**Wharton County Junior College**

**Administrative - Master Syllabus**

**COVER SHEET**

**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

**Course Title:** Clinical - Psychiatric/Mental Health Services Technician

**Course Prefix and Number:** PMHS - 2260

**Department:** Human Services

**Division:** Allied Health

**Course Type:** (check one)

- [ ] Academic General Education Course (from ACGM - but not in WCJC Core)
- [ ] Academic WCJC Core Course
- [x] WECM course (This course is a Special Topics or Unique Needs Course: Y [ ] or N [x] Certificate Program

**Semester Credit Hours # : Lecture hours#: Lab/other hours #** 2:0:12

**Equate Pay hours for course – 2.4**

**Course Catalog Description:** A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

**Prerequisites/Co requisites:** PSYT 1329 - Interviewing and Communication Skills, CHLT 1209 - Community Ethics and DAAC 1317 - Basic Counseling Skills may be enrolled in concurrently with certificate practicum and/or consent of instructor.

**Approvals – the contents of this document have been reviewed and are found to be accurate.**

<table>
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<tr>
<th>Prepared by Victoria Schultz</th>
<th>Signature:</th>
<th>Date: 11-08-10</th>
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<tbody>
<tr>
<td>Department Head Victoria Schultz</td>
<td>Signature:</td>
<td>Date: 11-08-10</td>
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<tr>
<td>Division Chair Carol Derkowski</td>
<td>Signature:</td>
<td>Date: 11-09-10</td>
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<tr>
<td>Vice President of Instruction or Dean of Vocational Instruction Leigh Ann Collins</td>
<td>Signature:</td>
<td>Date: 11-15-10</td>
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Administrative-Master Syllabus
form approved June/2006
revised Nov. 2009
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

Any practicum course should include at least the following topics/materials:

Foundations:
1. Be aware of critical components to the practicum experience.
2. Be familiar with the role of the professional, paraprofessional, and mental health worker in working environments.
3. Be aware of the nature of the counseling and helping process.
4. Be familiar with the ethical considerations, codes, and legal implications in working environments.

Issues:
1. Be aware of the therapeutic relationship and process.
2. Be able to demonstrate the beginning of an interviewing process.
3. Be aware of the dynamics involved in the counseling process.
4. Become aware of mechanisms to implement change involved in the counseling process (i.e. behavior therapy).
5. Become aware of the dynamics involved in the termination phase of the counseling process between counselor and client.
6. Be familiar with and follow the policies and procedures of the assigned practicum sites(s)
7. Be familiar with the role of Practicum Supervisor on site.
8. Become aware of methods involved in community networking in assisting an agency in meeting the needs of the clientele.

II. Course Learning Outcomes

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<th>Course Learning Outcome</th>
<th>Method of Assessment</th>
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<td>1. 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.</td>
<td>1. Initial Expectation Paper of Practicum Experience will address outcomes/objectives 1 and 2</td>
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<td>2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of occupation and the business/industry.</td>
<td>2. Weekly documentation in journal will address outcomes/objectives 1 and 2</td>
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<td>3. Final Reflection Paper of Practicum Experience will address outcomes/objectives 1 and 2</td>
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<td>4. Exit exam will address outcomes/objects 1 and 2</td>
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III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

This course has no prescribed additional readings. The instructor provides and requires supplemental readings pertinent to course content (i.e. article critiques).
IV. Suggested Course Maximum – 10 total practicum students across three practicum courses in the program.

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.
All students enrolled in clinical/practicum course must engage in direct/indirect client contact for 180 hours at an approved clinical/practicum site.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

Grading System:
- Initial Expectation Paper of Practicum Experience 100 points
- Weekly Documentation in Journal Regarding Practicum Experience 100 points
- Assessment of Practicum Performance 100 points
- Final Examination-Exit Exam 100 points

Total points 400 points
(with a minimum of 60% on the exit exam)

Course Grade Assignment Schedule:
- 360 - 400 = A = 90%- 100%
- 320 - 359 = B = 80% - 89%
- 280 - 319 = C = 70% - 79%
- 240 - 279 = D = 60% - 69%
- 239 & below = F = below 60%

VII. Curriculum Checklist

☐ - Academic General Education Course (from ACGM – but not in WCJC Core)
No additional documentation needed

☐ - Academic WCJC Core Course
Attach the Core Curriculum Checklist, including the following:
- Basic Intellectual Competencies
- Perspectives
- Exemplary Educational Objectives

☐ - WECM Courses
If needed, revise the Program SCANS Matrix & Competencies Checklist.