

UNIVERSITY OF KENTUCKY
APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

1. Submitted by College of Education Date 10/15/03

Department/Division offering course EDSRC - Rehabilitation Counseling

2. Changes proposed:

(a) Present prefix & number RC 710 Proposed prefix & number same

(b) Present Title Practicum in Rehabilitation

New Title same

(c) If course title is changed and exceeds 24 characters (Including spaces), include a sensible title (not to exceed 24 characters) for use on transcripts:

(d) Present credits: 3 Proposed credits: same

(e) Current lecture: laboratory ratio no change Proposed: _____

(f) Effective Date of Change: (Semester & Year) Spring 2004

3. To be Cross-listed as: NA Prefix and Number _____ Signature: Department Chair _____

4. Proposed change in Bulletin description:

(a) Present description (including prerequisite(s)): No change (see attached pages from the bulletin)

(b) New description: No change

(c) Prerequisite(s) for course as changed: _____

5. What has prompted this proposal? Development of a Web based program

6. If there are to be significant changes in the content or teaching objectives of this course, indicate changes: None

7. What other departments could be affected by the proposed change? None

8. Is this course applicable to the requirements for at least one degree or certificate at the University of Kentucky? Yes No

9. Will changing this course change the degree requirements in one or more programs? Yes No
If yes, please attach an explanation of the change.*

10. Is this course currently included in the University Studies Program? Yes No
If yes, please attach correspondence indicating concurrence of the University Studies Committee.

11. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted.

*NOTE: Approval of this change will constitute approval of the program change unless other program modifications are proposed.

ORIGINAL

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12. Is this a minor change? Yes No
 (NOTE: See the description on this form of what constitutes a minor change. Minor changes are sent directly from the Dean of the College to the Chair of the Senate Council. If the latter deems the change not to be minor, it will be sent to the appropriate Council for normal processing.)

13. Within the Department, who should be consulted for further information on the proposed course change?

Name: Dr. Ralph M. Crystal Phone Extension: 7-3834

Signatures of Approval:

Ralph M. Crystal
 Department Chair

1/13/04
 Date

Robert Shapiro
 Dean of the College

1/14/04
 Date

Date of Notice to the Faculty

**Undergraduate Council

Date

Blackwell

3-19-04

**Graduate Council

Date

**Academic Council for the Medical Center

Date

**Senate Council

Date of Notice to University Senate

**If applicable, as provided by the Rules of the University Senate.

ACTION OTHER THAN APPROVAL

The Minor Change route for courses is provided as a mechanism to make changes in existing courses and is limited to one or more of the following:

- a. change in number within the same hundred series;
- b. editorial change in description which does not imply change in content or emphasis;
- c. editorial change in title which does not imply change in content or emphasis;
- d. change in prerequisite which does not imply change in content or emphasis;
- e. cross-listing of courses under conditions set forth in item 3.0;
- f. correction of typographical errors. [University Senate Rules, Section III - 3.1]

Rev 8/02

Print Form

Clear Form

**Syllabus
RC 710
Fall 2003**

Practicum in Rehabilitation Counseling

**Class: Monday 8:10 – 10:30
Dickey 33**

**Instructor: Debra A. Harley, Ph.D., CRC, CPC, CCFC
219 Taylor Education Building
859-257-7199 (office)
859-257-1325 (fax)
Email: DHARL00@uky.edu**

Office Hours: Posted and by appointment

Credit Hours: RC 720 (3)

Goals and Objectives of the Course

The Graduate Program in Rehabilitation Counseling is accredited by the Council on Rehabilitation Education (CORE). The program utilizes a competency-based Human Resource Development Training. Goals, objectives, and requirements are consistent with CORE standards as specified below.

