

## **PRACTICUM: Course Syllabus**

**Psychology 220/221 CRN 20263/ 20264**

**ADS 220/221 CRN 20205/ 20206**

**Spring 2013 (January 14<sup>th</sup> through 10<sup>th</sup> May 2013)**

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**Instructor:** Aruna Patel, Director of ADS Program, B.A, CAT-I11, CATE.

**Contact Information:** (760) 355-6579 [aruna.patel@imperial.edu](mailto:aruna.patel@imperial.edu)

**Office: Room 302 Office hours:** Office by appointment only

**Course Number:** 3 units

**Course Time:** 4:45PM- 6:10PM, Tuesday

**Course Location:** Room 810

**Required Text: Book recommended:**

- 1. Counselor Intern Handbook:** 3<sup>rd</sup> ed., *By: Faiver, Eisengaart & Colona*
- 2. The Internship, Practicum, and Field Placement Handbook A Guide for Helping Professions** *By: Brian n, Baird*

**Course Description:**

This course is designed to provide opportunities for the students in Psychology, Human Relations, and Alcohol and Drug Studies to gain experience under the supervised field placements such as those involving mental health, child development, youth corrections, welfare, homes for elders or neglected, youth recreation, rehabilitation clients, center for family solution, domestic violence counseling groups, centers for people with limitations, and educational settings.

**Students will be able to:**

Students will be able to identify, interview, gain experiences, increase learning opportunities in the field placement activities.

**Student's Learning Outcome:**

Students should be able to develop an understanding in field experience. Apply ethical guidelines of the helping professions, ethical and legal issues relating to clinical practice and internship. Student will have a clear understanding of codes of ethics and confidentiality in a work place.

**Topics:**

Initial Preparation  
 Getting started  
 Developing Competencies  
 Ethical and Legal Issues  
 The Site Supervisor  
 Deciding how to help  
 The Clinical Interview  
 Practical Issues with Clients  
 Working with Diversity  
 Along the way  
 Stress and self-care  
 Finishing up the internship

**Grading Criteria:**

\*\*Practicum must be taken on a “letter grade” basis only.

The breakdown of this course is on a grade point scale:

|          |                        |
|----------|------------------------|
| <b>A</b> | <b>90 – 100 points</b> |
| <b>B</b> | <b>80 – 89 points</b>  |
| <b>C</b> | <b>70 – 79 points</b>  |
| <b>D</b> | <b>60 – 69 points</b>  |
| <b>F</b> | <b>0 – 59 points</b>   |

**Grades will be Calculated on a Point Basis:**

**-30 Pts- Class Participation**

**-30 Pts - Journal and Written Assignments**

**-10 Pts- Thought Paper**

**-30 Pts- Site Evaluations (Supervisor & Instructor)**

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**100 Total Points**

**Attendance:**

Students are expected to attend each class lecture as scheduled and remain present for the duration of the classroom session. Attendance is crucial and highly recommended, as it counts for 30% toward your final grade. Any student who misses the first day of class will be dropped. Students missing more than 3 hours' worth of class may be dropped or student missing more than a week of class hours continuously will be dropped too. Any student arriving late (tardy) more than 3 times will be marked with one absence. Three absences are grounds for dropping from the rest of the semester. Attend the entire evening to receive full credits. Leaving the class during class or after break will not be tolerated.

Allowances of absence may be made by the instructor on a “case-by-case” basis for special circumstances (i.e.: medical necessity, family/personal tragedy) provided the intent of the IVC attendance policies and the objectives of this course are adhered to. Should a student be absent from class, proper notification to the instructor need be made via email. Instructor must be contacted prior to missing an exam except in a documented emergency situation. There is no make-up work if you are absent from class including required class work or homework assignments, quizzes, midterm/final exams or credit reviews. It is the responsibility of the individual student to obtain class materials, handouts, and/or notes given during their absence.

No one is allowed to leave the room during tests, group discussions, and presentations, (bathroom, cafeteria breaks are prohibited while testing, etc.)

It is the responsibility of the individual student to complete and submit the required administrative forms for withdrawing from this course.

**No makeup tests in this class.**

**No late assignments accepted for grade points.**

#### **Classroom Disturbances:**

Disruption via private chattering and /or use of a cell phone (i.e. texting in class session) will not be tolerated. Please turn off all mechanical devices including cell phones, pagers and iPods before coming to lecture. Use of computer during lecture is only permitted for taking notes and needs to be turned off during group work and during video shown in class. Computers will not be used for checking emails or playing video games during lecture time. Students who do not comply will be asked to leave the room for the day. **This is a GADGET Free Zone.** If you know you are going to be late, please give prior notice to the instructor.

Food and beverage during class session are not permitted in class. No eating allowed during class time, only bottled water or drink containers with a lid on allowed during lecture and time.

#### **Disruptive students:**

Most of the students who are enrolled in this class are here to learn however some of the students are not so serious. To preserve a productive and positive learning environment, the students who do disrupt or interfere with a class activities will be sent out of the room for that class period, will also be told to meet with Mr. Sergio Lopez, Campus Disciplinary officer if the disruption continues. Mr. Lopez will follow the disciplinary procedures as outlined in the General Catalog before returning to continue with the coursework.

**DSP&S Statement:**

Any student with a documented disability who may need educational accommodation should notify the instructor or the Disabled Student Program Services (DSP&S) office as soon as possible at the Mel Wendrick Access Center as soon as possible.

Mel Wendrick  
Access Center  
DSP&S  
Room 2117  
Health Sciences Building  
(760) 355-6312

**Cheating Policy:**

Students caught cheating or attempting to cheat on quizzes or exams will be given a zero for that exam or quiz. The student may also be referred to the Associate Dean for Student Affairs for possible further discipline. Cheating includes but is not limited to looking at another student's papers, speaking out answers or questions, the use of open books or notes, use of cell phones, finger spelling in sign language or by notes written on the skin. Baseball caps may not be worn during quizzes or tests. Do not use iPods or such music-providing devices during lecture or tests.

**Plagiarism will not be tolerated.**

**Student Practicum Placement:**

**It is the student's responsibility to locate a work experience site. You will be volunteering at your site for 100 hours during the semester. You must have your site work completed two weeks before finals week. Anyone who is not involved in their placement three weeks after school starts may be dropped from the class. Your professionalism regarding promptness, reliability, appropriate dress, will be required. This includes being neat and clean, drug and alcohol free, and no clothing gender, racial, drug, alcohol, or gang bias. Your presentation at your site is a reflection of Imperial Valley College and will impact your reputation as a professional.**

| <b>Date</b>    | <b>Topic</b>  |
|----------------|---|
| <b>1/15/13</b> | <b>Introduction to class</b>  |
|                | <b>Course Description and Syllabus Review</b>   |
| <b>1/22/13</b> | <b>Professional Behavior Discussion/field placement</b>   |
| <b>1/29/13</b> | <b>Field placement/Journal/mock interview</b>   |
| <b>2/05/13</b> | <b>Site report/journal/class discussion</b>   |
|                | <b>Site located/paperwork due</b>   |
| <b>2/12/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>2/19/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>2/26/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>3/05/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>3/12/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>3/19/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>3/26/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>4/02/13</b> | <b>Spring Break</b>   |
| <b>4/09/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>4/16/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>4/23/13</b> | <b>Site report/journal/class discussion</b>   |
| <b>4/30/13</b> | <b>Site report/journal/class discussion. ALL DOCUMENTD FIELD PLACEMENT FORMS COMPLETED AND TURNED IN.</b> |
| <b>5/07/13</b> | <b>Final Progress Report/Journal Check Out</b>  |