University of North Texas

College of Health and Public Service

Department of Rehabilitation Health Services

RHAB 4880/ADDS 4900: Rehabilitation Practicum

Online, Asynchronous

# RHAB 4880/ADDS 4900: Rehabilitation Practicum

Welcome to RHAB 4880 for the spring 2025 semester! I look forward to working with all of you this semester as we learn about human development and disability. Should you have any questions along the way, please do not hesitate to reach out to me.

## About the Professor:

Katelyn Matkin, PhD, CRC received her PhD in Rehabilitation Counselor Education from the University of Wisconsin-Madison in 2024. She received a master’s degree in Rehabilitation Counseling and a Bachelor’s in Rehabilitation Psychology from UW-Madison prior. Currently, she serves as a Clinical Assistant Professor in the Department of Rehabilitation Health Services at the University of North Texas (UNT). Her research focuses on reproductive access and experiences of diverse individuals, and the role of clinical supervision. She teaches coursework at the undergraduate and graduate levels in a variety of subject areas.

## Instructor Contact:

Katelyn Matkin, PhD, CRC

Pronouns: *she, her, hers*

Office Location: Chilton 218N

Office hours: Thursdays 1-4pm

Email: katelyn.matkin@unt.edu

## Course Description:

This course covers practical experience in a supervised setting aimed at the integration of theory and practice and the refinement of skills. Requires a minimum of 200 hours (RHAB 4800) or 300 hours (ADDS 4900) within the practicum setting plus attendance to weekly integrative seminars.

## Course Structure:

This course meets asynchronously for 16 weeks during the spring semester.

## Pre-requisites:

The prerequisites for this course include a minimum of 18 hours of rehabilitation coursework, including RHAB 3000, RHAB 3100, RHAB 4200, and RHAB 3900.

## Course Objectives:

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| Objective: | Met via: |
| 1. Understand the program processes and administrative structure of at least one human service agency. | Practicum |
| 1. Practice individual helping skills, program planning, advocacy, and other skills unique to working with consumers in an applied setting. | Practicum |
| 1. Satisfactorily participate and learn from individual and group supervision, in both agency and on-campus course supervision. | Practicum  Online modules |
| 1. Identify specific professional and personal strengths and weaknesses of performance during the practicum experience. | Practicum  Online modules  Evaluations |
| 1. Develop realistic and effective job seeking skills. | Practicum |
| 1. Develop a professional identification in rehabilitation, that includes affiliation with other rehabilitation professionals and an awareness of professional ethics and issues. | Practicum  Online modules |

## Required Materials:

There is no assigned textbook for this course. Any assigned reading will be posted to Canvas as assigned.

## Class Materials for Online Learning:

This course includes online learning components and may require access to some of the following tools. To fully participate in this class, students will need internet access to reference content on the Canvas course page. Students will also need access to a camera, microphone, and other necessary software to participate in the synchronous meetings. Information on how to be successful in an online learning environment can be found at [https://online.unt.edu/learn.](https://online.unt.edu/learn) For technical support, please contact the UNT helpdesk at [helpdesk@unt.edu](mailto:helpdesk@unt.edu).

## Technical Skill Requirements:

* Using the learning management system (Canvas)
* Scanning documents on a scanner or scanner app on smartphone
* Using email with attachments
* Creating and submitting files in commonly used word processing program formats
* Copying and pasting

# General Course Policies

## Learning Environment Netiquette:

Students are expected to engage in reasonable and substantial preparation for their coursework, to follow course and class guidelines as outlined in syllabi and as enunciated by their instructor, and to complete all academic exercises with integrity. The following are the course policies that should be followed during all discussions, activities, presentations, and testing:

* Be considerate about what you say to or about others in any electronic format. Remember we are communicating to real people in an online format
* Be considerate of different opinions. The exchange of different thoughts, ideas, and opinions is an important part of learning
* Insults, name-calling, or any hostile communication will not be permitted in online platforms
* When responding to messages or posts made by others, address the ideas, not the person.
* Be careful when using sarcasm and humor. Without social cues, a comment may be misinterpreted easily by others
* Using all caps is generally seen as SHOUTING and is often offensive to the reader. Use all capital letters sparingly, such as to highlight an important word or point.

## Well-Being Statement:

Students often experience stressors that can impact both their academic experience and personal well-being. We recognize that students are more than just someone in a class. Students are encouraged to learn about and utilize UNT’s mental health services and/or other resources as needed. Resources can be found on [UNT’s student counseling services website.](https://studentaffairs.unt.edu/counseling-and-testing-services/student-counseling/index.html)

## Communication:

Communication is the key to success in this course! Please email any class-related questions to the instructor as soon as possible. It is helpful to include “RHAB 4880” in the title of your email directly to [katelyn.matkin@unt.edu](mailto:katelyn.matkin@unt.edu). It is students’ responsibility to communicate concerns or questions promptly (i.e., before deadlines have passed, or before class is missed).

As an instructor, I will work to maintain strong communication with you by:

* Posting announcements to Canvas when relevant (e.g., a change to our syllabus has occurred, I am running behind on grading, etc.).
* Returning email responses within 1-2 business days. I try to not answer emails over the weekend or late in the evening.
* Offering space to meet in person or 1:1.

