WILLIAM CAREY UNIVERSITY  
SCHOOL OF NATURAL AND BEHAVIORAL SCIENCES  
Department of Psychology and Counseling


Practicum in School Psychometrics  
PSY 696  
2014

INSTRUCTOR: Frank G. Baugh, Ph.D.  
PHONE: 601-318-6470  
EMAIL: fbaugh@wmcarey.edu  
OFFICE: Green Science, Suite 108  
OFFICE HOURS: M 10:00a – 12:00p  
W 09:00a – 12:00a  
T 12:00p – 02:00p  
R 12:00p – 02:00p

* Also Available By Appointment

REQUIRED TEXTS: No textbook is required for this course. Required readings will be made available periodically.

CATALOG DESCRIPTION: Supervised practice in psychometrics, consultation, functional behavior assessment and planning, and multidisciplinary team planning. May be taken for 3 or 6 hours. Prerequisite: PSY 676 and PSY 677 and permission of program advisor.

COURSE DESCRIPTION / PURPOSE: Practicum in School Psychometrics is an onsite application of assessment techniques acquired in the theoretical, methods and assessment courses. It is designed for the student’s second year of the program. The class will consist of 10 seminars (2hrs each) which are mandatory and a minimum of 100 hours onsite work per three-hours of credit. More hours may be required, depending on the requirements of the credentialing or employing agency. The course entails on-site assessment experiences, individual and group supervision with a qualified site supervisor, and analyses of the practicum experiences in a group/individual seminar. The intent of this class is to provide students with the psychometrician skills and knowledge necessary to function in a school or mental health employment setting. All practica are competency-based courses. A student is expected to master the techniques and skills applied in the practicum/internship setting. Students must attend all seminars, all assessment sessions, and other scheduled activities. It is extremely important for the student to be punctual and regular for all scheduled experiences because absences may cause scheduling problems for everyone involved. Remember, you are a guest at the site and a de facto student representative of all other graduate students in counseling psychology and William Carey University. You should be helpful and an asset to the agency. Absence from any seminar, counseling session, or other scheduled activity will result in your grade being lowered. Should a student clearly not demonstrate the skills, techniques, and competencies expected (including ethical and professional behavior) the instructor will schedule a conference with the student and require that (s)he withdraw from the class. In addition, the student will be referred to the Dean for review of the student’s appropriateness for the School Psychometry Program.
A student must have a signed agreement with the receiving agency and personal liability insurance coverage on file before the first day of the practicum / internship.

LEARNING OUTCOMES:
By the conclusion of this course students will have done the following as measured by the designated course assignments:

1. Exhibited mastery of basic assessment techniques. (Onsite Work)
2. Demonstrated the ability to establish and maintain productive professional relationships with clients meeting a variety of DSM-IV-TR diagnoses, supervisor, and fellow students. (Onsite Work / Supervisor Evaluation, Paperwork)
3. Applied the methods and techniques of a variety of major assessment theories. (All Assignments)
4. Formulated case conceptualizations, reports, and continuous assessment methods essential to effective assessment relationships. (Case Report, Onsite Work / Supervisor Evaluation)
5. Demonstrated mastery of the APA Ethical Principles of Psychologists and Code of Conduct with emphasis on the concepts of confidentiality, ethical behavior, and best practices in counseling. (Examinations)
6. Identified unique and common characteristics of student’s own practicum setting as well as other psychometric settings. (Site Description)

COURSE REQUIREMENTS:

- Attendance / Participation / Paperwork / Evaluation. There is NO excuse for the student not attending practicum or internship (lecture and field hours) at the appointed hour. Please do not ask to come late or leave early unless there are outstanding mitigating circumstances. There may be certain extreme circumstances such as a death in the family. Your immediate site supervisor and seminar instructor are to be notified PRIOR to your absence. Documentation of such will be presented at the time of returning to class. Tardiness is NOT excused. Unexcused absences, repetitive absences, and tardiness will all affect your grade (see also the William Carey University policy on absences and the minimum % required to receive credit for a course).

