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# RHAB 4880/ADDS 4881 Fall 2024

## Instructor Contact

**Instructor:** Jill Denniston

**Email:** [Jill.Denniston@unt.edu](mailto:Jill.Denniston@unt.edu)

**Phone:** (940) 369-5343   
**Office Hours:** by appointment

**Communication Expectations**

Communication will primarily happen through Canvas announcements and UNT email. However, students should reach out via phone when additional supports are needed. I aim to respond to students within 24 *business* hours (excluding weekends). If I don’t, please resend your email. If you have questions about an assignment, please contact me via UNT email at least 72 hours *prior to* the assignment deadline. Do not use Canvas or Canvas assignments to communicate with me, and do not contact me regarding Canvas technical issues. Instead, use your UNT email, and contact the UNT Help Desk when necessary. Here are some general communication guidelines provided by CLEAR: <https://clear.unt.edu/online-communication-tips>

**Course Description**

## RHAB 4880:

## Practical experience in a supervised setting aimed at the integration of theory and practice and refinement of skills. Requires a minimum of 200 hours within the practicum setting plus weekly on-line assignments. May be repeated for additional credit. Prerequisite(s): a minimum of 18 hours of rehabilitation course work, including RHAB 3000, RHAB 3100, RHAB 3200 and RHAB 3900. Application for approval of the practicum site occurs in the term/semester prior to enrollment in this course and is facilitated by the practicum instructor and/or student advisor.

**ADDS 4881:**

Representing the applied experience stage of the undergraduate program, this course is designed to provide students with supervised practical experience in appropriate addiction 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. Requires completion of a minimum of 300 clock hours within the practicum setting plus attendance at weekly integrative seminars. Prerequisite(s): Addiction Studies majors only or consent of department.

## Course Structure

This course is fully asynchronous, on-line with weekly modules administered through CANVAS. This section is a 16-week course that runs from August 19th – December 13th. There is 1 module to complete each week. Unless otherwise noted, all assignments will be due on Mondays by 11:59pm the week after they are introduced in the learning module.

## Course Prerequisites or Other Restrictions

## Prerequisite(s): a minimum of 18 hours of rehabilitation course work, including RHAB 3000, RHAB 3100, RHAB 3200 and RHAB 3900. Application for approval of the practicum site occurs in the term/semester prior to enrollment in this course and is facilitated by the practicum instructor and/or student advisor.

## Course Objectives

By the end of this course, students will 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 during the semester.
2. Development of a signed goals agreement by the second 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 on-site supervisor, with input from student, submitted via Canvas.

## Technical Requirements & Skills

* Access to a scanner or scanner app on smartphone.
* Internet access for the following:
  + Canvas
    - Articles/readings may be assigned and will be available in the Canvas Course site.
  + Zoom
* Using Canvas ([Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements))
* Using email with attachments

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

* Treat your instructor and classmates with respect in email or any other communication.
* Address others with their proper title: You may call me Professor Denniston, when in doubt for others, use Mr. or Ms.
* Use clear and concise language.
* Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
* Avoid slang terms and texting abbreviations
* Use standard fonts such as Ariel, Calibri, or Times new Roman and use a size 10- or 12-point font
* Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
* Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
* Be careful with personal information (both yours and other’s).
* Do not send confidential information via e-mail.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

### Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations. Consider reviewing the following link for ideas: [“How to Succeed as an Online Student](https://clear.unt.edu/teaching-resources/online-teaching/succeed-online)”

## Getting Help

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UNT Help Desk**: <http://www.unt.edu/helpdesk/index.htm>

**Email**: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone**: 940-565-2324

**In Person**: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website (<http://www.unt.edu/helpdesk/hours.htm>) for updated hours.

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/t5/user/ssoregistrationpage?dest_url=https:%2F%2Fcommunity.canvaslms.com%2F)

### Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

* [Registrar](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\Registrar) (https://registrar.unt.edu/registration)
* [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)
* [MathLab](https://math.unt.edu/mathlab) (https://math.unt.edu/mathlab)

## Course Requirements

All forms for the assignments and documentation are already created for you in CANVAS and included in the weekly learning module. Unless otherwise noted, all assignments will be due the Monday after the information is introduced by 11:59pm.

