

**MASTERS FIELD EXPERIENCE
CLINICAL & COUNSELING PSYCHOLOGY
PY 702-703 / PY 731-732**

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Textbook (required for PY702 and 731 only)

Baird, Brian N. (2005). *The internship, practicum, and field placement handbook: A guide for the helping professions*. (5th Ed.). NJ: Pearson/Prentice-Hall.

This is a useful book which addresses the role and identity of the trainee. Please use this information to give you an overview of many issues you will address during your training. Ask questions as necessary during your class meetings because the instructor will highlight some of the content, but not all of it. The class is for your professional development and encourages you to take the initiative to comment on any of the textbook content, especially issues you are addressing at your site.

Textbook (required for PY 703 and 732 only)

Karter, J. (2002). *On training to be a therapist: The long and winding road to qualification*. PA: Open University Press.

This is an insightful book, written by a therapist, to assist psychology trainees to begin transitioning from the educational environment to function as an autonomous professional clinician. There are 8 short chapters. Students will read and write a short (no more than a paragraph) reflection based on each chapter. These reflections should be **emailed to Dr. Shockley** at the above listed email address. **Reflections are due as follows: Chap 1-6/4; Chap 2-6/11; Chap 3-6/18; Chap 4-6/25; (none on 7/2);Chap 5-7/9; Chap 6-7/16; Chap 7-7/23; Chap 8-7/30.** Late reflections will result in a **reduction in your overall externship grade**. Students are encouraged to share reflections in the group supervision class.

Students enrolled in PY 703 and 732 will receive a separate folder. This folder will include items to assist you in preparing your professional portfolio for doctoral programs and post-masters job seeking.

Office Hours:

Office hours are by appointment only. Please contact Dr. Shockley via email or in class to schedule an appointment. Please also leave a number and/or email where you can be reached if rescheduling is ever necessary. Call Dr. Haskins or Dr. Shockley if you need more immediate guidance. If there is a problem at your site, do not hesitate to contact ASAP by telephone.

Class Meeting Times:

You have already signed up for your group meeting (e.g., Group A, B, C, or D) and should record these dates/times. You are responsible for attending *every* class meeting. Unexcused absences will result in a deduction in your final grade. If class falls on an observed religious holiday, please see me immediately after the first class to discuss alternative methods of making up that class.

Announcements:

Please be sure to regularly check your Loyola Groupwise email account, which can be accessed online via Blackboard at <https://my.loyola.edu/>. If you are having difficulty logging into this system, contact Technical Services at either (410) 617-5555 or support@loyola.edu for assistance. All announcements will be sent through Blackboard or to your Loyola email. **You are responsible for checking this email account at least weekly for updates.**

Course Objectives:

In order to provide second-year students with an opportunity to develop and apply clinical diagnostic skills in a practical setting (Clinical Psychology Externship students) or an opportunity to develop and apply counseling skills in a practical setting (Counseling Psychology Externship students), **six on-campus group supervision meetings are also included and are mandatory.**

Course Requirements:

1) Your LETTER OF OFFER from the site must have been signed off by Dr. Haskins prior to the beginning of the experience. You must register for the field education experience (and presumably did given that you are in my supervision group), BUT if you have not done so yet, **you must contact my assistant, Casey Hofmann at (410) 617-2298 or cmhofmann@loyola.edu to verify permission to register via Webadvisor.**

2) Each Field Experience requires a minimum of **150 hours at the agency**. Since each agency and student contract has different schedules, it is strongly suggested that students plan out their schedules in order that they can complete their 150 hours on time even in the case of extenuating factors (e.g., school closings due to inclement weather, etc). **ALL 150 HOURS MUST BE COMPLETED BY the end of the semester. The Liability Insurance is provided only during the semester in which you are registered for the field education experience. Hours cannot “carry over” to the next semester. You should contact Dr. Shockley and Dr. Haskins ASAP if you are having difficulty obtaining your required hours within the time limit.**

3) On site supervision is the key to a successful field education experience. It is the **student’s responsibility to consult with the on-site supervisor at the time of site selection/arrangement of the placement as to the nature and extent of supervision necessary given the extern’s duties.** Different sites require varying degrees of self-initiative to ensure your supervision needs are met. Should you experience any significant difficulties with this issue, you should discuss this with your on-site supervisor. Should difficulties still remain, please consult Dr. Shockley and Dr. Haskins.

4) You will be **required to attend all on-campus class meetings. FAILURE TO ATTEND A SMALL GROUP MEETING WILL RESULT IN A REDUCTION IN YOUR GRADE FOR THE COURSE.** (See policy under the Grading section for further details.) You must contact Dr. Shockley and Dr. Haskins immediately upon realizing you will be unable to attend a class. All excused absences will need to be accompanied by documentation (i.e. medical note, etc.).

During this semester, you will be required to present up to two cases of clients seen at your current site, for class discussion and exploration to assist with delineating clinical issues and further critical thinking. See the attached outline regarding areas to include within this presentation. Format of

presentation may follow a discovery method wherein pieces of case information are given with pauses to ask classmates their ideas thus far regarding diagnosis and other information important to discover. If it is an assessment case, you may pause to ask classmates what measures they would administer and why before you indicate those which you actually administered and the results. If it is a therapy case, you may pause to ask classmates what approach to the therapeutic interaction (theoretical orientation) they might use given supplied case information before indicating what approach you took. Before indicating the diagnosis at which you have arrived (note: this may be different than that actually given by your on site supervisor, in which case class discussion will be useful to discuss why), make sure to pause and ask classmates for their ideas regarding diagnosis. Also, ask the class for ideas regarding treatment plan and recommendations before stating those on which you have decided. This is a highly effective means of brainstorming and discovering new alternatives.

