

# Texas A&M University - Central Texas

PSYC 5385 110 CRN 80224

## Psychology Internship II

Fall 2022 (Aug 22 - Dec 9)

### **Instructor and Contact Information:**

Instructor: Randi Gonzales, Psy.D., LSSP

Office: 318 P Warrior Hall

Phone: 254-501-5879

Email: rgonzales@tamuct.edu

### **Office Hours:**

Tuesday 3-6 PM

Thursday 12-3 PM

Online Wednesday 1-5 PM

Email for additional times or appointments

### **Mode of Instruction and Course Access:**

This is an internship course, most instruction will be completed at the approved external site. University supervision will be conducted face to face and supplemented with resources online through Canvas. Students are required to make arrangements with the Professor to meet at least monthly and arrange a site visit. This course utilizes didactic teaching, group discussions, group supervision, taped sessions/live observations, and research articles. Students are evaluated through taped sessions/live observations, site supervisor's evaluations of students, written summaries of research articles, and ability to compile a portfolio.

### **Student-instructor interaction:**

Email (rgonzales@tamuct.edu) is the preferred communication method. Students can expect a 48 business hour response window under normal circumstances. Students are free to book office appointments through the instructor or the department.

### **Emergency Warning System for Texas A&M University-Central Texas**

**SAFEZONE.** SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
  - o [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]

- [Android Phone / Tablet](#)  
[<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
  3. Complete your profile and accept the terms of service

## **COURSE INFORMATION**

### **Course Overview and description:**

Explore supervised professional activities in psychology. Major emphasis is placed on the student's involvement in successful practices in the area of interest. Students must have met all academic and professional standards of practice before placement. Lab experiences are included. Prerequisite(s): Completion of all course work required by the degree and application for internship. Field experience fee - \$75.

The purpose of this course is to help students transition from supervised to independent practice. Major emphasis is placed on the student's involvement in successful practices in educational and/or mental health settings focused on school aged children. Students have met all academic and professional standards of practice before placement. Students are required to complete a minimum of 600 clock hours per semester. Weekly supervision is provided by the on-site supervisor.

### **Student Learning Outcomes:**

The National Association of School Psychology standards can be downloaded at:  
[https://www.nasponline.org/assets/Documents/Standards%20and%20Certification/Standards/1\\_Graduate\\_Preparation.pdf](https://www.nasponline.org/assets/Documents/Standards%20and%20Certification/Standards/1_Graduate_Preparation.pdf)

This course addresses all 10 NASP Standards which are evaluated in the portfolio.

### **Required Reading and Textbook(s):**

National Association for School Psychology (2020). NASP Code Standards. Can be downloaded at <http://www.nasponline.org/x55315.xml>

### **Textbook (Recommended):**

Thomas, A. & Grimes, J. (2014). Best Practices in School Psychology  
Bethesda, MD: NASP. ISBN 978 0 932955-52-4

### **Course Grades:**

#### **COURSE REQUIREMENTS**

Course Requirements: Internship requirements

Students must complete supervised internship experiences that total a minimum of 600 clock hours over a minimum 10 week academic term. Each student's internship includes all of the following:

1. A combination of direct and indirect service with actual students that contributes to the development of counseling, assessment and/or consultation skills.
2. Weekly interaction that averages two hours per week of individual and/or triadic supervision throughout the internship by a program faculty member, a student supervisor, or a site supervisor who is working in biweekly consultation with a program faculty member in accordance with the supervision contract.

3. An average 2 hours per month of group supervision that is provided on a regular schedule throughout the internship by a program faculty member.
4. The development of program-appropriate audio/video recordings for use in supervision or live supervision of the student's interactions with clients.
5. Evaluation of the student's performance throughout the internship, including documentation of a formal evaluation after the student completes the internship.

#### I. Supervision

Students will schedule a minimum of 2 hours/month of group supervision provided by the University supervisor. Interns must receive no less than two hours of supervision per week by their site supervisor, with no more than half being group supervision.

#### II. Ethical and Professional Conduct

Internship students must behave in accordance with the NASP Ethical Standards and other standards of accepted professional conduct, including attire appropriate and professional practice. Special attention is called to standards of confidentiality.

#### III. Insurance

All students must provide proof of professional liability insurance coverage before they will be permitted to see clients. Students are free to obtain this insurance through any insurance company recommended by a counseling association. Professional liability insurance is available through the National Association of School Psychologists. Texas A&M University - Central Texas currently provides insurance for all students.

