

McLennan
C O M M U N I T Y
COLLEGE

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.

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.

Course Notes and Instructor Recommendations:

This course requires completion of 220 hours of verified service at a community agency as approved by the Instructor and Mental Health Field Program Coordinator. Students must submit proof of 220 hours of service in addition to passing all course content to receive credit for this course.

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: <http://www.mclennan.edu/bookstore/>

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
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 1/11	Orientation to course: Course Expectations, Syllabus, Forms, Assignment Due Dates, Effective counselor handout Due by 1/17 at 11:59 PM: ○ Orientation Quiz

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	<ul style="list-style-type: none"> ○ Introductory Discussion Board
2 1/18	<p>Resume Writing</p> <p>Due by 1/24 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Resume Quiz ○ Professionalism Discussion Board
3 1/25	<p>Objective/Subjective Documentation; Discuss Progress Notes</p> <p>Due by 1/31 at 11:59 PM:</p> <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)
4 2/1	<p>Effective Counselor: The Helping Process</p> <p>Due by 2/7 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 2/8	<p>Discuss Practicum Sites; Ethics Handout</p> <p>Due by 2/14 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Ethics Quiz ○ Practicum 2 Discussion Board ○ Rough Draft Resume ○ Hours Check 1
6 2/15	<p>Effective Counselor: Empathy</p> <p>Due by 2/21 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Empathy Quiz ○ Empathy Discussion Board *
7 2/22	<p>Effective Counselor: Respect</p> <p>Due by 2/28 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

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	<ul style="list-style-type: none"> ○ Progress Note 1
<p>8 3/1</p>	<p>Discuss Practicum Sites; Effective Counselor: Warmth and Genuineness</p> <p>Due by 3/7 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
<p>SPRING BREAK</p>	<p>No assignments—Spring Break!</p>
<p>9 3/15</p>	<p>Effective Counselor: Concreteness</p> <p>Due by 3/21 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Concreteness Discussion Board * ○ Concreteness Quiz
<p>10 3/22</p>	<p>Effective Counselor: Confrontation</p> <p>Due by 3/28 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Confrontation Quiz ○ Confrontation Discussion Board * ○ Journal Entry 3 ○ Hours Check 2
<p>11 3/29</p>	<p>Discuss Practicum Sites; Effective Counselor: Self-Disclosure</p> <p>Due by 4/4 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
<p>12 4/5</p>	<p>Effective Counselor: Immediacy, and Potency</p> <p>Due by 4/11 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Immediacy/Potency Quiz ○ Immediacy/Potency Discussion Board

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<p>13 4/12</p>	<p>Discuss Practicum Sites: The Termination Process</p> <p>Due by 4/18 at 11:59 PM</p> <ul style="list-style-type: none"> ○ Termination Quiz ○ Termination in the Practicum Site Discussion Board ○ Journal Entry 4 ○ Hours Check 3
<p>14 4/19</p>	<p>Effective Counselor: Self-Actualization</p> <p>Due by 4/25 at 11:59 PM</p> <ul style="list-style-type: none"> ○ Final Quiz ○ Final Discussion Board ○ Progress Note 3
<p>15 4/26</p>	<p>End of Semester Reflections/ Course Wrap-Up</p> <p>Due by 5/2 at 11:59 PM:</p> <ul style="list-style-type: none"> ○ Agency Thank-You Note ○ Agency Evaluation ○ Self-Evaluation Paper
<p>16 5/3</p>	<p>Finals Week</p> <p>All completed hours forms must be uploaded to Brightspace by 5/3 at 11:59 PM, no exceptions. (Reminder: agency evaluation MUST be emailed to professor by practicum site supervisor)</p>

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 (2000 total)
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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	100				
Self-Evaluation Paper	150				
Agency Evaluation	500				
Agency Thank-You Note	50				
Hours Check-Ins (3 @30 pts each)	90				
Letter Grade:	A	B	C	D	F
Total Points Needed:	2000-1790	1789-1590	1589-1390	1389-1190	1189 or below
Awarded for:	Exceptional, model performance	Above average work	Good/average work	Below average performance	Unsatisfactory performance

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 worked 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 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.

Because this is a Practicum course, you are expected to attend class as well as maintaining regular attendance at your Practicum site. Instances of no-showing to Practicum, lack of adequate attendance, and not maintaining your agreed-upon schedule at the Practicum site can result in meetings with professor, Field Coordinator, Practicum Supervisor, and potential termination of the student’s Practicum site.

Student Behavioral Expectations or Conduct Policy:

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.

See the Mental Health/Social Work Practicum Handbook for specific statements on expectations of behavior at the Practicum site.

*** [Click Here for the MCC Academic Integrity Statement](#)**

(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>)

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

**** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link’s information.***

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C O M M U N I T Y

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ACADEMIC RESOURCES/POLICIES

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 or want to explore strategies for balancing life and school, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry 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 at 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.

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.

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 (Chief of Staff for Equity & Inclusion/Title IX) 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.

* *You will need to access each link separately through your web browser (for example Mozilla Firefox, Chrome, Microsoft Edge, or Safari) to print each link's information.*