



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Practicum-Psychiatric/Mental Health Service Technician  
PMHS 2266\_P001**

**David Fleuriet**

Note: This is a 16-week Blended/Hybrid course

**Course Description:**

**PMHA 2266 – Practicum Psychiatric/Mental Health Service Technician:**

This course provides general training and experience in the work place.

The college, with the employee, develops and documents an individual plan for the student.

The plan related the workplace training and experience to the student's general and technical course of study. This may be paid or unpaid experience.

This course may be repeated if topics are 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, and PMHS 1267 Practicum-Psychiatric/Mental Health Services Technician.

**Instructor Information:**

Instructor Name:	David Fleuriet
MCC E-mail:	<a href="mailto:dfleuriet@mclennan.edu">dfleuriet@mclennan.edu</a>
Office Phone Number:	(254) 299-8718
Office Location:	CSC E-129I
Office/Conference Hours:	Mon/Wed 9:00-11:00; Tue/Thur 11:00-1:00 Fri by appointment
Use Zoom:	<a href="https://mclennan.zoom.us/j/953226028">https://mclennan.zoom.us/j/953226028</a>

**Required Text & Materials:**

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

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

**Methods of Teaching and Learning:**

This is a Blendsync course. This means that some of the course material is delivered on Zoom and some is delivered online through D2L Brightspace.

Periodic Zoom time will be used for lectures and class discussion on the assigned material.

Weekly online assignments will include reading handouts and a Discussion Board (Db) question.

Students will earn points on each completed assignment. The total points earned during the semester will determine the student's final grade. More information about the grading system is provided later in the syllabus.

Students will need to allow regular weekly time to read the assigned material and complete the assignments. A reasonable level of self-discipline is needed for successful completion of the course.

Since a significant part of the course involves online participation, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents; the ability to send and receive electronic documents; and a general understanding of online technologies and appropriate online behavior. Students will also need to create a short video and upload it to YouTube.

### **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. Show personal growth in displaying responsibility by:
  - a. Turning in all assignments on time.
  - 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.
3. Develop "good judgement" by handling potentially awkward situations appropriately as they arise at the field placement site. This may be achieved by discussing alternative during seminar and utilizing feedback given as part of the problem solving process.
4. Gain an overall understanding of the Mental Health field in general, in Waco and the surrounding areas as he/she listens and learns from other students at various agencies.

5. 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.
6. As outlined in the learning plan, apply the theory, concepts, and skill involving specialized materials, tools, equipment, procedures, regulations, law, and interactions within and among political, economic environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate writing and verbal communication skills using the terminology of the occupation and the business/industry.

### **Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

- A student is present if they are physically present in the synchronous meeting: either in the classroom or on Zoom (depending on the course format)
- A student is absent if they fail to complete any of the online assignments in a learning unit/module
- A student is dropped from the class if they are absent from every meeting and online assignments prior to the Census Date.
- A student is withdrawn from the class once they accumulate eight (8) total absences prior to the 60% date of the semester.
- After the 60% date, students who are passing the course may be withdrawn upon their request

### **Course Outline or Schedule:**

The following is a TENATIVE schedule of these chapters and the primary topics. Circumstances may cause the schedule to be changed. If changes are necessary, they will be posted on the Course Announcement screen.

Week 1	Orientation, Forms, Placements, Pre-Test <b>*Zoom Meeting*</b>
Week 2	Db assignment <b>*Zoom Meeting*</b>
Week 3	Db assignment - ELTPs due <b>*Zoom Meeting*</b>
Week 4	Db assignment

Practicum-Psychiatric/Mental Health Service Technician  
PMHS 2266\_P001

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Week 5	Db assignment <b>*Zoom Meeting*</b>
Week 6	Db assignment
Week 7	Db assignment – Portfolio due <b>*Zoom Meeting*</b>
Week 8	Db assignment – 1 <sup>st</sup> Process Recording
Week 9	Db assignment <b>*Zoom Meeting*</b>
Week 10	Db assignment – 2 <sup>nd</sup> Process Recording
Week 11	Db assignment
Week 12	3 <sup>rd</sup> Process Recording <b>*Zoom Meeting*</b>
Week 13	
Week 14	Video Interview & Process Recording due
Week 15	Final Agency Evaluation – Post-Test <b>*Zoom Meeting*</b>

**Course Grading Information:**

**EVALUATION/GRADING**

Your grade is determined by:

1. Attendance at seminars.
2. Feedback of field placement supervisor at field placement site during semester.
3. Final evaluation of supervisor at field placement site.
4. All paperwork being completed and turned in at assignment time.

Grade procedures will be discussed in seminar.

Discussion Board (Db)	10	10%
Process Recordings	3	10%
Complete Portfolio		10%
Video Interview & Process Recording		10%
Final Paper		20%
Final Agency Evaluation		40%
<b>Total Possible Points</b>		<b>100%</b>

<b>Letter Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Total Points</b>	90%	80%	70%	60%	59% or Below

\* Anything below a grade of **C/70%** will require the student to repeat the practicum. \*

I-Incomplete-this grade is given when a course is incomplete because a student's absence is caused by illness, or other reasons acceptable to the instructor, prevents the student from

completing the required projects of the course. To be eligible, the student must have essentially completed the course. The work remaining should be of such nature as not to require class attendance. If the work is not made up within the following long semester, the "I" will be changed to an "F" and the course must be repeated if credit is to be given.