## Examination Policy:

All examinations and assignments are open-book and should be completed individually unless otherwise noted in the assignment instructions. Please refer to the policy on ‘server unavailability or other technical difficulties’ if technical issues are experienced while attempting to complete an online examination or upload an online assignment.

## Copyright Notice:

Some or all 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. Additional copyright information may be located at: [http://copyright.unt.edu/content/unt-copyright-policies.](http://copyright.unt.edu/content/unt-copyright-policies)

## Academic Integrity Standards and Consequences:

This course and University promote the integrity of learning and embrace the core values of trust and honesty. A link to the full policy can be found [here](https://policy.unt.edu/policy/06-003).

## Turnitin Notice and Artificial Intelligence (AI):

Writing assignments in this course will automatically be reviewed by Turnitin via Canvas. Turnitin generates a report on the originality of your writing by comparing it with a database of periodicals, books, online content, students’ papers, and other published work. This report can help you discern when you are using sources fairly, citing properly, and paraphrasing effectively – skills essential to academic work. Turnitin will also check for the use of Artificial Intelligence (AI). To best support your learning, you should complete all graded assignments in this course yourself, without the use of generative AI. Please refrain from using AI tools to generate any content for an assignment unless explicitly specified by assignment instructions.

## Syllabus Change Policy:

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. The instructor has the right to adjust the syllabus and course schedule at any time during the semester.

## Student Conduct and Discipline

The primary concern of the University of North Texas is the student. The university attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student's relationship with the university have been formulated into a student code of conduct and discipline. Enrollment at the University of North Texas is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. Link to full policy:

<https://policy.unt.edu/policy/07-012>

## Academic Integrity

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 Accommodations and Accessibility:

The University of North Texas makes reasonable academic accommodations 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 the 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 a[t http://disability.unt.edu/. Y](http://disability.unt.edu/)ou may also contact them by phone at 940.565.4323.

## F1 Visa 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 <https://www.ice.gov/sevis/schools/reg#f6iv>. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads: 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 online 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 experiences 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.

# Course Requirements

## Assignments:

Below is a list of all required assignments and graded activities for the course.

|  |  |
| --- | --- |
| Assignments | Possible Points |
| Discussion Posts (5) | 10 points each = 50 points |
| Weekly Logs (16) | 5 points each = 80 points |
| Student Information Form | 5 points |
| Learning Contract/Goals | 10 points |
| Supervisor Evaluation (Midterm and Final) | 10 points each = 20 points |
| Site Visit/Call | 10 points |
| Self-Evaluation | 10 points |
| Evaluation of Site | 5 points |
| Career Readiness Activity | 10 points |
| Class Participation and Professional Behavior | 50 points |
| **TOTAL** | **250 points** |

## Grading Scale:

You are responsible for your grade. Canvas will be updated as soon as possible, but it is recommended that you keep a running total of the points you have earned throughout the semester. This will tell you where you stand at any given time.

|  |  |
| --- | --- |
| Letter Grade | Percentage |
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | Less than 59% |

## Late Work Policy:

All assignments must be completed and turned in by the listed deadline (refer to our schedule and Canvas course for details on due dates; most of the assignments are due Sunday nights by 11:59PM). Late assignments will receive an automatic 10% grade deduction for each day the assignment is late. Exceptions due to illness or other extenuating circumstances will be made on an individual basis and will require you to notify the instructor before the assignment deadline.

# Description of Assignments

*Assignment-specific rubrics can be found on Canvas.*

## Practicum Documentation

### Student Information Form (5 points):

Students will be required to complete the Student Information Form found in the Week 1 module.

### Weekly Logs (80 total points):

Students must submit accurate and thorough logs weekly throughout the semester. Timely submission of these logs is critical to keeping the instructor informed of possible issues that arise. Please utilize the weekly log forms found in Canvas. As a reminder, Rehab Studies majors enrolled in RHAB 4880 need to complete a *minimum* of 200 hours of practicum work this semester, while non-Rehab Studies majors enrolled in ADDS 4900 need to complete a *minimum* of 300 hours of practicum work this semester. Additionally, at least one hour of each week must be spent receiving supervision from the student’s site supervisor. Students must submit a weekly log for each week even if no hours were completed that need. 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 goals to obtain at the practicum site and develop actionable objectives to meet each goal. The on-site supervisor will collaborate in the creation and execution of these goals. Students will use the Sample Learning Contract on Canvas as a guide so that the student and supervisor agree on a minimum of 3 goals, each with 3-5 measurable objectives (i.e., SMART goals). The student and supervisor will *hand-sign* the contract and turn in a scanned copy via Canvas.

### Supervisor Evaluations (Midterm and Final) (20 total points):

Each student will receive a midterm and final evaluation from their site supervisor. It is expected that the on-site supervisor will review the evaluation in person with the student. Completed midterm and final evaluation forms will be submitted on Canvas. Students are encouraged to provide their supervisor with a copy of the evaluation at least one week before it is due to avoid late submissions. Midterm and final evaluations must be signed by the student and supervisor. Unsigned evaluations will receive zero credit.

