

Course Syllabus

<p>Course:</p>	<p>RC 650-01 Internship I Spring 2012</p>
<p>Term, Time & Location:</p>	<p>Spring 2012. Monday 5-7:50 pm Stokes/LRC 121</p>
<p>Instructor:</p>	<p>Name: Dr. Sonya M. Ware Email Address: sware@wilberforce.edu Phone Number: 708-5488 Office: 111 Stokes/LRC</p>
<p>Catalog Description:</p>	<p>RC 650-01- Internship I</p> <p>This course is a weekly lab focusing on acquisition of more advanced skills based on the building blocks of basic interviewing and counseling which students acquired as a prerequisite to this class. This lab is offered in conjunction with students' internship experience to further facilitate synthesis of theory into practice. Experiential learning will be the primary mode of teaching. Updates on internship experiences and concerns will also be addressed in this weekly class.</p>
<p>Prerequisites</p>	<p><i>RC 630 : Practicum</i> <i>RC 640 : Ethics</i></p>
<p>Course Level Learning Outcomes:</p>	<p>Course Outcome</p> <p>By the end of the course, students should be able to:</p> <ol style="list-style-type: none"> 1. Demonstrate progressive counseling skill development. 2. Demonstrate the ability to establish rapport and effective communication skills. 3. Identify their individual counseling modality and demonstrate the appropriate use of techniques. 4. Demonstrate the ability to negotiate goals and objectives with consumers. 5. Demonstrate appropriate decision making and judgment skills.
<p>CORE Standards:</p>	<p>Students shall have supervised rehabilitation counseling internship activities that include a minimum of 600 hours of applied experience in an agency/program, with at least 240 hours of direct services to individuals with disabilities. <i>For this course students are expected to complete half of the total 600 hours (300 hours of applied experiences with at least 120 hours of direct services to individuals with disabilities).</i></p> <p>D.2.1.a orientation to program components, policies and procedures, introduction to</p>

	<p>staff and their role and function, identification of the expectations for interns, confidentiality and due process procedures, risk assessment, and the Code of Professional Ethics for Rehabilitation Counselors;</p> <p>D.2.1.b observation of all aspects of the delivery of rehabilitation counseling services, as practiced by the agency or organization, including diverse populations;</p> <p>D.2.1.c work assignments, performing the tasks required of an employed rehabilitation counselor at the agency or organization; and</p> <p>D.2.1.d reporting, including all required academic reports as well as logs, weekly progress reviews, and summaries of activities.</p>
Materials:	<p>Suggested texts: Young, Mark, E. (2009) <u>Learning the Art of Helping: Building Blocks and Techniques</u>, 4th ed. Upper Saddle River, New Jersey: Merrill Prentice Hall.</p> <p>Ivey, Allen E. (1983) <u>Intentional Interviewing and Counseling</u>, Monterey, California: Brooks/Cole.</p>
Grading:	<p>Grading Scale</p> <p>90 - 100% = A 89 - 90% = B 79 - 80% = C 69 - 70% = D Below 60% = F</p> <p>Class Attendance and Assignments: 33% Internships Hours, Logs, and Evaluations: 66%</p>