### **Withdrawal**

Students who are considering withdrawing from a course are to contact one of the following, preferably in the order listed: instructor, program director, division chair or advisor. If, after consultation between the student and the instructor, there is a decision to withdraw through the 60 percent point in the semester or term, **it is the responsibility of the student to see that the Change in Schedule Form is completed and submitted to [Highlander Central](#)**. (The instructor can also process a withdrawal from a course through WebAdvisor.) The student should check WebAdvisor to verify that the withdrawal was processed.

If, after the 60 percent point in the semester or term and after consultation between the student and the instructor, there is a decision to withdraw, it is the responsibility of the instructor to submit the Change in Schedule Form to [Highlander Central](#) or process a withdrawal through WebAdvisor as soon as possible or prior to the last class day of a semester or term. The student should check WebAdvisor to verify the withdrawal was processed. The effective date for withdrawing from a course is the date the withdrawal is processed.

The External Learning Training Plan (ELTP) should be completed with your field supervisor and turned in to your instructor on the designated date.

Discussion Boards (Db): Discussion Board questions are designed around the article *Traits of the Effective Counselor*. A copy of this article is in the D2L/Brightspace shell.

Process Recordings: Students are required to turn in 3 Process Recordings of conversations with clients at their practicum sites. Guidelines for these recordings are in the D2L/Brightspace shell.

Complete Portfolio: Students have already written their resume in PMHS 1267. The rest of the portfolio I completed during this practicum. Guidelines are in the D2L/Brightspace shell.

Video Interview & Process Recording: Students are required to video record a practice interview with a "client" and complete a process recording on this interview. Guideline are in the D2L/Brightspace shell.

Final Paper: Students write a final paper where they are expected to connect the classroom with their final practicum. Guideline are on the D2L/Brightspace shell.

Final Agency Evaluation: The student's supervisor at their practicum site will complete a final evaluation of the student's work at the end of the semester. A blank copy of this evaluation is in the D2L/Brightspace shell. Students must complete 240 hours at their agency.

### **Late Work and Make Up Work Policies:**

Acceptance of late work is at the discretion of the instructor. Late work accepted will receive a 10-point deduction if turned in up to one week late; 20-point deduction if turned in up to two weeks late. Any work not turned in by two weeks will receive a zero (0).

\*It is acceptable to submit a paper or project to me on or before the day it is due.

It is expected that the paper you submit for this class is one that was written solely for this class and not for another class. To write a paper and submit it for a grade in two different classes is highly unethical. Students caught doing this will receive a zero (0) for this assignment.

### **Assignment and Db**

All assignments and Db are open and available to students on the first day of the semester. Students have plenty of time to complete the assignments and Db for each unit. Therefore, students should not have any reason to submit an assignment and/or Db after the due date. When students wait until the last few hours to complete the assignment, they run the risk of “my internet quit”, or “I had to work late”, or “I have been sick”.

### **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.

Students who engage in threatening statements or behaviors toward instructors, guests, and fellow students will not be allowed to return to the class. These guidelines apply to all modalities of class presentation: in-person classes, blended classes, Zoom classes, and online classes.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to demonstrate respect to others in the classroom and to demonstrate professional behavior. The classroom is an excellent place to practice behaviors that are expected to be used in the workplace with clients and coworkers.

Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or expulsion from the class.

Examples of cheating include but are not limited to:

- copying the work of another student
- seeking excused absences/tardies under false pretense
- plagiarism

For further information about behavioral and conduct policies, see the [Highlander Guide](#)

**[Click Here for the MCC Attendance/Absences Policy](#)**

**(<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 additional guidelines specific to this course.



**2023-2024**

**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 Programs**

**COMMON WORKPLACE COMPETENCIES**

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

**FOUNDATION SKILLS**

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

Practicum-Psychiatric/Mental Health Service Technician  
PMHS 2266\_P001

Course Number : PMHS 2266 Course Name: Practicum	Relevant Competencies (Identify by Competency Number)
<b>SCANS COMPETENCIES.</b>	
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 different cultures	a. b. c. 3 d. e. f.
3. Working with Information: a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1, 2 b. 1, 2 c. 1, 2 d.
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. 3, 5, 6, 7 b. c. 5, 6, 7 d. e.
5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies	a. 3 b. 3 c.
<b>SCANS FOUNDATIONS.</b>	
6. Demonstrating Basic Skills: a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1 b. c. d. e. 1
7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. b. 2, 3, 4, 6, 7 c. 3, 4, 6 d. 1, 2, 3, 4, 6, 7 e.
8. Exhibiting Personal Qualities: a. Individual responsibility b. Self-esteem c. Sociability d. Self-management e. Integrity	a. 1, 5, 6, 7 b. c. d. 5, 6, 7 e. 5, 6, 7

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Updated 07/18/2023



## **ACADEMIC RESOURCES/POLICIES**

### **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. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **Title IX:**

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 acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It 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.

### **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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's 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 at

[https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

### **MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

### **Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

### **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 notified via 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.

### **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. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**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.

If a faculty member prefers not to communicate by email with their 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. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.