

**Instructor Contact**

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Office Hours: By appointment, please email for Zoom options

Course Description

Representing the applied experience stage of the undergraduate program, this course is designed to provide students with supervised practical experience in appropriate rehabilitation settings. Emphasis is placed on the application of concepts, principles, and skills acquired in previous and concurrent courses. Supervised experiences related to the practicum provide the student with the opportunity to explore specific areas of career emphasis

Pre-requisites

All core RHAB and elective classes must be completed either before, or while taking the RHAB 4880 course.

Course Objectives

Upon completion of this course, the student should be able to:

1. To understand the program processes and administrative structure of at least one human service agency.
2. To practice individual helping skills, program planning, advocacy, and other skills unique to working with consumers in an applied setting.
3. To satisfactorily participate and learn from individual and group supervision, in both agency and on-campus course supervision.
4. To identify specific professional and personal strengths and weaknesses of performance during the practicum experience.
5. To develop realistic and effective job seeking skills.
6. To develop a professional identification in rehabilitation, that includes affiliation with other rehabilitation professionals and an awareness of professional ethics and issues.

Requirements

1. Completion of on-site supervised practicum experience within an approved rehabilitation setting for a minimum of 14 weeks of the semester.
2. Development of a signed goals agreement by the third week of the start of the field experience.
3. Participation in class discussions as well as individually arranged conferences with instructor and on-site supervisor.
4. Discussion of case information and experiences relevant to practicum.
5. Maintenance of a weekly log that contains information regarding hours completed and duties performed.
6. Completion of a self-evaluation critique as well as an evaluation of the agency itself.
7. Submission of a mid-term and final evaluation completed by practicum supervisor, with input from student, submitted via Canvas.

Materials

- Access to a scanner or scanner app on smartphone.
- Internet access of the following:
 - Canvas
 - Articles/readings may be assigned and will be available in the Canvas Course site.
 - See Course Schedule for due dates.

Technical Support

Student Helpdesk:

UIT Helpdesk

Sage Hall 130

940-565-2324

helpdesk@unt.edu

Minimum Technical Skills Needed:

- Using the learning management system (Canvas)
- Using email with attachments
- Creating and submitting files in commonly used word processing program formats (MS Word and Adobe)
- Copying and pasting
- Downloading and installing software
- Scanning Documents
- Using a teleconference number to connect to a call

Netiquette

You are probably already aware of the ground rules in a traditional, face-to-face classroom environment, but there is an additional code of conduct students should be aware of when interacting with others in an online environment: "netiquette."

The following are some general netiquette guidelines to keep in mind in addition to the normal rules of behavior for a classroom setting.

1. Adhere to the same standards of behavior online that you follow in real life and in a real classroom.
2. Know where you are in cyberspace, and understand that many people will view what you type.
3. Respect other people's time and bandwidth so contribute valuable comments rather than "noise."
4. Express yourself clearly online and respect the views of others.
5. Share expert knowledge rather than "keeping it to yourself." and share this knowledge with respect rather than using it to put others down.
6. Don't start "flame wars" (emotionally charged opinions) and work to douse flaming whenever you see it.
7. Don't type in ALL CAPS! If you do, it will look like you're screaming.
8. Respect other people's privacy by not sharing or spreading inappropriate information. If someone posts information that you think may have been posted accidentally, let them know about it privately.
9. Be sure to spend time reviewing your messages before posting to ensure that they are written clearly.
10. Be forgiving of other people's mistakes, and cheerfully acknowledge your own mistakes if you make them. Don't correct insignificant problems in front of the entire class.
11. Use proper and respectful language and refrain from any off-color jokes, insults, or threats.
12. Challenge ideas rather than the students who offer the ideas. When you challenge an idea, do so respectfully and with the goal of increasing everyone's knowledge.

FOR MORE INFORMATION

- The Core Rules of Netiquette
<http://www.albion.com/netiquette/corerules.html>
- Top 26 Most Important Rules of Email Etiquette
<http://www.albion.com/netiquette/corerules.html>

Course Requirements and Assignments:

All forms for the assignments and documentation are already created for you on. Unless otherwise noted, **all assignments will be due on MONDAY by 11:59PM**, the week after they are introduced in the learning modules

Class participation: Weekly engagement in the online coursework is mandatory so that students may get the most out of their practicum experience. Students may lose up to a letter grade in this course if they do not maintain regular attendance as evidenced by class attendance when the course is offered on-campus and as evidenced by logging into Canvas a minimum of *twice* weekly when the course is offered as an online course. It is the student's responsibility to obtain the sign-in sheet in class each week when class is offered on-campus, and to log into the Canvas course at least twice a week to access course materials and submit assignments when the course is offered online. **No email submissions of assignments will be accepted by instructor.**

Student Information Form (4 points): Students will be required to complete the Student Information Form found in the Week 2 Learning Module and submit it on Canvas to earn 4 points for this assignment.