#### IV. Counseling Tapes or Live Supervision

The recording of sessions in the field setting is completed in accordance with the regulations of the internship field site and the Field Site Supervisor. The intern should record (video or audio tape) as many client sessions as possible. The recordings should be used for self-evaluation, peer group presentations, and instructor evaluation of the intern's direct service skills. Students will turn in a minimum of 1 tape for evaluation as assigned by the professor. Permission forms must be signed by the client for taping. Each submission must include (A) Tape (audio or video, must be loud enough to hear easily), (B) signed permission form (two forms, one for your professor and one for you), (C) Tape Critique Form (#6 in Portfolio). In cases where Live supervision is provided, a written summary of activities and feedback should be generated for the portfolio.

#### V. Article Reviews

Students will complete 2 article reviews which will be placed in the portfolios by the due date listed. (#7 in Portfolio)

#### VI. Resume / Curriculum Vita

Students will submit and share copies of their resume/vita and develop improvements for resubmission.

#### VII. Weekly Journal

The purpose of the journal is for students to write a weekly report of their internship activities. In these weekly reports students will (a) highlight the major activities and accomplishments of the week, (b) provide a self-appraisal of their progress, and (c) identify what self-care strategies they

have employed. Each journal entry should be about 1/2 to one page in length. Each journal entry is due at or near the end of the month. (#4 in Portfolio)

#### VIII. Hour Log

The purpose of the log is to provide a record of all time spent in internship activities. The log serves as evidence that the student has met the content and time requirements of the internship. The log is to be signed by the Field Site Supervisor, the University Professor, and student. Logs will be submitted for review at midterm. (#15 in Portfolio)

#### IX. Technique Presentation

Each student will make a brief in-class presentation on a therapy technique of their own choosing. After the presentation, the audience should be familiar with the basics of how to implement the technique, understand the degree to which the technique is empirically supported, be able to identify which problems/population the technique is most appropriate for, and know where to search for more information on the technique. In addition to an oral presentation (with or without visual aids), each student will also need to prepare and distribute a handout with essential information on the technique.

#### X. Evaluations

At the end of the semester each student will provide evaluations of their supervisors and of their external sites.

#### XI. Portfolio

As part of the evaluation for the semester, students will assemble a portfolio documenting their learning from their involvement in the following activities. Minimally the portfolio should include the following components:

1. Course syllabus
2. NASP Code of Ethics & at least one other Code.
3. Proof of your liability insurance.
4. Journal – Weekly Journal.
5. Counselor/Client Agreement (Consent forms).
6. Assessment or treatment plan for an individual or group counseling session.
7. Two articles relating to the treatment of issues related to current client.
8. Outline and description of group counseling for a special population or for a special type of problem.
9. Summary of assessments used at your setting.
10. Description of counseling services (brochures, forms, handouts, descriptions of counseling activities, etc.).
11. Listing of referral resources and other community agencies where there is collaboration with counselors in your setting.
12. Description of any presentation or workshop that you planned or attended.
13. Brochures from professional meetings you attended.
14. Resume
15. Log of your hours signed by your site supervisor. Log must indicate total hours, Direct and Indirect Hours.
16. Copies of any evaluations you received.

17. Agency administrative structure—decision making processes.
18. Personnel policies related to evaluation.
19. Class Handouts.

The portfolio will be yours to keep. You should bring the portfolio to the mid-term and final evaluation meeting with your University Professor. Some components of this portfolio may have been generated during Internship and/or will be generated during students' second semester of Internship. At the final evaluation meeting you should bring completed assessments of your internship supervisor(s) and internship site. The University Professor will provide you with these forms.

#### Grading Criteria

##### Grading

Course Grades:	Points	Final Grade:
Portfolio	90 pts.	90-100 pts. A
Site Supervisor Evaluation	10 pts.	80-89 pts. B
		70-79 pts. C
		60-69 pts. D
		< 60 F

Students will be evaluated on the basis of the following:

1. 15%—Appropriate level of primary skills and competencies as demonstrated in the presentation of taped or observed counseling sessions, report of site supervisor, and other direct evidence of counseling.
2. 15%—Appropriate level of professional disposition as demonstrated in the supervision sessions, report of site supervisor, and other direct evidence of disposition.
3. 15% Appropriate level of professional behaviors in support of delivering services as demonstrated in the supervision sessions, report of site supervisor, information in the portfolio, and other direct evidence of professional behaviors.
4. 55%—Completeness and quality of portfolio.

