

**Wilberforce University**

**Division: Rehabilitation  
Counseling and Disability  
Studies  
Course Syllabus**

<b>Course:</b>	<b>RC 630 Practicum</b>
<b>Term:</b>	<b>Spring 2012</b>
<b>Instructor:</b>	<b>Name: Professor John H. Tooson, PhD., CRC Email Address: <a href="mailto:jtooson@wilberforce.edu">jtooson@wilberforce.edu</a> Phone Number: 937-708-5625</b>
<b>Catalog Description:</b>	<p>The practicum is a 100 clock hour supervised field experience in a setting related to rehabilitation services. The practicum facilitates the application of theory to the practice of rehabilitation counseling under supervision of a trained and certified rehabilitation professional. The experience is designed to enable the student to engage in multiple counselor tasks and functions. It is expected that during the semester students will successfully demonstrate adequate entry mastery of several of the rehabilitation counselor's core functions.</p> <p>The student is required to spend a minimum of 40 clock hours with direct contact with persons with disabilities at his/her site. If a site requires additional hours, students are expected to comply with site expectations. Any concerns regarding clock hours needs to be discussed with the program coordinator. It is expected that students will be afforded the opportunity to engage in several core tasks and functions. Students must be supervised by an individual with the minimum of a master's degree in rehabilitation and/or a CRC. Ideally, the site supervisor will fulfill these requirements. However, in extenuating circumstances, an academic faculty member meeting the aforementioned requirements, may serve as the clinical supervisor. If you are interested in seeking licensure as a counselor in the state of Ohio a supervisor must also be a PCC (professional clinical counselor).</p>
<b>Prerequisites</b>	<b>Undergraduate Degree</b>
<b>Course Level Learning Outcomes:</b>	1) As a result of this Practicum, the student will demonstrate the ability to conduct therapy

sessions with a group and/or one-on-one counseling sessions through this supervised rehabilitation counseling experience at a facility, agency, organization that provides rehabilitation counseling services or related services to individuals with disabilities.

- 2) The student will demonstrate the ability to create and compose a **journal documentation** of their workplace participation that will provide a systematic record of the activities, observations, and reflection of the worksite experience, which will be utilized to design their own counseling techniques.
- 3) Through this intense clinical experience at their perspective facility, students will demonstrate knowledge, abilities and skills in the rehabilitation service delivery and in the process, also gain considerable experience in group counseling techniques.
- 4) The student will be able to assess/evaluate and document the group dynamics and and the interaction among group members, enabling them to then apply this knowledge their practice

**Core Standards:**

D.1.1 The practicum shall include instructional experiences (audio-video tapes and individual and group interaction) dealing with rehabilitation counseling concerns, and clinical experiences (on or off-campus) that facilitate the development of basic rehabilitation counseling skills. During the practicum, students will conduct interviews that will be reviewed by a supervisor. If practicum experiences are provided off-campus, there will be direct and periodic communication throughout the semester between the site supervisor and the facility (e.g., site visits, conference calls, video-conferencing, electronic communication).

D.1.2 Written expectations, procedures, and policies fro practicum shall be contained in a manual or other appropriate document(s) and distributed to students and supervisors. This will include the policy that the practicum is a prerequisite to the supervised rehabilitation counseling clinical internship experience.

	<p>D.1.3 For the practicum, an on-site supervisor must be assigned to provide supervision throughout the practicum experience.</p> <p>D.1.4 Practicum experiences shall include an average of one (1) hour per week of individual or 1 ½ hours per week of group (with no more than 10 students/group) supervised by a program facility member or qualified individual working in cooperation with program facility member.</p> <p>D.1.5 When using distance education modalities, practicum supervision may be provided using a variety of methods such as video conferencing, teleconferencing, real time video contact, or others as appropriate.</p> <p>D.1.6 In states that have specific practicum supervision requirements for counselor licensure, the program shall make the required supervision experience consistent with the licensure requirements available to those students desiring to qualify for licensure.</p> <p>D.1.7 There shall be a progress review of all students enrolled in a practicum.</p> <p>D.1.8 There shall be a written procedure for responding to students who do not demonstrate satisfactory practicum knowledge or clinical skills.</p> <p>D.1.9 The individual supervision of five students shall be considered equivalent to the teaching of one course due to the intensive one-on-one instruction and ongoing evaluation necessary in practicum.</p>
<b>Materials</b>	<p><b>Wing, D. S., &amp; Sue, D., 4<sup>th</sup> Ed., (2002). <i>Counseling the Culturally Diverse</i>. John Wesley &amp; Sons: Hoboken: NJ</b></p> <p><b>Resource on Journal Activities:</b>  <a href="http://pratt.edu/~infosils/practicumproject.html">http://pratt.edu/~infosils/practicumproject.html</a></p>
<b>Grading:</b>	<p>Grading Scale</p> <p>90 - 100% = A  89 - 90% = B  79 - 80% = C  69 - 70% = D</p>

Below 60% = F

Show how students will earn each grade based on projects, labs, attendance, class participation and exams.