### Evaluation of Site (5 points):

Each student will submit a short list of positive and negative aspects of their practicum site. This information will NOT be shared with your site supervisor, it is meant for the instructor only. See the Canvas assignment for additional details on what to evaluate.

### Site Visit/Call (10 points):

Students are required to arrange a teleconference between the instructor, the on-site supervisor, and them. It is the student’s responsibility to schedule the conference by contacting the on-site supervisor and the instructor with possible dates and times via email. Calls need to be scheduled for dates within Weeks 13 or 15 of the semester. Students will earn 3 points for scheduling this conference 2 weeks in advance and 7 points for attending it at the scheduled time. **Students’ inability to schedule this teleconference and/or attend it will response in a grade of Incomplete for this course this semester.** A link to sign up for a conference time can be found in Canvas.

If the times provided online do not work for you and your supervisor, please reach out to the instructor via email with the template below.

**Email Subject:** REHAB 4880/ADDS 4900 final supervisor teleconference

*Professor Matkin,*

*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 they are available for a call. Please find below 3 dates/times when my supervisor and I are available for a 30-minute meeting. We prefer to meet via [phone or Zoom].*

1. *Date/Time (e.g., 4/27 at 1PM)*
2. *Date/Time (e.g., 4/28 at 2:30PM)*
3. *Date/Time*

*Thank you,*

*[student’s name]*

### Self-Evaluation (10 points):

At the end of the semester, students will submit a typed, 5-page, double-spaced reflection paper. A template for what is required for the evaluation can be found in Canvas. The evaluation includes students’ evaluation of their skills, along with five reflection questions about their overall experience.

## Career Readiness Activity (10 points)

Each student will complete the “Identify Soft/Transferable Skills” activity from the Career Readiness workbook presented in the week 14 module. This activity encourages students to think about their skills in numerous domains and how they have utilized them in previous employment or educational settings. The workbook can be downloaded for each student to use, with specific instructions listed in the assignment details.

## Discussion Posts (50 total points)

Students will engage in 5 discussion board assignments throughout the semester on Canvas. Each discussion board will prompt specific questions related to their practicum and our reviewed content. Students will be expected to write an individual post, as well as respond to at least (2) peers’ posts. Specific questions for each discussion board and requirements for responses can be found in Canvas.

# Course Schedule, Spring 2025

*Subject to change with notice*

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| --- | --- | --- |
| **Week** | **Topic(s)** | **Assignments** |
| **Week 1**  Jan 13-19 | Welcome and Introductions!  Myths about Practicum | Week 1 Log  Student Information Form  (both due 1/19 by 11:59PM) |
| **Week 2**  Jan 20-26 | Creating SMART Goals | Week 2 Log  Learning Goals/Contract  (both due 1/26 by 11:59PM) |
| **Week 3**  Jan 27-Feb 2 | Traits of Professionals and Ethical Practice | Week 3 Log  Discussion Board 1  (both due 2/2 by 11:59PM) |
| **Week 4**  Feb 3-Feb 9 | The Helping Relationship | Week 4 Log (due 2/9 by 11:59PM) |
| **Week 5**  Feb 10-Feb 16 | Multiculturalism at the Worksite | Week 5 Log  Discussion Board 2  (both due 2/16 by 11:59PM) |
| **Week 6**  Feb 17-23 | Resource Building | Week 6 Log (due 2/23 by 11:59PM) |
| **Week 7**  Feb 24-Mar 2 | Conflict Resolution Skills | Week 7 Log  Discussion Board 3  (both due 3/2 by 11:59PM) |
| **Week 8**  Mar 3-9 | Considerations in Social Media Use and Electronic Communication | Week 8 Log  Midterm Supervisor Evaluation  (both due 3/9 by 11:59PM) |
| **Week 9**  Mar 10-16 | **Spring Break – No Content** | Week 9 Log (due 3/16 by 11:59PM) |
| **Week 10**  Mar 17-23 | Crisis Intervention Skills | Week 10 Log Discussion Board 4  (both due 3/23 by 11:59PM) |
| **Week 11**  Mar 24-30 | Self-Care in the Helping Professions | Week 11 Log  Schedule evaluation call  (due 3/30 by 11:59PM) |
| **Week 12**  Mar 31-April 6 | Current Issues in Rehabilitation | Week 12 Log  Discussion Board 5  (all due 4/6 by 11:59PM) |
| **Week 13**  April 7-13 | No Content – Evaluation Calls | Week 13 Log  Student Self-Evaluation  (both due 4/13 by 11:59PM) |
| **Week 14**  April 14-20 | Career Readiness | Week 14 Log  Career Readiness Activity  (both due 4/20 by 11:59PM) |
| **Week 15**  April 21-27 | No Content – Evaluation Calls | Week 15 Log  Final Supervisor Evaluation  Student Evaluation of Site  (all due 4/27 by11:59PM) |
| **Week 16**  April 28-May 4 | Course Wrap Up | Week 16 Log – *Signed* (due 5/4 by 11:59PM) |