Success in the program consists of more than grades. Work habits and attitudes play a major role in the success of any student. Any of the following actions are considered just cause for immediate dismissal from the program:

1. Dishonesty (cheating, plagiarism, etc.)
2. Unauthorized disclosure of confidential information
3. Negligence or misconduct
4. Mistreatment of clients, fellow students, research participants, or faculty
5. Abusing a client, fellow student, faculty member, or staff member
6. Violations of the rules, regulations, and principles in the NASP Code of Ethics or Texas A&M University - Central Texas Code of Student Conduct.
7. Receipt of a Failing grade in Practicum or Internship.
8. Willful submission of false information or alteration of any official records, counseling reports, papers, or examinations.
9. Willful conduct that may cause injury to self or others.
10. Sexual harassment and/or violence in the workplace as defined by Texas A&M University

- Central Texas University.

Posting of Grades

All class grades will be posted in Canvas, normally within 2 weeks of submission.

**OUTLINE AND CALENDAR**

Complete Course Calendar

Week	Topic/Activity	Assignments
1	Overview of Class; Supervision Contracts; Supervision	Due: Signed supervision contracts
2	Liability Insurance; Hour Requirements; Professional Counseling Associations; Counselor/Client Agreements; Supervision	Group discussion of external sites
3	Ethics ; Counseling Tapes – Format; Supervision	Due in your Portfolio: 1-Course syllabus 2-NASP Code of Ethics and one other code of ethics 3-Liability insurance proof 4-Counselor/Client agreement
4	Review of counseling theories; Supervision	Journal Entry #1-Wks 1-4 (Portfolio Item #4)
5	Assessment; Supervision	
6	Case Conceptualization & Treatment Planning; Supervision	
7	Students share case conceptualizations; Suicide/Crisis Intervention; Supervision	Due: Summary hour log for 1st half of semester. Due in your Portfolio: 6-Assessment or Treatment plan 7-2 Article Reviews 8-Description of group work 9-Summary of assessments at site 10-Description of counseling services
8	Mid-Term Evaluation	
9	Diversity; Multicultural Counseling Competencies; Supervision	Journal Entry #2-Wks 5-8 (Portfolio Item #4)
10	Child Abuse; Adult (elder) Abuse; Supervision	
11	Consultation; Supervision	
12	Results of Ongoing Program Evaluation and Assessment; Licensure and Certification for Counselors; Professional Associations; Supervision	Journal Entry #3-Wks 10-13 (Portfolio Item #4)
13	Technique presentations; Supervision	Due: Technique presentation Due in your Portfolio: 11-List of referral resources 12-Presentations/workshops 13-Brochures from meetings

		14-Resume
14	Technique presentations; Supervision	Due: Technique presentation; Due: Tape or Live Observation
15	Students share portfolios; Supervision	
16	Evaluations Class Wrap Up	Journal Entry #4-Wks 14-17 (Portfolio Item #4) Due in your Portfolio: All Due: Final Time Log signed by Student & Site Supervisor Due: Site Supervisor's Evaluation of Student Due: Student's Evaluation of Site Supervisor Due: Student's Evaluation of Internship Site

Sept 7 Drop Deadline 16 week classes

Oct 28 Graduation Application Deadline

Nov 4 Deadline to drop with a Q or W

Nov 11 Veteran's Day

Nov 24-25 Thanksgiving

Dec 9 End of Semester

### **Technology Requirements:**

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

### **Canvas Support:**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem,"

or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

### **Online Proctored Testing:**

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

### **Other Technology Support:**

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

Web Chat: [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

## **UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES**

### **Drop Policy:**

If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### **Academic Integrity:**

Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct.

When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action. For more information regarding the Student Conduct process, [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may submit a report, [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=0](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0)].

### **Academic Accommodations:**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations, please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our Access & Inclusion Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

### **Important information for Pregnant and/or Parenting Students:**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information,



please visit Student Affairs [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring:**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### **University Writing Center:**

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help! Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment

with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

### **University Library:**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place virtually through WebEx, Microsoft Teams or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [<http://tamuct.libguides.com/index>].

### **A Note about Sexual Violence at A&M-Central Texas:**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Wellness and Counseling (254-501-5955) located on the second floor of Warrior Hall (207L). Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [<https://www.tamuct.edu/compliance/titleix.html>].

### **Behavioral Intervention:**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a

concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the referral online [[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\\_id=2](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2)].

Anonymous referrals are accepted. Please see the Behavioral Intervention Team website for more information [<https://www.tamuct.edu/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

For the most recent campus information regarding COVID-19 see the Texas A&M University-Central Texas Fall 2021 Return to Campus Plan (Links to an external site.) [<https://www.tamuct.edu/covid19/>]

While this syllabus represents the direction and scope of this course, it is subject to change.