Submission of weekly logs (1 point for each weekly log- 16 points): Accurate and thorough logs are to be submitted weekly. Timely submission of these logs is critical to keep the instructor informed of possible issues that arise. As a reminder, Rehab majors who are enrolled in RHAB 4880 need to complete a *minimum* of 200 hours of practicum work this semester while non-rehab majors who are enrolled in RHAB 4881 need to complete a *minimum* of 300 hours of practicum work this semester. Each student must also meet with his/her site supervisor for a *minimum* of one hour each week for supervision throughout the semester. **Students MUST submit a weekly log for each week even if no hours were completed that week.** Only the final log of hours (submitted in week 16) needs to be signed by your supervisor.

Learning Contract (10 points): Each student will determine their own goals to obtain at the practicum site and develop objectives to meet each goal. The on-site supervisor will collaborate. Use the Sample Learning Contract as a guide so that the student and supervisor agree on a minimum of 3 goals each with 3-5 measurable (SMART) objectives. Supervisor and Student will *hand-sign* the contract and turn in a scanned copy via Canvas. Students will earn 7 points for creating appropriate Goals and Objectives, and 3 points for ensuring the document is signed by on-site supervisor.

Supervisor evaluation (Midterm and Final; 10 points each): It is expected that the on-site supervisor will review the evaluation in person with the student. Students will submit a Mid-Term and Final Evaluation completed by their on-site supervisor in this course via Canvas. The forms will be made available to the students on Canvas and it is each student's responsibility to provide his/her supervisor with a copy of the form a week before they are due.

Self-evaluation (10 points): A typed 5-page reflection-based paper is required toward the end of the course. Fill out and use the cover page attached on Canvas. Students will earn 6 points for the content, 2 points for using the appropriate template and adhering to the guidelines of the assignment, and 2 points for use of proper spelling and grammar.

The following questions will be answered by the student in his/her self-evaluation:

1. *Discuss your strengths. What did you learn about yourself during the practicum? How might this relate your career development?*
2. *Discuss your weakness. What strategies do you intend to utilize to minimize/overcome these areas?*
3. *Specify the skills you believe you acquired during your practicum experience, as well as those you believe you still need to work on. Be specific.*
4. *Describe a situation that you have dealt with which have contributed to your progress and which you feel you handled well. Also describe a situation which caused you difficulty and which you did not handle as well as you would have liked.*
5. *Articulate the B.S. degree in Rehabilitation Studies to a potential employer. How would you describe the degree? What makes it unique from the social science, social work, and/or psychology degrees?*

Career Readiness activity (10 points): Each student will complete the "Identify Soft/Transferable skills" activity from the Career Readiness workbook presented in the week 13 module. The assignment is available on pages 8-10 of the workbook but has been replicated in a Word document for student's use. To receive full credit for this assignment, students do NOT need to complete the entire activity. Instead, students need to select only 5 skills in each of the 8 listed domains of soft skills for a total of 39 soft skills. Please provide specific examples of

how/where you've utilized/demonstrated the skill. Merely listing dates/semesters will not suffice.

Please note: the last domain (Career Management) has only 4 skills so students must complete all 4 skills in this domain.

Evaluation of Site (5 points): Each student will be asked to submit a short list of positive and negative aspects of their practicum site. Students will earn 4 points for the content, and 1 point for using the appropriate form on Canvas. This information will NOT be shared with your site supervisor. It is for Ms.Carroll's reference only.

Discussion Board (4 points for each DB= 20 points): Students will submit 5 discussion board entries during the semester on Canvas. Each entry will constitute a response to the question prompt, AND a response to the entries made by two of your peers on the same topic, spaced at least 1 day apart. Each discussion board will open at the start of the particular week and close by the end of it. It is the student's responsibility to check the course schedule and access the discussion board while it is open. Students will earn 2 points for their post to the weekly prompt, and 1 point each for two entries made in response to their peers' posts.

