

**AMBERTON UNIVERSITY**  
**SYLLABUS FOR LECTURE/CLASSROOM COURSE**

**CSL6870(.01) School Counseling: Practicum I**  
**Fall 2019**  
**Location: Garland**

**PROFESSOR INFORMATION:**

Name: Mary Kay Qualls, Ed.D., LPC, LMFT, CSC  
Phone Number: 972-279-6511 ext. 151 cell preferred 972-989-5330  
Faculty Fax #: 972-686-5890  
Office Location: Garland #Q  
Office Hours: By appointment  
Email Address: MQuallst@Amberton.edu

**COURSE INFORMATION:**

CSL6870(.01 School Counseling: Practicum I  
Level: Graduate  
Beginning Date of Session: Saturday, September 14, 2019  
Ending Date of Session: Thursday, November 21, 2019  
The first class meeting is **Monday, Sept. 16**, in **Room #17 (Garland )**

All Monday-Thursday lecture classes begin promptly at 6:30 p.m.  
All Saturday lecture classes begin promptly at 8:30 a.m.

**COURSE PREREQUISITES:**

Prior to enrollment in Pre-Practicum in School counseling, students must meet the following requirements:

1. All coursework completed (except for Practicum courses)
2. GPA of 3.00 or higher
3. Be in good academic standing

Note: The application, contract, and other required documents must be presented to the instructor of CSL6829 during the first class meeting. Failure to do so will result in the student being administratively dropped from the course. See <ftp://ftp.amberton.edu/csinfo> for forms.

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: The Art of Helping  
Author: Robert Carkhuff  
Publisher: HRD Press, Inc.  
Year Published: 2009  
Edition: 9th  
ISBN: 13: 9781599961798  
Price: Available at <http://amberton.ecampus.com>

Title: Developing Your Theoretical Orientation in Counseling and Psychothera  
Author: Halbur & Halbur  
Publisher: Pearson Education  
Year Published: 2019Year Published  
Edition: 4<sup>th</sup> Edition Number  
ISBN: 13: 9780134805726  
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

### **APA Requirement**

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 6<sup>th</sup> edition, second printing of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (6<sup>th</sup> ed., 2<sup>nd</sup> printing). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

### **SCHOOL COUNSELING PROFESSIONAL CERTIFICATE PROGRAM CHANGE**

Beginning Fall 2019, there will be three practicums: CSL6870, CSL6875, AND CSL6880. The TExES (Texas Examination of Educator Standards) must be passed before enrolling in CSL6870. The TExES application form and practice tests are located in the TExES Review Course in Moodle. The Application and Contract are required at the first meeting of CSL6870 Practicum I and are in the Review Course. Effective September 1, 2019, the Master of Arts School Counseling degree will be a forty-eight (48) hour degree program for students entering the program.

### **COURSE COMPETENCIES:**

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

This course is a stand-alone course and cannot be taken simultaneously with any other courses. The course is the first in the student's fieldwork for the state of Texas requirement. Application and contract completion, mentor counselor goals and scheduling are part of the student becoming organized during the field experience. Students are prepared for fieldwork through practice of counseling techniques, case studies, and counseling theory practice. Eighty actual clock hours of counseling experience are expected for completion during this course.

### **UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

1. Demonstrating goal setting, organization, and scheduling of fieldwork hours.
2. Applying research tools to obtain knowledge and skill related to human development, counseling services, and professional leadership for becoming a school counselor.
3. Obtaining opportunities to demonstrate professional school counselor leadership skills during fieldwork.
4. Stating relevant, measurable counseling goals.
5. Developing solutions to selected counseling problems: academic, career and/or vocational, or social and developmental.
6. Applying critical thinking skills to the critique of counseling approaches to specific cases involving learners and their families.
7. Analyzing case conceptualization from vignettes in school counseling.
8. Explaining the implications of emerging standards that are being advanced by the Texas State Board of Educator Certification, the American School Counseling Association, and the Texas School Counseling

Association.
9. Demonstrating readiness for Practicum in School Counseling by completing the official Amberton Practicum Application Packet.
10. Demonstrating the ability to apply the Carkhuff counseling model to school counseling situations.
11. Selecting and demonstrating techniques of a chosen counseling theory.
12. Evaluating the need for educational, behavioral, and emotional intervention.
13. Presenting case consultation with alternatives and solutions in an educational and community environment.
14. Stating positive and negative experiences in field experience.
15. Applying the use of planning and implementing of goals in field experience.

### **COURSE POLICIES:**

- (Late Work o Late work is not accepted.
- Absences o Two absences will result in the lowering of one letter grade.
- Privacy and Confidentiality in the Classroom o One of the highlights of the Amberton University academic experience is that students can draw upon workplace examples in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature.
  - o Due to the privacy and liabilities of a classroom, there are no children, pets, or anyone other than you will be allowed in the classroom. UNDER ANY CIRCUMSTANCES.
- Technology, Laptops, Smart Phones o Technology is used for instructional purposes only, expect to be asked to refrain from texting, checking social media, and messaging. If you need to make a call please leave the classroom.
  - o Student must have access to a computer for on line testing.
- Field Visits o Field visits must be scheduled with the field supervisor in advance. o Forms must be submitted electronically a week before the observation with skills for observation indicated.
  - o The Mentor Counselor must be available for a face-to-face brief meeting after the observation and sign the observation form.
  - o Unsigned forms or failure of Mentor Counselor to have a face-to-face meeting with the Field Supervisor will result in an "Incomplete" for the course.

State any policies related to the course i.e. make-up exams, late assignments, incompletes, etc.)

### ***Student's Responsibilities***

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

### ***Attendance Policy:***

Regular and punctual class attendance is expected at Amberton University. In case of absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. Ceasing to attend does not constitute official withdrawal.