You are required to document the dates and times of your attendance at your practicum site. Record this information on the attached sign-in sheet. Your site supervisor should initial for each date (if your supervisor is absent on a particular day, another staff member designated by your supervisor should sign the form). Your supervisor has been advised to not initial for past dates. It is YOUR responsibility to make sure you bring the sign-in sheet, have your supervisor initial each time you work, and confirm that you are on track to complete the required hours. Each student must complete a minimum number of hours in order to successfully complete this course (determined by number of credit hours taken). Therefore, every absence (lecture and field hours) subtracts from the total number of hours completed. Incomplete hours will significantly affect your grade in this course. Only in the most extreme emergencies (as detailed in the prior paragraph) will a student be allowed to make up these hours. A minimum of 1 hour of individual supervision with your site supervisor and 2 hours of group supervision with your supervisor and/or your instructor is required.

Each student will maintain four logs of their experiences: sign-in log, required activities log, progress notes, and summary log. For progress notes your entries will be
completed on the progress note form attached to the syllabus. You are required to write one progress note for each day you work and for each seminar you attend. Entries should be a documentation of what occurred and should consist of behavioral terms. A progress note form is included in this syllabus (you will need to make additional copies). **Do not use any names or identifying information in the progress note as this would be a breach of confidentiality. Violations of confidentiality affect not only grades, but also your opportunity to complete a degree in counseling psychology and may subject you to legal consequences.**

Supervisor evaluation forms are to be completed by onsite supervisors as part of your final paperwork. It is the student’s responsibility to give a copy of the evaluation form to the on-site supervisor (make a copy for yourself also). **Submitted to instructor in a sealed envelope with Site Supervisor’s Signature across the seal of the envelope.**

Student evaluation of the practicum site must be completed as part of your final paperwork. You will type your evaluation and submit it through D2L. You should only provide this evaluation to your instructor.

*Progress Notes, Student Evaluation of Site, and Summary Log should be typed and submitted through D2L Dropbox.*

- **Quizzes / Examinations.** There will be a minimum of two exams administered during this trimester. The specific dates for the mid-term and final exams will be determined by the instructor and discussed **in class** (you are responsible for being in class to obtain this information). Each test will be comprehensive to the point at which we are, including the Final. Questions will be presented in objective format and will include information taken from student presentations, readings, handouts, and seminar lectures. Make-up exams will not be administered except at the instructor’s discretion in only the most extreme circumstances (as discussed above with prior notification of instructor and written documentation of your incapacity to attend the examination period). **Additional unannounced quizzes will be administered at the instructor’s discretion.** Any material covered in previous seminars and assigned reading material for a subsequent seminar may appear on quizzes.

- **Practicum Site Description / Presentation.** You will complete a brief 2-3 page paper that focuses on the agency in which you are working (e.g., if you are at a Pine Belt Preschool Day Treatment Program your paper would be focused on Pine Belt Preschool Day Treatment Program). Your paper will present information relevant to the overall agency and details on the specific service. Please address the following areas:
  a) Agency type (e.g., mental health center, psychiatric hospital, private practice, non- or for-profit, etc.)
  b) Type of Service (define the service type; indicated the presence of this type of service on state and national level)
  c) Population Served (age ranges, diagnoses, general characteristics such as gender)
  d) Agency and Service Mission and Goals
  e) Typical Schedule
  f) Supervisor Name / Title
  g) Agency CEO / COO
  h) Type of Staff (LPCs, LCSWs, LMFTs, Psychologists, etc.)
You will make copies of your paper for distribution to the entire class. If you happen to be at the same site as another member of your cohort class, you should work together to produce 1 paper. Please be prepared to give a 5-10 minute verbal synopsis of your paper to the class. In addition to the hard copy you will also submit your paper to your instructor electronically. You should follow APA style (as outlined in the Publication Manual of the American Psychological Association). Grading will be based on grammar, style issues, completeness of content, and adherence to the paper requirements provided above and by the instructor. Any references you utilized including agency brochures, websites, journals, books, chapters, interviews or personal communications with staff, etc. should be cited according to APA style.

- **Case Conceptualization / Report.** You will be required to formulate at least one typed case conceptualization/report based on your work with an actual client at your field placement. The case conceptualization format will be explained in detail to help you structure your writing and presentation. The client’s identifying information (e.g., name, specific age, address, etc.) **MUST** be disguised adequately to protect confidentiality. If you are unsure of specific procedures for protecting client confidentiality, it is your responsibility to discuss with your site supervisor and instructor **PRIOR** to the due date. You **MUST** inform your site supervisor of this course requirement and give them ample opportunity to view your conceptualization prior to submitting your written report. **Please have your supervisor sign the conceptualization to document that she or he has viewed and approved the submission of the document. Failure to gain your supervisor’s written approval will result in receiving no credit for this assignment.** You should only produce one hardcopy of the full conceptualization which you will give to the instructor. **DO NOT REMOVE ANY PORTION OF THE CLIENT’S TREATMENT RECORD FROM THE TREATMENT FACILITY.**