The student must begin the on-site practicum experience no later than week 2 of the 16-week course.

Class participation is required—weekly engagement in the online coursework is mandatory so that students may get the most out of their practicum experience. It is the student’s responsibility to log into Canvas weekly to access the course material and submit assignments timely. No email submissions of assignments will be accepted by the instructor. Failure to submit an assignment by its due date will result in a grade of zero for the assignment.

***Assignments will Include:***

***Student Information Form (4 points):*** Students are required to complete the Student Information Form found in the Week 1 Learning Module and submit it on Canvas to earn 4 points for this assignment.

***Submission of weekly logs (1 points for each weekly log- 16 points):*** Weekly logs are required.**If a student fails to submit a weekly log, they will receive a zero for the assignment and forfeit any practicum hours completed that week.** See the Weekly Hours Log page located under the Forms module in Canvas for more information.

Timely submission of weekly 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. Only the final log of hours (Week 16 Log) needs to be *hand-signed* by the on-site supervisor. Students MUST submit a weekly log for each week even if no hours were completed that week.

***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 hand-signed by on-site supervisor.

***Supervisor evaluation (Midterm and Final; 10 points each):*** Students will submit a Mid-Term and Final Evaluation completed by their on-site supervisor. It is expected that the on-site supervisor will review the evaluation with the student. The forms will be made available to students in Canvas, and it is each student’s responsibility to provide their supervisor with a copy of the form a week before they are due. Evaluations must be *hand-signed* by the supervisor to receive credit.

***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.

At a minimum, the following questions should 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 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 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.

***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 2 days 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 (5 points):*** Students are required to arrange a video teleconference between the instructor and field supervisor. Students must also attend this meeting. It is the student’s responsibility to schedule this conference. Students will earn 3 points for scheduling the conference two weeks in advance, and 2 points for attending it at the scheduled time. The meeting must be scheduled to occur in week 14 or 16. Instructions for scheduling the teleconference will be posted in Canvas announcements during week 12. Students’ inability to schedule this teleconference and/or attend it will result in a grade of Incomplete for this course this semester.

**Canvas assignments**. Each student is responsible for ensuring they submit the correct work for assignments in Canvas. Students must submit assignments in Canvas prior to the due date and check their work prior to each assignment closing. Canvas does not allow submissions/resubmissions once an assignment due date has been reached, and if you have already made a submission, you will not be able to make another submission after the assignment deadline has passed. Late assignments are not accepted, including those where a student may have uploaded the wrong document for the assignment. If you submit the wrong document, you will receive a zero for the assignment. **Check your work.**

**Assignments requiring on-site supervisor’s involvement.** Each student must have **ONE** designated on-site supervisor to oversee their practicum, evaluate performance, participate in weekly 1-hour supervisory meetings, sign course assignments, and participate in the video teleconference with the instructor. The on-site supervisor is to remain consistent throughout the semester. Any changes in supervision must be communicated to the instructor in writing. The instructor may contact the supervisor at any time for any reason. Assignments requiring the supervisor’s signature must include a **legible handwritten signature**; electronic or digital signatures are not accepted. Assignments submitted without a handwritten signature will receive a zero.

|  |  |
| --- | --- |
| Assignment | 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 in Finals Week ) | 5 |
| Self-evaluation Reflection Paper | 10 |
| Weekly Logs (1 point for each week) | 16 |
| TOTAL | **100** |

## Grading

|  |  |
| --- | --- |
| Total points | Letter Grade |
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| 59 and below | F |

**\*\*\**Do not email me regarding extra credit or giving you a higher letter grade*.\*\*\* I base your final grade on the Canvas gradebook. Late work is not accepted in this class and there is no extra credit.**

## ****Course Evaluation****

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations will be available towards the end of the summer semester. An announcement with additional details will be shared at that time.

## Course Policies

### Assignment Policy

Students can review the course schedule at the bottom of this syllabus or on CANVAS on the Syllabus page to review due dates for each assignment. Assignment instructions are included in the syllabus, with more detail included in the module. All assignments should be turned in as .doc or .pdf documents within the assignment drop box. **Do not submit assignments via email.**

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Instructor Responsibilities and FeedbackIt is my goal to assist you with learning and help you meet the objectives of this course. I will attempt to provide clear instructions and constructive feedback. Please allow 24-48 *business hours* to respond to email and phone calls. I do attempt to have all assignments graded within 1 week of the due date.

