours: Tuesday and Wednesday 3pm-4pm (via Zoom link: <https://siue.zoom.us/j/92519510862>) and by appointment

Course Description and Goals:

This practicum course primarily involves direct work in the field of clinical psychology. To arrange a placement, the instructor shares with students a detailed list of external practicum sites that have been approved by the instructor (and typically have supervised students in previous semesters). Students are also welcome to suggest new sites for the instructor to contact, visit, and potentially approve. The instructor then meets individually with each student to discuss the student's site preferences and the relationship between those preferences and the student's goals for future employment or graduate training. The instructor then directs each student to apply to specific sites, ensuring that the student understands the application procedures. From that point, the student keeps the instructor informed as the application process moves forward, from initial contact through interviews and the decision to accept or not accept the student.

Once the student has secured a placement, the student works directly with the on-site supervisor (who is a licensed mental health professional) to arrange start and end dates, a weekly schedule, and specify the expectations and goals for the student. When arranging the weekly schedule, the student and supervisor should designate at least one hour of face-to-face, individual supervision. The supervisor should also be available for additional supervision "on the fly" as needed. Assuming the student is taking this course for the typical 3 credit hours, the total number of hours on site per semester must total at least 192. (Each credit hour translates into 4 hours per week on site, and each fall or spring semester includes 16 weeks. $3 \times 4 \times 16 = 192$.) Some particular sites may require students to spend more than 12 hours per week on site. When students take practicum hours in the summer semester, they may have to increase the number of on-site hours per week because the summer semester is typically shorter than the fall and spring semesters. The majority of on-site hours should involve direct client contact. The remaining hours may involve professional meetings, test scoring, report writing, note taking, assigned readings, administrative tasks, or other tasks as determined by the on-site supervisor. If a student wishes to begin or end a practicum outside of the semester's start and end dates as defined by the SIUE calendar, the student must obtain the on-site supervisor's approval and complete a form to be provided by the instructor. Transportation to the site is the responsibility of the student.

Authorities from each practicum site have signed a practicum agreement with SIUE that spells out the legal arrangement between the two entities. (Students can see these agreements upon request.) This agreement includes the fact that the students are covered

by SIUE's insurance policy while performing their practicum duties. The instructor encourages students to consider also exploring options for obtaining their own malpractice insurance from such agencies as APAIT (<http://apait.org/apait/products/studentliability/>). Such coverage is not required, but is relatively inexpensive, can provide additional protection in the extremely unlikely event that the student encounters a liability issue, and helps the student begin to learn about this important professional issue which they are likely to encounter in their careers.

In addition to their on-site responsibilities, students are also required to participate in practicum discussions with the instructor and classmates. These discussions should be understood as "mutual consultation." The word "consultation" means that the advice or feedback students receive from the instructor or fellow students are not mandatory instructions (and have no such supervisory power). They are simply thoughts or ideas the student might want to consider, and perhaps discuss with the on-site supervisor. In other words, the student's on-site supervisor provides supervision, while the instructor and fellow students offer consultation. These discussions will take place via blackboard discussion boards, and may also include on-campus group meetings or on-campus individual meetings with the instructor. Regarding the blackboard discussion, students are required to post at least one "major" post per week, in which you introduce something new to the discussion. Typically, this will be a description of clinical work you have been doing, a particular clinical, ethical or professional issue that has emerged, a question related to your practicum activities that you want the group to discuss, an update on a client you described previously, or some other substantive discussion of what's happening at your practicum. These posts should be at least a full paragraph in length, perhaps longer. Students are also required to post at least two "minor" posts per week, in which you respond to posts of others. These can be shorter (a sentence or two), but can be longer as well. Of course, students are encouraged to contact the instructor directly by phone, email, or in person (rather than relying solely on blackboard) if an urgent practicum issue arises.

When students discuss their practicum activities in any forum, they are required to protect client confidentiality. Students should never use clients' names (creating false names is fine, as long as the names are described as false), and students should omit any other identifying information. If by chance a student recognizes a client via the description of another student at another site, that student should stop participating in that conversation and let the instructor know about the situation.

