

**Syllabus**  
**PSYC 523**  
**Practicum in Clinical Psychology**  
**Fall 2024**

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**Office Hours:** Monday and Wednesday 12:30pm to 2pm and by appointment

**Course Description and Goals:**

This practicum course primarily involves direct work in the field of clinical psychology. To arrange a placement, the instructor shares with students a detailed list of external practicum sites that have been approved by the instructor (and typically have supervised students in previous semesters). Students are also welcome to suggest new sites for the instructor to contact, visit, and potentially approve. The instructor then meets individually with each student to discuss the student's site preferences and the relationship between those preferences and the student's goals for future employment or graduate training. The instructor then directs each student to apply to specific sites, ensuring that the student understands the application procedures. From that point, the student keeps the instructor informed as the application process moves forward, from initial contact through interviews and the decision to accept or not accept the student.

Once the student has secured a placement, the student works directly with the on-site supervisor (who is a licensed mental health professional) to arrange start and end dates, a weekly schedule, and specify the expectations and goals for the student. When arranging the weekly schedule, the student and supervisor should designate at least one hour of face-to-face, individual supervision. The supervisor should also be available for additional supervision "on the fly" as needed. Assuming the student is taking this course for the typical 3 credit hours, the total number of hours on site per semester must total at least 192. (Each credit hour translates into 4 hours per week on site, and each fall or spring semester includes 16 weeks.  $3 \times 4 \times 16 = 192$ .) Some particular sites may require students to spend more than 12 hours per week on site. When students take practicum hours in the summer semester, they may have to increase the number of on-site hours per week because the summer semester is typically shorter than the fall and spring semesters. The majority of on-site hours should involve direct client contact. The remaining hours may involve professional meetings, test scoring, report writing, note taking, assigned readings, administrative tasks, or other tasks as determined by the on-site supervisor. If a student wishes to begin or end a practicum outside of the semester's start and end dates as defined by the SIUE calendar, the student must obtain the on-site supervisor's approval and complete the necessary form (included for your convenience as the last page of this document). Transportation to and from the practicum site is the responsibility of the student.

Authorities from each practicum site have signed a practicum agreement with SIUE that spells out the legal arrangement between the two entities. (Students can see these agreements upon request.) This agreement includes the fact that the students are covered

by SIUE's insurance policy while performing their practicum duties. If you will be performing practicum duties on dates that do not fall within the semester in which you are registered (for example, during breaks between semesters), it is your responsibility to complete the form at the end of this syllabus ("Record of Start and End Dates...") and return it to the instructor for insurance purposes. The instructor encourages students to consider also exploring options for obtaining their own malpractice insurance from such agencies as The Trust (<https://www.trustinsurance.com/Insurance-Programs/Student-Liability>). Such coverage is not required, but is relatively inexpensive, can provide additional protection in the extremely unlikely event that the student encounters a liability issue, and helps the student begin to learn about this important professional issue which they are likely to encounter in their careers.

In addition to their on-site responsibilities, students are also required to participate in practicum discussions with the instructor and classmates. These discussions should be understood as "mutual consultation." The word "consultation" means that the advice or feedback students receive from the instructor or fellow students are not mandatory instructions (and have no such supervisory power). They are simply thoughts or ideas the student might want to consider, and perhaps discuss with the on-site supervisor. In other words, the student's on-site supervisor provides supervision, while the instructor and fellow students offer consultation. These discussions will take place via blackboard discussion boards, and may also include on-campus group meetings or on-campus individual meetings with the instructor. Regarding the blackboard discussion, students are required to post at least one "major" post per week, in which you introduce something new to the discussion. Typically, this will be a description of clinical work you have been doing, a particular clinical, ethical or professional issue that has emerged, a question related to your practicum activities that you want the group to discuss, an update on a client you described previously, or some other substantive discussion of what's happening at your practicum. These posts should be at least a full paragraph in length, perhaps longer. Students are also required to post at least two "minor" posts per week, in which you respond to posts of others. These can be shorter (a sentence or two), but can be longer as well. Of course, students are encouraged to contact the instructor directly by phone, email, or in person (rather than relying solely on blackboard) if an urgent practicum issue arises.

When students discuss their practicum activities in any forum, they are required to protect client confidentiality. Students should never use clients' names (creating false names is fine, as long as the names are described as false), and students should omit any other identifying information. If by chance a student recognizes a client via the description of another student at another site, that student should stop participating in that conversation and let the instructor know about the situation.

Student safety is a top priority during practicum experiences. Students should never be made to feel unsafe while on site. (In fact, student safety is an important criterion for approval of the sites by the instructor.) As a practicum student, if you ever find yourself in an unlikely situation in which you feel unsafe, get to safety immediately even if that means failing to do something your supervisor has assigned. Let your supervisor and instructor know about the situation. Your grade in this course will never be negatively affected by actions you take to keep yourself safe.

