



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Practicum-Psychiatric/Mental Health Services Technician
PMHS 1267.87**

Rebecca Boggus

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.

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Course Description:

PMHS 1267 Practicum-Psychiatric/Mental Health Service Technician - Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
2 Semester Hours

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

Required Text & Materials:

No text is required. Course materials will be distributed in class and on Brightspace for assignments.

[MCC Bookstore Website](#)

* [Click Here for the Minimum System Requirements to Utilize MCC’s Blackboard](#)
(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 Blackboard learning management system.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

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).

MCC Foundation Emergency Grant Fund

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found [here](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf) (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

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](https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html)**
(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

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.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

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If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

All course material will be delivered via the internet on Brightspace. Students will have one reading assignment, a quiz, and a discussion board prompt to answer for each of the 14 Learning Units, as well as supplemental learning materials as appropriate. Students will complete Progress Notes, Journals, and supplemental assignments throughout the semester as assigned in addition to weekly Quiz and Discussion Board. Students are required to complete 220 hours of service at assigned Practicum site to receive credit for the course. Students will need to make regular weekly time to review the Learning Units thoroughly and complete the assignments. A reasonable level of self-discipline is needed to successfully complete the course. As this course is fully online, students must bring a working knowledge of web browser use, email, Brightspace, and appropriate online behavior for a college course.

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. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry

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2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Course Outline or Schedule:

Units run Monday 12AM- Sunday 11:59 PM. All written assignments should be uploaded to Brightspace by 11:59 PM on the last day of the Unit, Sunday night! No other format will be accepted. Late work will be accepted on a case-by-case basis only with documentation to the professor.

Please note that several of your Discussion Boards will center around students uploading a video of themselves demonstrating the skill for the week. Such Discussion Boards are marked with an asterisk (*) below. It is CRUCIAL that you complete these Discussion Boards appropriately. Remember that the Discussion Boards which require a video are worth significantly more points than those without!

Unit/ Week Of	Topics and Assignments Due
1 8/24	Orientation to course: Course Expectations, Syllabus, Forms, Assignment Due Dates, Effective counselor handout Due by 8/30 at 11:59 PM: <ul style="list-style-type: none">○ Orientation Quiz○ Introductory Discussion Board
2 8/31	Resume Writing Due by 9/6 at 11:59 PM: <ul style="list-style-type: none">○ Resume Quiz○ Professionalism Discussion Board
3 9/7	Objective/Subjective Documentation; Discuss Progress Notes Due by 9/13 at 11:59 PM: <ul style="list-style-type: none">○ Documentation Quiz○ Practicum Beginnings Discussion Board * (this Discussion Board requires the student to upload a video, but NOT a skills-based video as others will. Read Brightspace for specific instructions)

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4 9/14	<p>Effective Counselor: The Helping Process</p> <p>Due by 9/20 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ ELTP (emailed to professor by supervisor. See instructions on Brightspace) ○ The Helping Process Quiz ○ The Helping Process Discussion Board ○ Journal Entry 1
5 9/21	<p>Discuss Practicum Sites; Ethics Handout</p> <p>Due by 9/27 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Ethics Quiz ○ Practicum 2 Discussion Board ○ Rough Draft Resume
6 9/28	<p>Effective Counselor: Empathy</p> <p>Due by 10/4 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Empathy Quiz ○ Empathy Discussion Board *
7 10/5	<p>Effective Counselor: Respect</p> <p>Due by 10/11 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Respect Quiz (Short-answer/Multiple-Choice) ○ Respect in the Practicum Site Discussion Board ○ Journal Entry 2 ○ Progress Note 1
8 10/12	<p>Discuss Practicum Sites; Effective Counselor: Warmth and Genuineness</p> <p>Due by 10/18 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Warmth/Genuineness Quiz (Short Answer/Multiple-Choice) ○ Warmth and Genuineness Discussion Board * ○ Final Resume
9 10/19	<p>Effective Counselor: Concreteness</p> <p>Due by 10/25 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Concreteness Discussion Board * ○ Concreteness Quiz