Attendance in a lecture course is defined as punctual arrival to, and engagement in, an entire lecture class session. A student in a lecture course missing more than 20% (two class periods) of the class meetings and not keeping up with course assignments may be dropped at the discretion of the professor and Amberton administration.

### ***Plagiarism Policy***

Plagiarism is using another person's work as your own. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

**COURSE DELIVERY METHODOLOGY:**

This course is offered as a Lecture/Classroom course. This course requires that students meet a designated time in the classroom.

- (Students will come to first class meeting with completed application and contract paperwork found on the Moodle Learning Platform TExES Review. If application and contract not completed points will be deducted (10 points per item on the checklist) for each area not totally completed.
- Expect to be scheduling the first field visit with field supervisor this will be for a Guidance Lesson.
- Students will be required to write a paper establishing counseling theory of choice. Outline and rubric is located on the Moodle.amberton.edu CSL6870
- Students will be required to submit a 20-minute sample of counseling work utilizing the Carkhuff method as well as the counseling theory of choice. Student will write a dialog using the template on Moodle.amberton.edu CSL6870
- Students will also download Art of Helping exercises and quizzes for classroom activities, located on Moodle.amberton.edu CSL6870

Describe the kinds of activities that will be used in the classroom: lecture, group presentations, oral reports, written reports, research papers, etc.)

**COURSE OUTLINE AND CALENDAR:**

(Provide a topical outline of the course based on the course competencies. Include learning activities required to gain knowledge of course competencies.

Also provide an outline of important due dates, activities scheduled for each meeting as well as examination dates.)

Week	Topic	Assignment	Competencies Covered	Due Date
1	Clinical folder paperwork check-in.	Bring completed application and contract to class	1,9,14	
2	The Helping Relationship Download Responding forms from Moodle platform	The Art of Helping (TAH) The Helping Relationship Pages 1-49 text Developing Your Theory (DYT) Chapter 1	2	
3	Attending Skills Download forms, Attending Skills from Moodle platform	(TAH) Attending Skills Pages 51-93 text (DYT) Chapter 2	12	
4	Responding Skills Download forms, Responding Skills from Moodle Platform	TAH) Responding Skills Pages 95-130 text (DYT) Chapter 3	3	
5	Personalizing Skills Download forms, Personalizing Skills	(TAH) Personalizing Skills Pages 131-	10	

	from Moodle Platform	179 text (DYT) Chapter 4 & 5		
6	Initiating Skills Download forms, Initiating Skills from Moodle Platform <b>Theory Paper Due</b>	(TAH) Initiating Skills Pages 181-221 text	4 5 11	
7	Case Consultations	Video samples	6 7 13	
8	Case Consultations	Video samples	8	
9	Final	Final Exam	14 15	
10	Finalizing paperwork	<b>Clinical Paperwork Completed</b>		

**GRADING CRITERIA:**

(Grading Scale – Provide the number and percent value of assignments, exams, papers, reports, group projects, etc. **along with** the appropriate University’s grading scale below. Be DETAILED to give your students the most information possible prior to the start of the session.)

Final Exam	15%
Video Sample	15%
Observation	15%
Observation Protocol	10%
Theory Paper	15%
Formative Evaluation	15%
Supervision Notes	5%
Application and Contract	10%

Graduate

92 - 100	A
82 - 91	B
72 - 81	C
62 – 71	D
Below 62	F

Graduate

92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

Each assignment/exam submitted will be reviewed, graded and return to the student in a timely manner, along with appropriate commentary.

Final grades are mailed approximately one week after the last day of the session to the student’s address of record. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

***Incomplete Grades***

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

### ***How to Withdraw From a Course***

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

### **COURSE COMMUNICATIONS:**

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended. The **Student Portal** is the gateway to email, Remote Research, General Tools and Electronic Instructor Folders (FTP). The Student Portal may be accessed through a link on the University's website, <http://www.Amberton.edu>, or at <http://apps.Amberton.edu>.

After selecting the "Student Portal" link, you will be prompted for a Username and Password. Use your assigned **username and password** (AUID) as described below:

**Username** = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

\* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789  
Username: JJonesJr789

**Password** = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including online course materials, email access, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

### **Email Communication**

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto:my.Amberton.edu)). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789  
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current settings. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

**(Lecture Faculty utilizing the Moodle system must use the below paragraph, otherwise delete this section entirely.)**

#### ***The Amberton University Moodle Website***

Students enrolled in this course will also be using the Moodle Learning Platform, with access available through the Student Portal or by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

#### **Moodle Tutorial:**

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

#### **COURSE EVALUATION:**

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place in class during week 9 of the session. Please take advantage of this opportunity and participate in the evaluation process.

#### **TEXAS EDUCATION AGENCY COMPETENCIES:**

This course addresses the School Counselor Competencies set forth by the Texas Education Agency. These competencies are listed by course on the University's ftp site ([ftp://ftp.amberton.edu/csinfo/AU\\_TEA](ftp://ftp.amberton.edu/csinfo/AU_TEA)).

#### **ACADEMIC HONESTY/PLAGIARISM:**

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas, or information or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

#### **RECOMMENDED ONLINE SOURCES:**

Online research resources are available through "Research Tools Database", accessible through the Student Portal, under "General Tools."

#### **RESEARCH TUTORIALS:**

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “Research Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.

***Library Live Chat Feature***

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. [www.amberton.edu/current-students/library/index.html](http://www.amberton.edu/current-students/library/index.html)

**BIBLIOGRAPHY:**

Research resources are available through the University’s physical library and the online virtual library. Students may search for books, periodicals, and online sources pertaining to subjects covered in this course.

The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the University physical Library or email their questions to [library@Amberton.edu](mailto:library@Amberton.edu).