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CAS 295.01: Field Work/Clinical/Practicum 2

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Clinical Field Placement

Syllabus

CAS 295

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This course is created to provide students with direct experience working in community organizations that provide counseling to individuals with substance use disorders. There will be no classroom proceedings and there are no specific textbooks. Activities will vary and depend on the particular organization in which the student is placed. The student will meet with Director, Clinical Education biweekly to plan and review progress. Additional responsibilities and required activities are described in detail in the attached Memorandum of Understanding.

COURSE OBJECTIVES & STUDENT LEARNING GOALS

1. Apply educational constructs to real work experience
2. Witness and experience actual clinical procedures
3. Learn to communicate and conduct yourself professionally and effectively in a work environment
4. Manage conflict and stress, diversity, and employee workplace issues to create positive outcomes

COURSE REQUIREMENTS

1. **Direct Service** – You will provide a minimum of eight hours per week of direct programmatic contact; this will include direct contact with clientele, program development, program implementation and community awareness activities. This course will require that you provide 135 hours in total. You will spend one hour every other week in supervision with the Director, Clinical Education. Preparatory time in designing programs, time spent in supervision and preparing supervisory reports may count toward the 135 hours. Any deviation from this schedule must be submitted for approval in writing.
2. **Attend Community Lectures or Events** –You will be required to attend community prevention events or lectures. You may submit your lecture or event for approval by the Director, Clinical Education; however, you must attend those assigned.

Following your attendance of the lecture or event you will write a one page summary of your synopsis of the event describing what you learned and your overall observations. Written summaries of the lectures or events will be due within one week of the date of the event.

3. **Time Sheets** – Every two weeks, you will ask your agency supervisor to sign a time sheet indicating the hours you have served with the agency. You will submit time sheets to the Director, Clinical Education every two weeks.

Timesheet for Field Placement II – Treatment

Student Name _____

Agency Field Instructor _____

Date	Position	Time In	Time out	Total hours

Signature of Supervisor _____ Total Hours for the Week _____

Date	Position	Time In	Time out	Total hours

Signature of Supervisor _____ Total Hours for the Week _____

Total Hours Used _____

Hours Remaining in Course _____

STUDENT AGREES TO:

- **Monthly Schedule** - Submit to the Agency Field Instructor and CAS Faculty Field Placement Supervisor a monthly schedule of planned work days/hours at least one week in advance of each month. The schedule must be developed with the Agency Field Instructor. Final plan is approved by Agency Field Instructor and the CAS Faculty Field Placement Supervisor.
- **Weekly meetings** - Arrange and attend meetings with the CAS Faculty Field Placement Supervisor weekly.
- Be in attendance at the agency at days and times agreed upon by the student, Agency Field Instructor and the CAS Faculty Field Placement Supervisor. If unable to attend, notify the Agency Field Instructor no later than the start of the work day. Required attendance is understood by the student as with any other course in the University System. The student may not request changes to the scheduled work hours at Agency unless prior approval is obtained from the CAS Faculty Field Placement Supervisor and the Agency Field Instructor.
- Accrue 135 hours over one semester working in or on behalf of the Agency
- Submit signed time sheets to CAS Faculty Field Placement Supervisor on a bimonthly basis
- Adhere to the National Association of Chemical Addiction Counselors Code of Ethics <http://www.naadac.org/resources/codeofethics> and federal guidelines pertaining Confidentiality of Alcohol and Drug Abuse Patient Records, Pub.L.98-24 to section 523 of the Public Health Service Act codified at 42 U.S.C 290dd-2 and 42 C.F.R. Part 2 - <http://kap.samhsa.gov/products/manuals/taps/13.htm>
- Conduct oneself in a professional manner, taking responsibility to understand duties, seek supervision when needed, and carry out assignments. This includes professional attire, language, and interpersonal interactions. Student agrees to ask for clarification immediately when unsure of requirements
- Abide by all agency policies and procedures, including confidentiality of client information
- Adhere to deadlines, completing work in a professional manner.
- Discuss with Agency Field Instructor or CAS Faculty Field Placement Supervisor any areas of disagreement, dissatisfaction or confusion in respect to any part of the field placement experience
- Bring to the attention of the CAS Faculty Field Placement Supervisor any questionable professional practices within the agency

Failure to adhere to any of the aforementioned criteria may result in the temporary or permanent discontinuation of this placement. The signature below attests that the student has read, understands and agrees to all of the requirements in this course.

SIGNED:

Student	Date
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CAS Field Placement Supervisor	Date
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