



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Practicum-Psychiatric/Mental Health Services Technician
PMHS 1267.01**

Rebecca Boggus

Course Description:

PMHS 1267 Practicum-Psychiatric/Mental Health Service Technician - An experience external to the college for advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics or learning outcomes vary. Semester Hours 2 (1 lec/15 lab).

Prerequisites and/or Corequisites:

Completion, with a grade of “C” or better, of PMHS 1291 Special Topics-Psychiatric/Mental Health Services Technician.

Instructor Information:

Instructor Name:	Rebecca Boggus
MCC E-mail:	bboggus@mclennan.edu
Office Phone Number:	(254) 299-8772
Office Location:	CSC 129 E
Office/Teacher Conference Hours:	Posted on Office Door

Required Text & Materials:

No Text is required. Course materials will be distributed in class for assignments.

[MCC Bookstore Website](#)

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources

and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)
(www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Methods of Teaching and Learning:

The instructor will use lectures, group discussions, and role play to present the material. Reference sources will be provided as needed.

Course Objectives and/or Competencies:

Learning Objectives: As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and team work skills, communicating in the applicable language of the occupation and the business or industry.

Course Competencies

The student at the end of the semester will be able to:

1. Successfully complete a minimum of 208 hours at a designated field placement site.
2. Turn in a professional looking resume at the assigned time.
3. Show personal growth in displaying responsibility by:
 - a. Turning in all assignments on time.

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- b. Having an excellent attendance both in seminar and at field placement site.
 - c. Arrive promptly and stay until the end of schedule times.
 - d. Participate appropriately at both seminar and field placement site.
 - e. Notify instructor prior to any absences or, in the event of an accident, immediately thereafter.
- 4. Develop “good judgment” by handling potentially awkward situations appropriately as they arise at field placement sites. This may be achieved by discussing alternatives during seminar and utilizing feedback given as part of the problem solving process.
 - 5. Gain an overall understanding of the Mental Health field in general, in Waco and the surrounding areas as he/she listens and learn from other students at various agencies.
 - 6. Incorporate knowledge of the personality temperaments by developing an understanding of other’s needs as well as their own strengths and weaknesses. This will be at the field placement site in their working relationships, as well as at a personal level.

Course Outline or Schedule:

Week	Class Discussions
1	Orientation, Syllabus, Forms, Assignment Due Dates Effective counselor handout
2	Objective/Subjective Documentation; Progress Notes, Effective Counselor
3	Resume Writing On your Own Chapter 2
4	Effective Counselor
5	Boundaries/Professionalism/Ethics/Role Play
6	Clinical Staffings
7	Effective Counselor
8	Check on practicum sites
9	Effective Counselor
10	Effective Counselor

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11	Check on practicum sites
12	Effective Counselor
13	Effective Counselor
14	Separation/Separation Anxiety
15	Individual Meetings

Individual assignments and grade distributions will be discussed separately during seminar.

Specific instructions for each assignment will be posted on Brightspace.
All assignments will be uploaded to Brightspace by the due date.

Course Grading Information:

EVALUATION/GRADING

Grade Scale

Letter Grade	A	B	C	D	F
Total Points	1800 – 1620	1619 – 1440	1439 – 1260	1259 – 1080	1079 or Below

Below 1260 Must Retake Practicum

Attendance (25 points)

Being in class is important to you and me! I reward attendance by giving up to 25 points at the end of the semester. Below is the point distribution for attendance.

1 absence = 15 points

2 absence = 10 points

3 absence = 5 points

Over 3 absences = 0 points

Participation (25 pts)

Class participation is so important to me that I give points for participating. This means that the student should participate in discussions, role play demonstrations, and exercises. I believe that through participation, the students' learning potential is enhanced. These points are at the discretion of the instructor.

W WITHDREW - this grade is given for an instructor- or student-initiated course withdrawal through the 12th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term). After the 12th week or until the end of the semester (fourth week, Summer day term; sixth week, Summer nine-week term), if a student withdraws from a course the instructor will either assign a W if passing work was being accomplished or an F if the student was doing failing work).

I INCOMPLETE - is given when a course is incomplete because of a student's absence caused by reasons acceptable to the instructor. To be eligible, the student must have essentially completed the course. If work is not made up within the following long semester, the "I" will be changed to and "F" and the course must be repeated if credit is to be given.

