

C103

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 720 Proposed prefix & number same
  - (b) Present Title Internship 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: 9 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

*J. Blackwell*

Date

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

# **INTERNSHIP IN REHABILITATION COUNSELING**

**RC 720 – Fall 2003**

236 Taylor Education Building

Monday 9:00 –11:30

Dr. Feist-Price  
136C Taylor Education Bldg.  
257-4270  
E-mail: smfeis@uky.edu

## Goals and Objectives of the Course

RC 720      Advanced learning experiences in a rehabilitation setting or agency under faculty supervision. Application of rehabilitation counseling methods, techniques, and vocational knowledge in work with clients, and consulting with business and industry for job development and placement is required.

The Council on Rehabilitation Education accredits the Graduate Program in Rehabilitation Counseling. The program utilizes a competency-based Human Resource Development Training. Accreditation standards related to this course are the following:

D.1      Students shall have supervised rehabilitation counseling practicum and internship experiences that include:

D.1.4      The following activities:

- a.      orientation to program components, policies and procedures; introduction to staff and their role and function; identification of the expectations for interns;
- b.      observation of all aspects of the delivery of rehabilitation counseling services;
- c.      work assignments, performing the tasks required of an employed rehabilitation counselor in a rehabilitation setting from intake to discharge and/or placement;
- d.      reporting, including all required academic reports as well as logs, weekly progress reviews, and summaries of activities;

### Course Requirements

1. Attend group supervision sessions
2. Attend individual supervision session on an as needed basis.
3. Have ready for presentation tape recordings or typescripts of counseling sessions (at least 30 minutes).
4. Complete a self-rating for each counseling session presented in class.
5. Meet with clients in a counseling context for at least one-third of your internship time.
6. Establish learning goals in coordination with field and university supervisors. Learning goals and a job description must be approved prior to the initiation of the field work experience. These should be based on the competencies specified in the program handbook. A *typed* learning goal contract must be completed by the end of the first week of classes.
7. Prepare weekly logs reflecting your work activity.
8. 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.

### Course Assignments

1. Taped counseling sessions (30 minutes) or typescripts. 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 self-rated. The critiques must reflect the typescript or taped counseling sessions. It is expected that students will develop proficiency with each counseling session presented.
4. You are required to prepare one comprehensive report (per three credit hours) that you have written about different clients.
5. When presenting a client in the group meeting it is expected that you provide background and related information on the client. A suggested format will be distributed in class.
6. The specifics of the portfolio will be discussed in class.

### Other Requirements

1. Attendance is considered a mandatory part of this class. The professor has the discretion of reducing your graded \_ letter after one absence.
2. Individual supervisory session will be arranged with the instructor on an as needed basis.
3. Tapes or typescripts and self-rating sheets that are not submitted on the due dates may not be accepted and may count as a failure for that assignment.
4. Technically, you are not allowed to start your Internship until a learning goal contract and job description have been approved by yourself, your supervisor, and the instructor.
5. You are encouraged to obtain professional liability insurance and provide proof of such insurance, otherwise you may be dropped from the course. Fieldwork hours will not count until you have liability insurance.
6. Confidentiality of client 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. Be sure to destroy extra copies of case reports. **DO NOT LEAVE THIS INFORMATION** in the classroom or in areas accessible to the public.
7. Written or verbal permission of clients needs to be obtained prior to taping and presenting material in class.
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.

### 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 count 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.

**Presentation Schedule**  
(Internship students will complete 3 presentations)

September 1 <sup>st</sup>	Labor Day—NO CLASS
September 8 <sup>th</sup>	Class Introduction and Overview
September 15 <sup>th</sup>	INTERNSHIP SITE EXPERIENCE
September 22 <sup>nd</sup>	
September 29 <sup>th</sup>	
October 6 <sup>th</sup>	INTERNSHIP SITE EXPERIENCE
October 13 <sup>th</sup>	
October 20 <sup>th</sup>	
October 27 <sup>th</sup>	
November 3 <sup>rd</sup>	INTERNSHIP SITE EXPERIENE
November 10 <sup>th</sup>	
November 17 <sup>th</sup>	
November 24 <sup>th</sup>	
December 1 <sup>st</sup>	
December 8 <sup>th</sup>	