Accreditation standards related to this course are the as follows:

- 1. Learning experiences in a community based agency under a faculty supervisor who is a Certified Rehabilitation Counselor as specified in standard D.2.1.**
- 2. Application of rehabilitation counseling methods, techniques, and vocational knowledge in work with consumers, and consulting with business and industry for job placement and development in required in a rehabilitation setting from intake to discharge and/or placement as specified by standard D.1.4.C.**
- 3. Advance learning experiences in a rehabilitation setting or agency through observation of all aspects of the delivery of rehabilitation counseling services described in standard D.1.4.B.**

Course Requirements

- Attend an individual supervision session for one hour every other week during the academic year.**

- **Attend a weekly group supervision session for 1 hour.**
- **Have ready for presentation tape recordings or typescripts of counseling sessions (at least 30 minutes).**
- **Prepare and critique transcripts of counseling session using the Tape Critique Form and a Self-Rating by the student counselor.**
- **Meet with consumers in a counseling context for at least 33% of your practicum time.**
- **Establish learning goals in coordination with field and university supervisors. Learning goals and job description must be approved prior to the initiation of the fieldwork experience. These should be based on the competencies specified in the program handbook. A fieldwork agreement must also be completed and signed by all parties. The learning goal contract and fieldwork agreement must be completed by the end of the first week of classes. The agreement must be typed.**
- **Prepare weekly logs reflecting your work activity.**
- **You are to prepare a portfolio of your activities in this class. This portfolio is to include your course assignments as well as other work that you have done at the field site. It will also contain your learning goal contract and weekly logs.**
- **Complete a Self-Assessment of Basic Helping Skills and Procedural Skills at mid-term.**

Course Assignments

1. **Taped counseling sessions (30 minutes) or typescript. Students will present tapes in group supervisory sessions. A total of one will be required for every three credit hours that you are enrolled.**
2. **One counseling session per three credit hours must be critiqued using the Systematic Self Monitoring format. The critiques must reflect the taped counseling sessions and should be disseminated to the group session members when the tapes are presented.**
3. **Each Systematic Self Monitoring report should correspond to a tape or typescript.**
4. **You are required to prepare one comprehensive report (per three credit hours). This should be the same consumer that you have done for the Systematic Self Monitoring.**

5. When presenting a consumer in the group meeting it is expected that you provide background and related information on the consumer. A suggested format will be distributed in class.
6. The specific of the portfolio will be discussed in class.

Other Requirements

1. Attendance is mandatory for both the individual and group sessions. After one absence you will lose 1/2 letter grade per absence. These sessions will not be rescheduled.
2. Individual supervisory session will be arranged with the instructor.
3. Tapes and self monitoring transcripts that are not submitted on the due dates may not be accepted and will count as a failure for that assignment.
4. You will not be allowed to start your practicum until a learning goal contract and job description have been approved and signed by yourself, your supervisor, and the instructor.
5. You must pay your liability fee which will be assessed through the university.
6. Confidentiality of consumer information is to be maintained at all times. All identifiers are to be removed from reports, typescripts, and as far as possible tapes. Ethical practices are to be maintained at all times. You will be given a copy of the ethical code for rehabilitation counselors.
7. Written or verbal permission of consumers needs to be obtained prior to taping and presenting material in class. Such verbal permission should be identified on the tape.
8. You are required to submit weekly logs reflecting your work activity. This is especially critical for certifying internship hours in order to be eligible for the CRC examination.

Students Requiring Accommodations:

Students with disabilities or assistant-learning needs should inform the instructor of any accommodations or modifications need the first day of class. If you have not already, you should contact the Disability Resource Center, located in Room 2, Alumni Gym (859-257-2754) or at <http://www.uky.edu/StudentAffairs/DisabilityResourceCenter>.

Assignment Due Dates**Systematic Self Monitoring (with a complete transcript) Counseling Tapes**

Assignments for specific due dates will be
Made the first day of class.

Every other week
or as determines
With your supervisor

Consumer Reports

Due dates will be assigned in class.

Grades

Evaluation of the fieldwork experience will be the joint responsibility of the field and university supervisor. At the end of the semester the field supervisor will be asked to prepare an evaluation of your performance. This will account for 40% of your grade. The remainder of your grade (60%) will be based upon an assessment of your performance in the university supervisory sessions and the assignments that you prepare. At mid semester a meeting with you, your supervisor, and the university supervisor will be held and a grade on work completed to date assigned. Copies of the evaluation forms are in the program handbook.

90%	or	Above =	A
80%	-	89% =	B
70%	-	79% =	C
60%	-	69% =	D
50%	or	Below =	E