Late WorkLate work is generally not accepted, except in the event of a catastrophic event. Please contact me if you have questions.

Attendance & Class Participation PolicyStudents should be logging into CANVAS each week and engaging with the material as needed. All assignments should be turned in timely. For any missed assignments, please contact me.

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

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Policies regarding student conduct and academic honesty posted by the University Center for Student Rights and Responsibilities in the Student Handbook apply to this class. See the full policy here: <https://policy.unt.edu/policy/06-003>

### ADA Policy

The University of North Texas makes reasonable accommodation for students with disabilities. Students needing a reasonable academic accommodations must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the student will request their letter of accommodation. ODA will provide faculty with a reasonable accommodation letter via email to begin a private discussion regarding a student’s specific needs in a course. Students 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 meet with faculty regarding their accommodations during 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, refer to the [Office of Disability Access website](http://www.unt.edu/oda) at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

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 will be directed to leave the classroom and the instructor may refer 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. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

### Access to Information - Eagle Connect

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu/). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\spot@unt.edu).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\oeo@unt.edu) or at (940) 565 2759.

### 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](http://www.ecfr.gov/) (<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](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (https://policy.unt.edu/policy/07-002).

### Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

* The work is used only once.
* The work is not used in its entirety.
* Use of the work does not affect any potential profits from the work.
* The student is not identified.
* The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form

**Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

**Course Schedule**

***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 instructor, IF needed. In the event of a change, students will be notified via course announcements.***

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Week | Topic | Assignments Due/Date |
| 08/19/24 | 1 | Intro to Course: Myths about Practicum | Week 1 Log  Student Info Form  Due: 08/26 @ 11:59pm |
| 08/26/24 | 2 | Creating SMART Goals | Week 2 Log  Learning Goals/Contract  Due: 09/02 @ 11:59pm |
| 09/02/24 | 3 | Traits of Professionals | Week 3 Log  Discussion Board 1  Due: 09/09 @ 11:59pm |
| 09/09/24 | 4 | The Helping Relationship | Week 4 Log  Due: 09/16 @ 11:59pm |
| 09/16/24 | 5 | Multiculturalism at the Worksite | Week 5 Log  Discussion Board 2  Due: 09/23 @ 11:59pm |
| 09/23/24 | 6 | Resource Building | Week 6 Log  Due: 09/30 @ 11:59pm |
| 09/30/24 | 7 | Conflict Resolution Skills | Week 7 Log  Discussion Board 3  Due: 10/07 @ 11:59pm |
| 10/07/24 | 8 | Considerations in Social Media Use and Electronic Communication | Week 8 Log  Mid-Term Supervisor Evaluations  Due: 10/14 @ 11:59pm |
| 10/14/24 | 9 | Ethics in Rehabilitation | Week 9 Log  Due: 10/21 @ 11:59pm |
| 10/21/24 | 10 | Crisis Intervention Skills | Week 10 Log  Discussion Board 4  Due: 10/28 @ 11:59pm |
| 10/28/24 | 11 | Self-Care in Helping Professions | Week 11 Log  Due: 11/04 @ 11:59pm |
| 11/04/24 | 12 | Current Issues in Rehabilitation | Week 12 Log  Discussion Board 5  **Due: 11/11 @ 11:59pm**  Schedule Eval Call for Week 14 or 16 **Due: 11/15 @ 11:59 pm** |
| 11/11/24 | 13 | Career Readiness | Week 13 Log  Complete the “Identify Soft/Transferable Skills” activity  Due: 11/18 @ 11:59pm |
| 11/18/24 | 14 | Wrap Up | Week 14 Log  Student Self-evaluation  Due: 12/02 @ 11:59pm |
| 11/25/24 | 15 | Thanksgiving Break (11/25 – 12/1) |  |
| 12/02/24 | 16 | Pre-Finals Days | Week 15 Log  Final Supervisor Evaluation  Student Evaluation of Site  Due: 12/09 @ 11:59pm |
| 12/09/24 | 17 | Finals Week | Week 16 Log  Due: 12/12 @ 11:59pm |