5) It is expected that you will have read material assigned for field education. Your instructor will answer any questions at the bi-monthly meetings.

6) Counseling Externship students will be **required to keep a journal for PY731 and PY732**. Please refer to APPENDIX A (all appendices are provided in your Field Education Student Handbook previously given to you by Dr. Haskins) for detailed instructions and APPENDIX B for a Sample Journal Entry. A reduction in your grade may occur if the logs are turned in late. The journal is only read by Dr. Haskins and remains as part of your externship file in the Department. This file is maintained for no more than three years and then the contents are shredded. However, a copy of your site evaluation letter will be sent to the Records Office to remain as part of your permanent Loyola academic record. Counseling students are also required to record time and tasks completed at the site on the Counseling Log - APPENDIX E. These logs are due by the 5th of each succeeding month (accepted the following week **only** if falls on a school closing or holiday). For the final log, you should include the hours you plan on completing by the last day of the semester. If there is a problem getting your log signed by your site supervisor, please turn the log in as quickly as possible. A reduction in your grade may occur if logs are turned in late without permission from me.

7) Clinical Externship students are required to record time and tasks completed at the site on the Clinical Log. Refer to APPENDIX C for sample Clinical Log. These logs are due by the 5th of each succeeding month. For the last log, you should include the hours you plan on completing by the last day of the semester. If there is a problem getting your log signed by your site supervisor, please turn the log in as quickly as possible. A reduction in your grade may occur if logs are turned in late.

8) The Supervisor Learning Contract - APPENDIX D (p. 70) is due to Dr. Haskins no later than **2 weeks after the semester begins**. This contract is in a sample format and can be conformed to fit your particular supervision experience. The sample Supervisor Learning Contract will be posted on Blackboard for you to make changes easily. You and your supervisor must sign, date and return the contract. The contract can be turned in to Dr. Haskins' mailbox in Beatty Hall 203 or faxed to (410) 617-5341. **If you supervisor is unable to complete this within the allotted time, you must contact me for an extension of this deadline.** Please also contact me if you have any other questions or concerns about the Contract.

9) It is important for Clinical and Counseling students to understand that administrative functions are an important role and identity when in professional practice. Failure to perform these tasks (e.g., log and journal documentation, record keeping) is an ethical violation and may decrease your effectiveness. The field education experience is preparing you for real-world experiences in psychology, and it is critical that students take the administrative functions as serious as the clinical and counseling practices functions.

10) You are required to respect the confidentiality of patients and/or subjects. With your journals or case presentations in class, please do not place any specific identifying information in them in order to protect the confidentiality of the patients or subjects with whom you are working. Also please do not discuss specific information related to your placement with others for the same reason. See attached sheet on confidentiality requirements in the mental health care field for reference.

Grading:

The site supervisor is responsible for a final evaluation and a grade recommendation for the student. The written evaluation by the supervisor will become part of the student's file. Most supervisors choose to share the written evaluation with the intern themselves; however, if that is not possible Dr. Haskins will share that evaluation with the student. Once the site supervisor has provided a grade recommendation this will be reviewed by the course instructor. This is typically the grade that stands. **However, Dr. Shockley will communicate your attendance and performance to Dr. Haskins and will give her own grade of your active participation.** This feedback is also part of your grade and can lower your final grade.

Honor Code/Plagiarism:

I take this very seriously. All students are expected to understand and uphold the ideals of academic honesty as stated in the Honor Code. Failure to adhere by the honor code could result in sanctions up to and including failure of the course. Ignorance of the Code is not a valid reason for committing an act of academic dishonesty. Any violation will also be reported to the student's advisor. Moreover, it is a college wide policy that when a case of honor violation is suspected it will be reported to Academic Services.

Student Disabilities:

To request academic accommodations due to a disability, please contact Disability Support Services at (410) 617-2062 or online at <http://www.loyola.edu/campuslife/healthservices/disabilitysupportservices>. If you have a letter from Disability Support Services or the Center for Academic Support Services indicating that you have a disability requiring academic accommodations, please present the letter to Dr. Shockley so that accommodations can be made that you might need in this class.

Instruction and training regarding HIPAA and patient training:

Your student packet will contain the Summary of the HIPAA Privacy Rule, Recommendations of the Advisory Committee on Immunization Practices, a signature acknowledgement form and instructions for the HIPAA Compliance Training Course. The web address for the HIPAA training course online is: <https://secure.lwserver.net/login.cfm>. All you have to do is to register, complete the General Privacy Issues course, and successfully pass the test. **NOTE:** This certificate must be turned in to my assistant, Casey Hofmann, along with the signed acknowledge instruction sheet, **no later than 2 weeks after the semester start. Failure to turn this in timely may mean you cannot continue at your site or that you get a reduction in your overall grade.**

Outline for Case Presentations

Background Information

Assessment Instruments and Evaluative Procedures (e.g. Clinical Interview)

Reason for Evaluation or Treatment

Relevant History

Mental Status Examination

Behavioral Observations

Test Results

DSM-IV Multiaxial Diagnosis

Summary / Prognosis / Recommendations