

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

**CSL6840.01 Practicum I**  
**FALL, 2021**  
**Location: Garland**

**PROFESSOR INFORMATION:**

Name: Ken Johnson, Ph.D.  
Phone Number: 972-279-6511 ext. 160)  
Faculty Fax #: 972-686-5890  
Office Location: Garland # 19  
Office Hours: Thursday, 6pm  
Email Address: KJohnson@Amberton.edu

**COURSE INFORMATION:**

CSL6840.01 Practicum I  
Level: Graduate  
Beginning Date of Session: Saturday, September 11, 2021  
Ending Date of Session: Thursday, November 18, 2021  
The first class meeting is **September 16**, in Room # 8 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:**

**Successful completion of CSL6839. Students must successfully pass the Professional Counseling Portfolio before enrolling in this course. The application for the Practicum and other requested documents must be presented to the instructor of CSL6839 Pre-Practicum no later than the last class meeting. Failure to do so may result in the student being administratively dropped from the course.**

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

Title: None  
Author: Nonet  
Publisher: None  
Year Published: NA  
Edition: NA  
ISBN: 10: x or 13 NA  
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.

**LINKS TO COUNSELING HANDBOOKS**

**MA in Professional Counseling**

<https://www.amberton.edu/media/Files/2020-2021%20Professional%20Counseling%20Handbook.pdf>

## MA in Marriage and Family Therapy

[https://www.amberton.edu/media/Files/2020-2021\\_MFT\\_Handbook.pdf](https://www.amberton.edu/media/Files/2020-2021_MFT_Handbook.pdf)

## MA in School Counseling

<https://www.amberton.edu/media/Files/2021-2022%20School%20Counselor%20Handbook.pdf>

### APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, 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, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

### 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. This course offers the student field experience in counseling. Students are expected to complete within this course a minimum of 100 hours of the mandatory 300-hour practicum required for licensure in the State of Texas or Marriage and Family Therapy. Students are expected to complete within this course a minimum of 150 hours of the mandatory 300-hour practicum required for licensure in the State of Texas for Professional Counseling. Participation in continuing education, staff meetings, case presentations, and case observations is expected. **Students may not meet existing or potential counseling clients on the premises of Amberton University for any reason.**

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

1. Developing a comprehensive conceptual framework that describes the nature of the counseling process.
2. Demonstrating consistency in the application of the conceptual framework.
3. Demonstrating skill in building the counselor-client relationship.
4. Identifying relevant treatment goals for clients within family systems.
5. Applying appropriate counseling techniques in mental health settings.
6. Evaluating progress of the client with regard to the stated treatment goals.
7. Adopting professional responsibility in establishing networking relationships.
8. Preparing treatment plans that are appropriate to the setting.
9. Addressing personal goals with regard to the practicum experience.
10. Understanding the ethical, legal, and professional standards of the counseling profession.
11. Identifying and evaluating specialty areas within the career of counseling.
12. Selecting and utilizing contemporary appraisal techniques most commonly used in the counseling profession.
13. Defining consultation and supervision as related to the counseling profession.
14. Understanding the referral/advocacy/triage processes related to the counseling profession.
15. Identifying and applying crisis intervention techniques in a counseling situation.
16. Examining the differences between crisis intervention and psychotherapy.
17. Incorporating 150 hours of field experience in a manner that maximizes learning.
18. Applying the major theories and methods of individual, group, and family counseling to specific counseling situations.
19. Demonstrating competence and compassion with clients from different cultures, backgrounds, and orientations.

### COURSE POLICIES:

All assignments must be submitted by the due date. All paperwork must be submitted in person, or to [kjohnson@amberton.edu](mailto:kjohnson@amberton.edu)

### **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 and engagement is expected at Amberton University. In case of an 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 classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

### **Plagiarism Policy**

Plagiarism is the presentation of someone else's work 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. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, 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 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.

Students agree that by taking this course, all required papers may be subject to submission for textual similarity review to TurnItIn.com for the detection of plagiarism. All submitted papers will be included as source documents in the TurnItIn.com reference database solely for the purpose of detecting plagiarism in such papers. Use of TurnItIn.com service is subject to the Usage Policy posted on the TurnItIn.com site.

### **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 be engaged in case consultation throughout the session. Each student will present a case to the class as partial fulfillment of the course.

### **COURSE OUTLINE AND CALENDAR:**

Week	Topic	Assignment	Competencies Covered	Due Date
Week 1	Introduction & overview	Course orientation	1,9	September 16, 2021
Week 2	Case consultation	Supervised field work/Counseling sessions	2-19	September 23, 2021
Week 3	Case consultation	Supervised field work/Counseling sessions	2-19	September 30, 2021
Week 4	Case consultation	Supervised field work/Counseling sessions	2-19	October 7, 2021

Week 5	Case consultation	Supervised field work/Counseling sessions	2-19	October 14, 2021
Week 6	Case consultation	Supervised field work/Counseling sessions	2-19	October 21, 2021
Week 7	Case consultation	Supervised field work/Counseling sessions	2-19	October 28, 2021
Week 8	Case consultation	Supervised field work/Counseling sessions	2-19	November 4, 2021
Week 9	Case consultation	Supervised field work/Counseling sessions	2-19	November 11, 2021
Week 10	Rap-up	All paperwork due		November 18, 2021

### **GRADING CRITERIA:**

#### Grading Scale

Final grades will be based on (1) Supervisor's Evaluation (50%), and (2) Case Summary Report (50%). The case summary must be involving an individual, group, or family that you worked with during the session.

#### 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>

### **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.

### **RESEARCH RESOURCES:**

The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at [Library@amberton.edu](mailto:Library@amberton.edu).

### **RESEARCH ACCESS:**

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site ([Amberton.edu](http://Amberton.edu)) or the library site ([Library.amberton.edu](http://Library.amberton.edu)) to find links to databased and digital books. Online resources are available all day, every day.

### ***Library Live Chat Feature***

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The Library telephone is (972-279-6511 ext. 136, 137, or 138. You can email questions to [library@amberton.edu](mailto:library@amberton.edu) or visit the Library in person on the Garland campus for assistance.