**Grading Policies:**

Students' grades will be determined by several factors, primarily including feedback from the on-site supervisor. The on-site supervisor will submit a formal evaluation of the student to the instructor at the end of the semester, and will share that evaluation with the student. The on-site supervisor and the instructor will also communicate informally (via email, phone, or in-person visit) about the student occasionally throughout the semester. The on-site supervisor will evaluate the student based upon the expectations and goals that were established at the beginning of the semester, and also on behaviors and qualities that apply to all practicum sites, such as punctuality, professionalism, clinical skills, receptiveness to feedback, cultural competence, and more. Students can view the on-site supervisor's end-of-semester evaluation form upon request. The student's final grade is assigned by the instructor. This factor will account for 85% of the student's final grade.

Another factor in the student's grade is participation in discussion about practicum with the instructor and fellow students. Both quality and quantity of participation will be considered. This factor will account for 15% of the student's final grade.

In rare circumstances, student performance at practicum may fall below acceptable levels. Examples of unacceptable practicum behaviors include but are not limited to: poor attendance; excessive tardiness; unclear or absent communication with on-site practicum supervisors or staff; unclear or absent communication with the practicum course instructor; deceitful, dishonest, dangerous, negligent, or incompetent behavior; failure or refusal to carry out reasonable instructions in direct client interactions or other practicum activities; failure to complete the discussion board requirement of the course; and other unprofessional behavior. In such situations, consequences may include but are not limited to: removal from the practicum site before the end of the semester; failure of the practicum course; inability to continue at the same practicum site in a future semester (even if that future semester was previously planned); inability to secure a practicum position at different site; or dismissal from the graduate program (either as a direct result of the unacceptable practicum behavior or because alternate practicum arrangements cannot be made).

### **SIUE Psychology Department Policy--Withdrawal from Classes and Incomplete Grade Policies**

All withdrawals must be completed by the end of the 13th week of classes during fall and spring, and by the end of the 6th week of an 8-week summer term. When students discontinue attending class and do not withdraw from a course they may receive the grade of UW (Unauthorized Withdrawal). The grade of UW will only be given when a student's grade based on the course requirements is an F. The grade of UW is calculated as an F in a student's grade average. The granting of a grade of I (Incomplete) is not automatic and is available only in cases when a student has completed most of the work required for a class but is prevented by a medical or similar emergency from completing a small portion of the work not later than the end of the following semester. An I must be approved by the instructor with appropriate documentation provided by the student. If an instructor agrees to give a student an I, the instructor will fill out a Memorandum of Incomplete Grade to be kept with the student's records. If the work is not completed by the time specified on the Memorandum, the student's grade will be changed from I to F.

### **SIUE Psychology Department Policy--Plagiarism**

Plagiarism includes presenting someone else's words without quotation marks (even if you cite the source), presenting someone else's ideas without citing that source, or presenting one's own previous work as though it were new. When paraphrasing from another source or your own work, at the very least, the student should change the wording, sentence syntax, and order of ideas presented in the paper. Additionally, you should not submit a paper, or parts of a paper, written to fulfill the requirements of one class for the requirements in another class without prior approval of the current instructor and appropriate citation. Ideally, the student will integrate ideas from multiple sources while providing critical commentary on the topic in a way that clearly identifies whether words and ideas are those of the student or are from another source. Plagiarism is one type of academic misconduct described in SIUE's Student Academic Code (<http://www.siu.edu/policies/3c2.shtml>). University policy states that "Normally a student who plagiarizes shall receive a grade of F in the course in which the act occurs. The offense shall also be reported to the Provost." (<http://www.siu.edu/policies/1i6.shtml>). The University policy discusses additional academic sanctions including suspension and expulsion from the University. To insure that you understand how to avoid plagiarism, we encourage you to review the information on plagiarism provided on the Department of Psychology web page at <http://www.siu.edu/education/psychology/plagiarism.shtml>.

## **Course Policies and University Policies**

### **Academic integrity/plagiarism**

Students are reminded that the expectations and academic standards outlined in the [Student Academic Code \(3C2\)](#) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location.

Plagiarism is the use of another person's words or ideas without crediting that person.

Plagiarism and cheating will not be tolerated and may lead to failure on an assignment, in the class, or dismissal from the University, per the [SIUE academic dishonesty policy](#). Students are responsible for complying with University policies about academic honesty as stated in the [University's Student Academic Conduct Code](#).

Unless expressly allowed by the instructor, the use of artificial intelligence (AI) tools and applications (including ChatGPT, DALL-E, and others) to produce content for course assignments and assessments is a violation of SIUE's academic policy and is prohibited.