<p>More details about how the grade is calculated:</p> <p>Evaluation/grade will be based on:</p> <ul style="list-style-type: none"> ✓ Regular attendance and active participation in class, supervision sessions, staffing sessions and other activities as assigned. ✓ Counseling skill level as determined by evaluation of taped sessions & participation. ✓ Feedback from your field site supervisor through phone or other contacts and written end of semester evaluation. ✓ Regular and timely submission of weekly Logs. This is a simulation of case management skills. ✓ The instructor or student may request a 	<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> <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>
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<p>final skill demonstration during the final two weeks of the semester.</p> <p>A= here are the required steps that you will need to follow:</p> <ol style="list-style-type: none"> 1. Complete contract paperwork, present seven tapes, and turn in all weekly logs/evaluations. 2. Earn at least 90% of the total points for the class. Our syllabus has more details. 3. No more than two absences (excused or unexcused). 4. Complete 300 clinical hours with 120 being direct service hours. <p>B= here are the required steps that you will need to follow:</p> <ol style="list-style-type: none"> 1. 2. Earn at least 80% of the total points for the class. 3. Up to four absences total (excused or unexcused). 4. Maintain moderate enthusiasm for the class materials throughout the semester. <p>C= here are the required steps that you will need to follow:</p> <ol style="list-style-type: none"> 1. Earn at least 70% of the total points for the class. Our syllabus has more details. 2. Up to six absences total (excused or unexcused). <p>D= here are the required steps that you will need to follow:</p> <ol style="list-style-type: none"> 1. Earn at least 60% of the total points for the class. Our syllabus has more details. 2. Up to eight absences total (excused or unexcused). 	<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>Activities:</p>	<p>Mode of Instruction</p> <ul style="list-style-type: none"> • This class uses a workshop format and is designed to be a safe place to try out new techniques to further enhance basic skills. You should be taping on a regular basis to gain practice, not just because it is a class requirement. During each class, two students will present audiotapes or videotapes of work they have completed with persons whom they are counseling. Each tape is to be a progression of the previous session and on each tape, students will <u>state the date and number of the tape</u>. Because you will be building on progressive skills, you will need to get past the rapport building/assessment phase and move on toward goal setting/treatment planning interventions. As such, you should have just one initial interview tape, so be sure the person you have selected as your counselee is willing and able to meet with you for at least seven sessions. • Role playing and other activities may be engaged in at the discretion of the instructor. • Part of every class will consist of staffing sessions in which we will discuss cases and listen to segments of tapes of two students per class. • #1. Participation • Students are asked to participate in class, staff cases, volunteer for demonstrations (as needed), and come to class fully prepared. As this course is highly experiential and only meets once a week, attendance at all sessions is
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	<p>critical.</p> <ul style="list-style-type: none"> • #2. ___7___ New Tapes of 30-45 Minutes Each Showing Progression. You will present these in class. • #3. Weekly Log of Internship Activities • This covers what you did at your site and what the next plan of action is. <u>Please refer to attached format.</u> It is very important for you to keep this daily as you go, for otherwise, you will be trying to reconstruct it and it will be difficult, if not impossible. This will help you when it comes to evaluation time and helps instill good case management and organizational habits. It also provides me with a picture of what you are doing at your site. All Logs MUST have dates on them. These are to be turned in weekly before class when you sign the Attendance Sheet. Make a copy for yourself for your records as these will not be turned back to you. • #4 Assigned readings/movie reviews/writings and discussions.
<p>Policy Statements:</p>	<p>ADA (American with Disabilities Act) Policy: “Students are responsible for informing the instructor of any instructional accommodation and/or special needs at the beginning of the semester.”</p> <p>**Please let me know if you have a documented disability and need special considerations.</p>
<p>University Policies:</p>	<p><u>Academic Honesty:</u></p> <p>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 for course credit as the student’s own effort.</p> <p>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.</p> <p>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.</p>

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>Contact Hours:</u> All classes meet for the full-time stated on schedule. Classes cannot be shortened or cancelled without prior permission. Cancelled classes will adhere to the class make up policy.</p>	<p><u>Classroom Conduct:</u> No cell phone use, text messaging or music in class (After one warning you are marked as absent for that day). Interruption, disruption and inconsiderate behavior will also result in an <i>absence</i> being recorded for that day. The instructor reserves the right to drop any students who are underperforming in class and show a lack of interest and/or a lack of respect.</p>
<p>Course Policies :</p>	<p>Confidentiality and Ethics In this course, you are entering an experience that involves materials that can be of a sensitive nature and it is possible for a student colleague to say something personally important and confidential. <u>It is your duty to maintain confidentiality.</u> Homework assignments should disguise the nature of any individual whom you may have interviewed or are dealing with in counseling. When audio or videotaping a session with a role-playing or real client, be sure you have written permission for that interview to proceed. You are expected to abide by the CRCC and ACA professional ethical codes.</p>
<p>Weekly Schedules:</p>	<p>Class Schedule (Dr. Ware reserves the right to update this schedule throughout the semester as necessary).</p> <p>Week 1: Class introductions and overview of internship contracts/site supervision policies. Week 2: Tape presentations, case study reviews, and weekly logs due. Week 3: Tape presentations, case study reviews, and weekly logs due. Week 4: Tape presentations, case study reviews, and weekly logs due.</p>

	<p>Week 5: Tape presentations, case study reviews, and weekly logs due. Week 6: Tape presentations, case study reviews, and weekly logs due. Week 7: Tape presentations, case study reviews, and weekly logs due. Week 8: Tape presentations, case study reviews, and weekly logs due. Week 9: Tape presentations, case study reviews, and weekly logs due. Week 10: Tape presentations, case study reviews, and weekly logs due. Week 11: Tape presentations, case study reviews, and weekly logs due. Week 12: Tape presentations, case study reviews, and weekly logs due. Week 13: Tape presentations, case study reviews, and weekly logs due. Week 14: Tape presentations, case study reviews, and weekly logs due. Week 15: Tape presentations, case study reviews, and <i>all</i> logs due.</p>
Advising & Tutorial Support:	Office hours posted on my office door (more details provided later).