**Grading Scale (this scale is specific to Rehabilitation Counseling Practicum):**

360 – 400 = A (90% - 100)

320 – 359 = B (80% - 89%)

280 – 319 = C (70% - 79%)

240 – 279 = D (60% - 69%)

Below 240 = F (Below 60%)

**Assignments**

**Site Performance (75% of grade)**

Your attendance and performance at the site will be the major factor in the grade that is earned for the semester. Input from the site supervisor will be provided throughout the practicum. This will be 75% of the grade.

**Journal Writing (25% of grade):**

Maintaining a journal is required and will constitute 25% of the grade for this class. The website listed under materials, which provides points for assisting the student in writing the journal A journal should be made each time the student works at the site. Each entry should note: (1) the date; (2) the number of hours worked at that time, and (3) running count of the total hours accumulated. The journal will be evaluated on the basis of how well the student describes and reflects upon the following:

- a) Introduction/orientation – how the student was introduced into the organization and what type of orientation was received.
- b) What happens – what takes place, including the day-to-day routines and critical incidents,
- c) Tasks – major tasks and accomplishments for that day,
- d) Issues – issues or problems that arise for the student or the organization and how they get resolved,
- e) Staffing – staffing patterns or levels of

	<p>staffing, and their effects on how work is done,</p> <ul style="list-style-type: none"> <li>f) Physical Environment – how physical layout, furniture, noise, temperature, light, etc, affect service or ability to carry out responsibilities,</li> <li>g) Resources – perceived adequacy of funding, and its effect on collections, services, ability to carry out projects and duties.</li> <li>h) Social Climate – interactions among workers; overall social climate (friendly, distant, etc.),</li> <li>i) Users – types of users served; typical needs of consumers,</li> <li>j) Staff/user interaction – nature of contacts; frequency, content covered, pace of pressure,</li> <li>k) Service philosophy – perceived standards or orientation toward service,</li> <li>l) Challenges – particular challenges for this organization and how they are being met,</li> <li>m) Management style – the management style practiced by mentors and others,</li> <li>n) Quality of supervision received – direction, training, feedback, access, and mentoring,</li> <li>o) Meetings – what takes place at meetings the student is invited to attend,</li> <li>p) Developmental progress – development of skill and confidence in carrying out duties,</li> <li>q) Explanation and hypotheses – generally, why things seem to be the way they are</li> <li>r) Critical perspective – how things might be done differently or more effectively,</li> <li>s) Self-evaluation - strengths and weaknesses; how one might have made different choices of one were doing it over,</li> <li>t) Reflection – making sense of the experience both ongoing, and at the end of the term.</li> </ul> <p><b>Note:</b> the student will not, in any case, use a consumer’s real name in the journal.</p>
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	<p>A student’s proficiency in course work is measured in terms of the following Alphabetical symbols. Minuses and pluses are not accepted.</p> <p>A: Excellent</p>
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	<p>B: Good</p> <p>C: Satisfactory (Grade C or better required in major courses).</p> <p>D: Poor (passing, except in major courses).</p> <p>F: Earned Failure. (Removed only by repeating the course). Upon successfully passing the course, the first grade is “excluded” from grade point average. The second grade is “included in the recalculation of the grade point average.</p> <p>I: Incomplete (student performing satisfactorily, but unable to complete coursework due to valid reason).</p> <p>N: Used in cases where grades are not yet submitted.</p> <p>W: Withdrew before course drop deadline.</p> <p>WP: Student withdraws from University. Withdrew passing after course drop deadline (2 weeks after mid-term).</p> <p>WF: Student withdraws from University. Withdrew failing after course drop deadline (2 weeks after mid-term. WF is treated as an F (punitive grade).</p> <p>CR: Credit/pass</p> <p>NC: No credit/fail</p> <p>Z: Failed course for non-attendance/unofficial withdrawal (treated the same as an F grade). Last date of attendance is reported by faculty.</p>
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<p><b>Activities:</b></p>	<p>The student will participate fully in the selected practicum and abide by all principles including those guidelines and procedures at the worksite which is expected of their employees. Maintaining the journal is critical for the experience obtained at the practicum site as well as specific documentation to accurately reflect that experience.</p>
<p><b>Policy Statements:</b></p>	<p><u>Classroom Conduct:</u>  Each student is expected to practice professional skills in the classroom. No student will be admitted wearing a baseball cap or doo-rag. Each student is expected to treat the instructor and other students with respect and dignity at all times. Any student unable to treat others with respect, will be asked to leave the classroom. Students found disrupting the classroom will be asked to leave as well. It is expected students will not sleep or place heads on the desk, if so, the student may be asked to leave the classroom. In addition, the use of cell phones is prohibited during class. The student will either shut their cell phones off during class or leave their cell phones at home, in either case, cell phones will not be used while the class is in session.. If the student's cell phone rings or vibrates during class, he or she may be asked to leave the classroom. Also no food is allowed in the classroom.</p>
<p><b>University Policies:</b></p>	<p><u>Academic Honesty:</u>  Plagiarism and cheating are completely unacceptable in an institution of higher education and learning. Such behavior deprives the student involved of the desired education and development of an appropriate value system. It is extremely unfair to other students, and it severely diminishes the value and integrity of a University degree.</p> <p>Plagiarism occurs whenever another's work is submitted as one's own. This includes the use of information from an Internet site or from a published author's ideas and words without proper attribution or documentation. It also includes the copying of term papers, other unpublished works, homework, case reports, computer programs and spreadsheets, and any other course assignments which are submitted</p>