- **Online Technology.** This course will make use of online technology for submission of electronic documents. You are required to secure a student email address and access the Desire-2-Learn (D2L) site through the WCU website on a bi-weekly basis to view and complete any assignments. These assignments are time limited so you must check the course site on a continuous basis.
**EVALUATION CRITERIA:**

Attendance/Participation/Onsite Work/Require Activities/Paperwork \( 50\% \)
Final Exam \( 15\% \)
Midterm Exam \( 10\% \)
Case Conceptualization/Report \( 15\% \)
Practicum Site Description/Presentation \( 10\% \)
Final Grade \( 100\% \)

**GRADING SCALE:**

- 90 – 100\% = A
- 80 – 89\% = B
- 70 – 79\% = C
- 70 > = F

**NOTE ON LATE ASSIGNMENTS:** Assignments not handed in on the date they are due will be assessed a penalty of 5 points for each 24-hour period they are late. The due date means that they are completed and ready for grading at the beginning of the class period on the due date.

**CONFIDENTIALITY:** Information you garner on the persons with whom you work are for only you and those other persons who are involved in the provision of services to those persons. One of the necessary characteristics of a professional is the ability to maintain information of a confidential nature. Should you violate confidentiality you may rest assured that you will not have an opportunity to complete a degree in psychology. In order to engage in and complete a field placement, it is crucial to understand the importance of and adhere to these guidelines regarding confidentiality. Any discussion of client information (e.g., names, identifying information or events beyond your work with the client) outside of the worksite, including with friends/family members/other students/in class, is considered a violation of confidentiality. Failure to follow these guidelines may result in termination of the student’s field placement, failure in this course, and referral for additional academic consequences.

**SCHEDULE/HOURS REQUIREMENTS:** If you are taking 3 trimester credit hours of practicum, you are responsible for a total of 120 hours for that practicum (see chart below). 100 of those hours would be at your placement, with the remaining 20 hours coming from the weekly seminar meetings (each counting for two clock hours). **You are responsible for keeping up with your hours on your sign-in sheet, progress notes, activity log, and summary log, as well as making sure you have accumulated enough by the end of the trimester.** Any significant changes in your regular weekly schedule must be approved by your on-site supervisor and seminar instructor.

- 3 credit hours = 100 – 120 onsite clock hours and 20 hours of classroom time
- 6 credit hours = 220 – 260 onsite clock hours and 20 hours of classroom time

**DRESS:** Your dress for practicum will be according to what is acceptable and appropriate for the site where you are assigned. In some settings what you wear to school will be appropriate. However, for the first time I would recommend you dress as you would in going for an interview. It is better to be able to dress down the next time around than to wish you had dressed up the first time you meet your immediate supervisor.
TIMELINE FOR COMPLETION OF HOURS: **ALL HOURS MUST BE COMPLETED BY 05:00PM ON WEDNESDAY OF THE 10TH WEEK** unless otherwise indicated by your instructor. **MATERIALS RELATED TO INTERNSHIP** (Including: progress notes, time sheet, counseling log, summary log, evaluation by site supervisor, student evaluation of site, etc.). **MUST BE TURNED IN BY 5:00P ON WEDNESDAY OF THE 10TH WEEK** unless otherwise indicated by your instructor.

DO NOT SUBMIT ANY ASSIGNMENT WITHOUT FIRST STAPLING THE PAGES TOGETHER. UNSTAPLED MATERIALS WILL NOT BE ACCEPTED.

**Professional Conduct**
Students in the graduate program in Counseling Psychology are preparing for a career as a professional mental health worker. Counselors licensed by the various licensing boards are required to abide by the code of professional conduct of the American Counseling Association (ACA) or other similar professional associations. As part of the training at WCC all graduate students are expected to be familiar with, and abide by the ACA Code of Conduct. Violations of the code may result in the disciplinary action including, but not limited to, dismissal from the graduate program.

**Americans with Disabilities Act**
The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please contact Mrs. Brenda Waldrip at 601-318-6188. Mrs. Waldrip is located in the Student Services Office in Lawrence Hall.

**Tobacco Policy**
William Carey University is a tobacco-free campus. All WCU students are asked to respect this policy by refraining from smoking or other tobacco use while on campus.