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10 10/26	<p>Effective Counselor: Confrontation</p> <p>Due by 11/1 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Confrontation Quiz ○ Confrontation Discussion Board * ○ Journal Entry 3
11 11/2	<p>Discuss Practicum Sites; Effective Counselor: Self-Disclosure</p> <p>Due by 11/8 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Self-Disclosure Quiz ○ Self-Disclosure in the Practicum Site Discussion Board ○ Progress Note 2
12 11/9	<p>Effective Counselor: Immediacy, and Potency</p> <p>Due by 11/15 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Immediacy/Potency Quiz ○ Immediacy/Potency Discussion Board
13 11/16	<p>Discuss Practicum Sites: The Termination Process</p> <p>Due by 11/22 at 11:59 PM</p> <ul style="list-style-type: none"> ○ Termination Quiz ○ Termination in the Practicum Site Discussion Board ○ Journal Entry 4
14 11/23	<p>Effective Counselor: Self-Actualization</p> <p>Due by 11/29 at 11:59 PM</p> <ul style="list-style-type: none"> ○ Final Quiz ○ Final Discussion Board ○ Progress Note 3
15 11/30	<p>End of Semester Reflections/ Course Wrap-Up</p> <p>Due by 12/6 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Agency Thank-You Note ○ Agency Evaluation ○ Self-Evaluation Paper
16 12/7	<p>Finals Week</p> <p>All completed hours forms must be uploaded to Brightspace by 12/7 at 11:59 PM, no exceptions. (Reminder: agency evaluation MUST be emailed to professor by practicum site supervisor)</p>

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

Remember: In addition to a "C" or better in the class, all students must complete at least 220 hours at an approved Practicum site to pass this course.

Course Grading Information:

Assessment				Point Value (1900 total)	
Journals (4 @50 points each)				200	
Progress Notes (3 @25 points each)				75	
Quizzes (14 @ 20 points each)				280	
Non-Video Discussion Boards (9 @20 points each)				180	
Video-Based Discussion Boards (5 @ 55 points each)				275	
ELTP				100	
Final Resume				90	
Self-Evaluation Paper				150	
Agency Evaluation				500	
Agency Thank-You Note				50	
Letter Grade:	A	B	C	D	F
Total Points Needed:	1900-1700	1699-1510	1509-1320	1319-1130	1129 or below
Awarded for:	Exceptional, model performance	Above average work	Good/average work	Below average performance	Unsatisfactory performance

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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.

"I" is only given in this course for a student has not completed his/her hours on time when a student has had an extenuating life circumstance AND has completed at least 80% of the hours by the end of the semester. Students will not be given an "I" for time to complete hours if 80% are not finished by the deadline!

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.

In addition to a "C" or better in the course, students MUST complete 220 approved hours at their assigned Practicum site to pass this class. You can earn a "C," not complete your hours, and get an "F." You must complete 220 hours for this course.

Late Work, Attendance, and Make Up Work Policies:

Please note that all work is due on a Sunday, the last day of the unit, at 11:59 PM. This official time is kept by Brightspace ONLY. Please don't cut it close and get your work turned in with time to spare. Once Brightspace turns the assignment off, it's closed and you will receive a 0. Late work will be accepted on a limited, case-by-case basis only as decided by communication between student and professor. Students who communicate appropriately and in a timely manner with the professor with accompanying documentation may be granted an extension on assignments. Extensions should be used sparingly throughout the semester. There are no extensions on Final Hours Forms Submissions or Agency Evaluation Forms.

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

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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.**

Despite the online nature of this course, attendance will be taken and maintained on a weekly basis. In this class, an absence is a week when a student completes neither the Discussion Board nor the Quiz for the week.

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. Honest dialogue is encouraged. However, please keep in mind that even when disagreeing with the idea of a fellow student, you are disagreeing with the IDEA, not the person himself/herself.

* [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](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

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](http://www.mclennan.edu/titleix)

(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. Any student or employee may report sexual harassment anonymously by visiting the following website: <http://www.lighthouse-services.com/mclennan/>.

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.

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** 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: Lead	Work on teams / Teach others / Serve Customers / work teams / Negotiate with others
Work with Information: date	Acquire & evaluate data / Interpret & communicate
Apply Systems Knowledge: technological Monitor	Work within social systems / Work within systems / work within organizational systems / & correct system performance / Design & improve system
Use Technology:	Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills:	Arithmetic & Mathematics / Speaking / Listening
Demonstrate Thinking Skills: solving /	Creative thinking / Decision making / Problem 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 d. 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