Site visit/call (5 points): Students are required to arrange a teleconference between the instructor and field supervisor. Student should also attend this teleconference. It is the student's responsibility to schedule the conference by contacting his/her on-site supervisor and the instructor with possible dates and times via email. Calls need to be scheduled for dates between Weeks 14 and 15. Students will earn 2 points for scheduling the conference 2 weeks in advance (i.e., scheduling them in week 12), 1 point for using the template below, and 2 points for attending it at the scheduled time. Student's inability to schedule this teleconference and/or attend it will result in a grade of Incomplete for this course this semester. Please use the following template when emailing me about scheduling the teleconference:

Email subject: RHAB 4880 final supervisor teleconference

Professor Booth

I am currently completing my undergraduate practicum at _____ (site's name) _____, under the supervision of _____ (name of site supervisor with formal title if applicable) _____. As per the course requirements, I have consulted with my supervisor about the times when he/she is available for a call. Please find below 3 dates/times when my supervisor and I are available for a 30-minute call:

1) date/time (e.g., 11/25/20 @ 1 PM)

2) date/time (e.g., 12/3/20 @ 8:30 AM)

3) date/time

Thank you

-Student's Name

Grade Distribution

Assignments	Possible points
Student Information Form	4
Learning Goals	10
Discussion Boards (5 @ 4 points each)	20
Midterm Evaluation by Supervisor	10
Completion of activity from Career Readiness Workbook	10
Final Evaluation by Supervisor	10
Evaluation of site by student	5
Site visit/call (completed before Finals week)	5
Self-evaluation Reflection Paper	10
Weekly Logs (1 point for each week)	16
Total Points:	100 points

A	=	90% - 100%
B	=	80% - 89%
C	=	70% - 79%
D	=	60% - 69%
F	=	0% - 59%

Course evaluation

All students are encouraged to complete course evaluations before the end of the semester. Additionally, if you have feedback regarding the course that you feel comfortable discussing with me directly, I invite you to do so at any time during the semester.

Scholarly expectations

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior may be referred to the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

Inclement Weather

In the event of inclement weather that requires the university to close, course materials will continue to remain available to students on Canvas so that their learning can continue uninterrupted.

Copyright Notice

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies

Syllabus Change Policy

Syllabus, course information, and due dates may be subject to change upon Instructor's discretion.

Instructor contact Policy

All communication intended for instructor should be emailed directly to Jamar.Booth@unt.edu. Please allow up to 24 hours for the instructor to respond back to your email. On the weekends, response to emails may take longer than 24 hours. If you do not receive a response by the end of this time, please feel free to send a reminder email after 48 hours.

Feedback Policy

Instructor feedback on submissions can be expected within a week of the due date. However, if I am unable to provide feedback within a week, I will inform students via a course announcement about the anticipated time by which they can expect feedback.

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable

accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu/>. You may also contact them by phone at [940.565.4323](tel:940.565.4323).

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at <http://www.ecfr.gov/>. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose. Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline

Course Calendar

Unless otherwise noted, all assignments will be due on MONDAY by 11:59PM, the week after they are introduced in the learning modules. Course schedule is subject to change by the course instructor, IF needed. In the event of a change, students will be notified via course announcements.

Date	Week	Topic	Assignments due (by end of the week)
1/16/24	1	Intro to course: Myths about practicum	Week 1 log <u>Student info form</u>
1/22/24	2	Creating SMART goals	Week 2 log <u>Learning Goals/Contract</u>
1/29/24	3	Traits of Professionals	Week 3 log Discussion Board 1

2/5/24	4	The Helping Relationship	Week 4 log
2/12/24	5	Multiculturalism at the worksite	Week 5 log Discussion Board 2
2/19/24	6	Resource Building	Week 6 log
2/26/24	7	Conflict Resolution Skills	Week 7 log Discussion Board 3
3/4/24	8	Considerations in Social Media use and electronic communication	Week 8 log Mid-term Supervisor evaluations via Canvas
3/11/24	9	Spring Break Ethics in Rehabilitation	Week 9 log
3/18/24	10	Crisis Intervention Skills	Week 10 log Discussion Board 4
3/25/24	11	Self-Care in the Helping Professions	Week 11 log
4/1/24	12	Current Issues in Rehabilitation	Week 12 log Discussion Board 5 Schedule evaluation call between on-site supervisor and faculty for weeks 14-15
4/8/24	13	Career Readiness	Week 13 log Complete the “Identify soft/transferable skills” activity in the Career Readiness Workbook
4/15/24	14	Wrap Up	Week 14 log <u>Student self-evaluation via Canvas</u>
4/22/24	15	Pre-Final Week (Dead Week)	Week 15 log Final Supervisor evaluations via Canvas Student’s evaluations of Site
4/29/24	16	Final Week No new content	Week 16 log Submit final SIGNED log of hours