Grades are based on actual performance, not amount of effort exerted, potential, hardships encountered during the semester, etc. There is no extra credit in this course. In order to earn a C or above, students must stay current with readings and assignments and exhibit strong class performance. A minimum final grade of C is required in all Mental Health/Social Work classes for graduation.

Late Work, Attendance, and Make Up Work Policies:

No late work will be accepted in this class. All work not turned in by the due date will receive a "0."

Regular attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades.

Students who are absent from 25% of scheduled class meetings will be withdrawn with a grade of W unless the professor has reason to believe the student will complete the course. However, if

a student who is not passing reaches the 25% point after the official drop date, the student will receive an F.

As stated in [the Highlander Guide](#), “students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official college functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day.” All other reasons for late work will be considered at my discretion and will likely require documentation. It is your responsibility to inform me of any absences and their reasons in a timely manner. For this course, that means **you will be dropped on the 4th absence.**

Absences **will** impact class participation grade.

2 times of missing more than 10 minutes of class, either being tardy or leaving class early, will count as one absence.

Student Absence on Religious Holidays

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.

McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Courtesy and Respect

Students should demonstrate courtesy and respect to all instructors, guests, and fellow students. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

Cell Phones

Please place all cell phones and electronic devices on silent during class times. If you must take or make a call, please step outside to do so. Additionally, there should be **NO** texting or playing of games on your phone during class. This is incredibly distracting, and YES, I can tell when you are texting under the table! Please just remember to be courteous.

Computers in class

While I don't mind if you take notes on your computer, this is the only thing that should be done on the computer while in my classes. If other activities are being done on the computer, I will ask you to put your computer away and you will not be allowed to bring in your computer for the rest of the semester. Other activities include: web surfing, Facebook, YouTube, watching DVD's, looking at pictures, etc.

Student Behavioral Expectations or Conduct Policy:

In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guides describes the rights, privileges and obligations of students affiliated with MCC.

Learning should be fun and not torture. However, there are expected guidelines for each class.

* [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)
(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

* [Click Here for the MCC Attendance/Absences Policy](http://www.mclennan.edu/highlander-guide/policies)
(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation

and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

* **[Click Here for more information about Title IX](#)**

(www.mclennan.edu/titleix)

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

Statement of Work Place and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for:

Mental Health Program

COMMON WORKPLACE COMPETENCIES

Manager Resources:	Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills:	Work on teams / Teach others / Serve Customers / Lead work teams / Negotiate with others
Work with Information:	Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge:	Work within social systems / Work within technological systems / work within organizational systems / Monitor & correct system performance / Design & improve system
Use Technology:	Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills:	Creative thinking / Decision making / Problem solving / Thinking logically
Exhibit Personal Qualities:	Self-esteem / Self management / Integrity

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Course Number: <u>PMHS 1267</u> Course Name: <u>Practicum-Psychiatric/Mental Health Service Technician</u>	Relevant Competencies (Identify by Competency Number)
SCANS COMPETENCIES	
1. Managing Resources a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. b. c. d. e.
2. Exhibiting Interpersonal Skills a. Work on teams b. Teach others c. Serve Customers d. Lead work teams e. Negotiate with others f. Work with difference culture	a. 4 b. 4 c. 4 d. e. 4 f. 4, 6,
3. Working with Information a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1, 2, 4, 5, 6, 7 b. 1, 2, 4, 5, 6, 7 c. 1, 2, 4, 5 d. 4, 5, 6, 7
4. Applying Systems Knowledge: a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 4, 5, 6, 7 b. c. 4 c, e.
5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain troubleshoot technologies	a. b. c.
SCANS FOUNDATIONS	
6. Demonstrating Basic Skills a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1, 2, 3, 4, 5, 6, 7 b. 1, 2, 3, 4, 5, 6, 7 c. d. 3, 4, 5, 6, 7 e.. 3, 4, 5, 6, 7
7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 1, 2, 3, 4, 5, 6, 7 b. 1, 2, 3, 4, 6, 7, c. 4, 5, 7 d. 1, 2, 3, 4, 5, 6, 7 e. 3, 4, 5, 6, 7
8. Exhibiting Personal Qualities: a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 1, 2, 3, 4, 5, 6, 7 b. 1, 2, 3, 4, 5, 6, 7 c. 1, 2, 3, 4, 5, 6, 7 d. 1, 2, 3, 4, 5, 6, 7 e. 1, 2, 3, 4, 5, 6, 7