**University Statement on Academic Integrity**
William Carey University seeks to create an environment that encourages continued growth of moral and ethical values, which include personal honesty and mutual trust. The university places the highest value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Cary University’s academic standards and Christian commitment. If such an incident occurs, students, faculty, and/or staff are obligated to initiate appropriate action. Depending upon the seriousness of the offense sanctions could include failure of the assignment, failure of the course, and could lead to suspension or dismissal from the college. A full explanation of the procedures for responding to instances of academic dishonesty are contained in the college’s Policies and Procedures manual and in the student handbook, *The Lance*. 
Catastrophic Event Plan
In case of a catastrophic event, the following procedures will be maintained:

1. In case of a closed campus with internet access, all courses will shift to Desire2Learn (D2L) or email delivery of assignments. Follow all assignments in the syllabus and send them via D2L or email to your professor.
2. In case of a closed campus with no internet access, follow all syllabus’ directions for the completion of all course assignments. Completed assignments should be packaged in due date order for delivery to the campus once the campus has reopened. These assignments can also be sent by mail.

*Students making application for graduation should have your application in the hands of your advisor two weeks prior to the deadline to the Registrar’s Office.

**Students planning to take a practicum or internship course must have a practicum or internship site secured by the fifth week of the term prior to start of the internship course.

NOTE. Internship placements at Pine Grove Recovery Center and Pine Belt Mental Healthcare Resources are extremely limited and therefore competitive. DO NOT CONTACT EITHER FACILITY DIRECTLY. Any student wishing to secure a placement with PINE BELT or PINE GROVE must first receive approval from her/his advisor and then submit his/her name to the Dean of Graduate Psychology at William Carey University. This should be done well in advance of the desired term.

***Students who register for the following courses will automatically be charged $15.00 for liability insurance: practicum, internship, individual assessment, group counseling, adventure based counseling, fundamentals of school counseling.

****Students are strongly encouraged to purchase additional professional liability insurance.

*****All Graduate Students are responsible for reading and adhering to all policies outlined in the William Carey University Graduate Catalog under which the student began graduate study at William Carey University, as well as all subsequent Graduate Catalogs.
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<td>Course Overview</td>
<td>Schedule Hours with Site Supervisor</td>
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<td>Common needs and goals</td>
<td>Last Day to Add a Class: 08/29/14</td>
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<td>Review Ethical Practices</td>
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<td>WEEK 3</td>
<td>Rapport Building</td>
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<td>WEEK 8</td>
<td>Consultation</td>
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<td>Review for final</td>
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<td>Paperwork Due by 5pm: 10/31/14</td>
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PROGRESS NOTE FORM

DATE ______  LOCATION _____________________________  HRS. CREDIT ______


DATE ______  LOCATION _____________________________  HRS. CREDIT ______


NAME _______________________________________  TOTAL HOURS __________
DATE  8/24/07    LOCATION  Pine Belt Adolescent Day Treatment   HRS. CREDIT  5

Met with supervisor for individual supervision. Discussed three potential individual clients.

Reviewed case files of selected individual clients. Attended multidisciplinary treatment team meeting. Attended staff development workshop. Viewed video on ethical practice of counseling and Department of Human Services reporting practices. Co-facilitated self-esteem group with supervisor for pre-adolescent females. Completed group progress notes. Contacted individual clients to schedule initial intake session.

________________________________________________________________________

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DATE  8/27/07    LOCATION  Pine Belt Adolescent Day Treatment   HRS. CREDIT  4

Met with supervisor to review treatment planning documents, progress notes, informed consent documents, and release of information documents. Discussed importance of allocating a portion of each individual session for client and guardian together, guardian alone, and client alone. Conducted individual intake session with Client 1 and Ct 1’s mother. Set goals of improving motivation in school and increased communication with Ct’s mother. Second session scheduled for Thursday, Sept. 6, 2007. Completed progress note. Met with supervisor for individual supervision.

________________________________________________________________________

NAME   _____ Paul Cotten ___________________________   TOTAL HOURS   _____ 9 _____
PRACTICUM SIGN-IN SHEET

NAME OF STUDENT: ___________________________  TERM: __________

TELEPHONE #: ___________________________  EMAIL: ___________________________

SITE: _________________________________________  DAYS & TIMES: ______________

SUPERVISOR: _________________________________________________________

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<th>DATE</th>
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