### **Recordings of Class Content**

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or

quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: <https://www.siu.edu/policies/3c1.shtml>.

### **Diversity and Inclusion**

SIUE is committed to respecting everyone's dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism, ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code.

The [Inclusive Excellence, Education, and Development Hub](#) is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Lindy Wagner, Assistant Vice Chancellor for Inclusive Excellence, Education and Development at (618) 650-3179 or [linwagn@siue.edu](mailto:linwagn@siue.edu).

### **Pregnancy and Newly Parenting Policy**

This policy and procedure are established to ensure the protection and equal treatment of pregnant students, students with pregnancy-related medical conditions including as a result of the termination of pregnancy, and students who become new parents including parents adopting or fostering to adopt for the first 12 weeks a child is in the home, in accordance with Federal and State guidelines and regulations. "New Parents" refers to a parent who has recently welcomed a newborn or adopted a child or is fostering to adopt a child and needs support to mitigate the disruption in academic progress within the first 12 weeks of parenting or a parent that needs support due to medical necessity attributed to pregnancy or delivery of a child; care of newborn; or lactation within the first year of child's life or legal adoption/fostering. Visit [Policies & Procedures - Student Rights and Conduct - Newly Parenting Policy - 3C15](#) to view the full policy and learn how to request accommodations through the Office of Equal Opportunity, Access, and Title IX Coordination (EOA).

### **Technology Privacy Information**

We will be using Blackboard in this course. View the [Anthology Blackboard Privacy Statement](#) to review how your data is being used and stored.

## **Additional Support**

### **Services for Students Needing Accommodations**

It is the policy and practice of Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content or the use of non-captioned videos—please contact Accessible Campus Community and Equitable Student Support (ACCESS) as soon as possible. In order to properly determine reasonable accommodations, students must register with ACCESS either online at [siue.edu/access](http://siue.edu/access) or in person in the Student Success Center, Room 1203. You can also reach the office by emailing us at [myaccess@siue.edu](mailto:myaccess@siue.edu) or by calling [618-650-3726](tel:618-650-3726).

If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

## Academic and Other Student Services

As an enrolled SIUE student, you have a variety of support available to you, including:

- [Lovejoy Library Resources](#)
- [Academic Success Sessions](#)
- [Tutoring Resource Center](#)
- [The Writing Center](#)
- [Academic Advising](#)
- [Financial Aid](#)
- [Campus Events](#)
- [Counseling Services](#)

If you find that you need additional support, please reach out to me and let me know.

## Cougar Care

Dealing with the fast-paced life of a college student can be challenging, and I always support a student's decisions to prioritize mental health. Students have access to counseling services on campus (Student Success Center, 0222). Make an appointment by visiting [cougarcare.siu.edu](http://cougarcare.siu.edu) or by calling [618-650-2842](tel:618-650-2842).

## Student Success Coaches

[Student success coaches](#) work across campus to serve the SIUE student population with the tools and resources to adjust to and meet the demands of the college experience. Success coaches provide direct services such as time management support and referrals to campus resources. If you find yourself in need of academic or personal support, or in a situation that is preventing you from being successful in the classroom, please utilize [Starfish](#) to connect with a coach as soon as possible. The sooner you engage, the sooner you can access the information or tools you need that may help you get back on track.

## Technical Support

For this course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such problems are not an excuse for delays in meeting expectations or for missing course deadlines.

Contact ITS at [618-650-5500](tel:618-650-5500) or at [help@siue.edu](mailto:help@siue.edu) with any technical concerns. You can also check the functionality of University systems, including Blackboard, at the [ITS System Status page](#), or search the [ITS Knowledge Base](#) for various how-to and troubleshooting guides.

Tips for taking online assessments:

- Set up a wired (Ethernet) Internet connection on your computer
- Do not use a mobile device, such as a phone or tablet
- Read the instructions and directions carefully

Be prepared to complete

Record of Start and End Dates for Student Field Studies, Practica and Internships

This form should be completed whenever a student will be enrolled in a field study/practicum/internship course *and* plans to complete some of the work for this course either before the semester start date or after the semester end date.

Proposed start date: \_\_\_\_\_

Proposed end date: \_\_\_\_\_

Approvals for the above dates:

\_\_\_\_\_  
Faculty Supervisor/Program Director Signature

\_\_\_\_\_  
Department Chair Signature

To the student: By signing below, you acknowledge that the start and end dates above were determined in consultation with your field supervisor. You also acknowledge that the protections available to SIUE students enrolled in field study/practicum/internship courses (e.g., insurance) are only available to you while you are working toward the hours required for your field study/practicum/internship course.

\_\_\_\_\_  
Student Signature