for course credit as the student's own effort.

Each instructor shall state the specific penalties for plagiarism and cheating in the course syllabus. The instructor has final responsibility for assessing the penalty in such cases regarding the course grade.

All cases of plagiarism and cheating will be referred to the Vice President for Academic Affairs for possible further action. Additional penalties may be imposed for the egregious cases of plagiarism and cheating.

Drops and Withdrawals

Dropping Courses:

A course may be dropped up through the end of the second week of the semester without any record on the transcript. After this date, a course may be dropped up to two weeks after mid-term grade reports are due, with a W appearing on the transcript. Withdrawals after mid-terms must be approved by the Vice-president of academic Affairs.

In certain General Studies core courses, students' assignments to course sections may be changed by faculty with written notification given to the Registrar. In all other cases, a student wishing to move from one section of a course to another must accomplish this by using a drop-add form to drop the old section and add the new section.

Withdrawal/Grading Policies

The following procedures will apply to all students withdrawing from the University. Grades will be given in regard to the time of withdrawal. Contact the Registrar's Office for forms and assistance.

- **W** (official withdrawal initiated by the student): To be given when a student withdraws between the first day of class/registration and the last day to drop courses, this is two weeks after mid-term exams.
- **AW** (unofficial withdrawal not initiated by the student): The student does not inform anyone that he/she is leaving campus ( the student walks out). The university may also administratively withdraw a student for disciplinary reasons, academic legal anytime during the semester.

Special Accommodations:

A student who is ill or who has or develops medical conditions including but not limited to illness, physical or other disability or pregnancy must notify the Director of Health Services immediately.

<p><u>Classroom Conduct:</u></p> <p><u>Contact Hours:</u>  The class will meet on Monday from 4:00PM to 6:50 PM in King 212.  Cancellations of classes are at the discretion of the professor and the university. If the professor cancels the class, there will be a make-up class.</p>	
<p><b>Course Policies :</b></p>	<ol style="list-style-type: none"> <li>1) Any assignments are to be turned in on time, according to class schedule.</li> <li>2) If assignment is going to be late, the student must arrange with the professor for additional time.</li> <li>3) The student is expected to participate fully in the class discussion and each assignment.</li> <li>4) There will be no excuses from the assignments or the class participation.</li> </ol>
<p><b>Weekly Schedules:</b></p>	<p><b>Weekly meetings scheduled with the student and professor as necessary.</b></p>
<p><b>Advising &amp; Tutorial Support:</b></p>	<p><b>Students may request additional support from the professor or the student may utilize the ACCESS office.</b></p>