Student safety is a top priority during practicum experiences. Students should never be made to feel unsafe while on site. (In fact, student safety is an important criterion for approval of the sites by the instructor.) As a practicum student, if you ever find yourself in an unlikely situation in which you feel unsafe, get to safety immediately even if that means failing to do something your supervisor has assigned. Let your supervisor and instructor know about the situation. Your grade in this course will never be negatively affected by actions you take to keep yourself safe.

Grading Policies:

Students' grades will be determined by several factors, primarily including feedback from the on-site supervisor. The on-site supervisor will submit a formal evaluation of the

student to the instructor at the end of the semester, and will share that evaluation with the student. The on-site supervisor and the instructor will also communicate informally (via email, phone, or in-person visit) about the student occasionally throughout the semester. The on-site supervisor will evaluate the student based upon the expectations and goals that were established at the beginning of the semester, and also on behaviors and qualities that apply to all practicum sites, such as punctuality, professionalism, clinical skills, receptiveness to feedback, cultural competence, and more. Students can view the on-site supervisor's end-of-semester evaluation form upon request. The student's final grade is assigned by the instructor.

Another factor in the student's grade is participation in discussion about practicum with the instructor and fellow students. Both quality and quantity of participation will be considered.

COVID-19 Pandemic Policies Related to Classroom Instruction (Spring 2022)

Health and Safety

The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University's *Student Code of Conduct*.

The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here: <https://www.siu.edu/policies/Covid.shtml>

Classrooms, Labs, Studios, and Other Academic Spaces

Under current University policy, whether in the classroom, lab, studio, or other academic spaces, students (regardless of vaccination status) shall wear face coverings that fully cover the nose and mouth and practice physical distancing measures to the extent practicable based on the specific classroom capacity and pedagogy. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face covering will be reminded of their obligation to comply with SIUE's *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and myaccess@siue.edu).

General Health Measures

At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have [COVID-19 symptoms](#), but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842. More information on reporting procedures is available [here](#).
- Frequent washing or disinfecting of hands.
- Adhere fully to the current face mask and physical distancing rules as articulated in policy: <https://www.siue.edu/about/announcements/coronavirus/safety-guidelines-support/face-mask-pick-up.shtml>
- If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

Academic Integrity

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siue.edu/policies/3c2.shtml>.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: <https://www.siue.edu/policies/3c1.shtml>.

Potential for Changes in Course Schedule or Modality

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include alterations to distancing requirements, course modality (e.g., transition from face-to-face to online, hybrid, or hy-flex, mask wearing, in-course activities, etc). These changes would be implemented to ensure the successful completion of the course while preserving health and safety. In these cases, students may be provided with an addendum to the class syllabus that will supersede the original version. If the course schedule or modifications significantly alter expectations, a new syllabus will be issued.

SIUE Psychology Department Policy--Withdrawal from Classes and Incomplete Grade Policies

All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by the end of the 6th week of an 8-week summer term. When students discontinue attending class and do not withdraw from a course they may receive the grade of UW (Unauthorized Withdrawal). The grade of UW will only be given when a student's grade based on the course requirements is an F. The grade of UW is calculated as an F in a student's grade average. The granting of a grade of I (Incomplete) is not automatic and is available only in cases when a student has completed most of the work required for a class but is prevented by a medical or similar emergency from completing a small portion of the work not later than the end of the following semester. An I must be approved by the instructor with appropriate documentation provided by the student. If an instructor agrees to give a student an I, the instructor will fill out a Memorandum of Incomplete Grade to be kept with the student's records. If the work is not completed by the time specified on the Memorandum, the student's grade will be changed from I to F.

SIUE Psychology Department Policy--Plagiarism

Plagiarism includes presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (<http://www.siu.edu/policies/3c2.shtml>). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost." (<http://www.siu.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To insure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at <http://www.siu.edu/education/psychology/plagiarism.shtml>.

Students Needing Accommodations

It is the policy and practice of the Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please notify the instructor as soon as possible. Students are also encouraged to contact office for Accessible Campus Community and Equitable Student Support (ACCESS). The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at myaccess@siue.edu or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at www.siu.edu/access.