



## **Internship**

West College of Education and Professional Studies

**COUN 4883**

Spring 2025

Online

### **Contact Information**

Instructor: **Dr. Daniel E. González, Ed.D., CSC**

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### **Instructor Response Policy**

During the week (Monday – Friday), I will respond to emails within 48 hours. Do not expect a response from me on holidays and weekends. As professionals, it is important that we implement boundaries around home and work and model good self-care. Please try to ask your questions before the weekend.

### **Course Description**

A 200-hour supervised practicum at a Clinical Training Institution (CTI) under the supervision of a LCDC or Qualified Credentialed Counselor (QCC).

### **Course Objectives/Learning Outcomes/Course Competencies**

1. Students will demonstrate the ability to assess and diagnose substance use disorders using established diagnostic criteria and culturally sensitive screening tools.

2. Students will develop and implement individualized treatment plans that align with the client's stage of recovery, cultural identity, and treatment goals.
3. Students will apply counseling techniques and strategies to engage clients in treatment, motivate behavior change, and prevent relapse.
4. Students will collaborate effectively with multidisciplinary teams and external service providers to ensure comprehensive care and appropriate referrals for clients.
5. Students will apply ethical and legal standards of practice in all aspects of counseling, including maintaining confidentiality, professional boundaries, and adherence to agency policies.

### **Student Handbook**

Refer to: [Student Handbook](#)

### **Academic Misconduct Policy & Procedures**

**Academic Dishonesty:** Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). **Additional information regarding academic misconduct, plagiarism, Artificial Intelligence (AI) policies, and the like can be found in the *Instructor Class Policies* section of this course syllabus.** Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

### **Grading/Assessment**

**\*\*ALL WRITTEN ASSIGNMENTS MUST BE SUBMITTED VIA D2L AND ALL WORK MUST BE COMPLETED USING THE LATEST APA EDITION STYLE.**

**Online Discussion Posts and Comments: (16 points.)** Students are required to answer questions or complete assignments regularly related to the weekly reading. Every week students will be required to answer questions about the reading or be asked to reflect on a particular topic for that week. Students may also be required to engage in short creative projects instead of questions about the readings. If there is a discussion,

students are required to participate and comment on at least one other person's thread. **You will be required to post at least three academic paragraphs made up of 5 sentences each in each week's discussion board post (at least 200 words).** You are also required to reply to at least one other student's discussion board post (at least 150 words).

It is expected that you reflect on your peer's discussion post and that you make a thoughtful response that responds to the post they have written.

**\*You should not be copying and pasting each week's post, and doing so will result in a grade of ZERO.** Each original post should include at least three academic paragraphs. An academic paragraph consists of a paragraph with at least five sentences in it. **\*The assignments and weekly comments are due by Sunday at 11:59 pm at the end of the week. Follow directions to get full points each week. Late work will not be accepted in this course.**

**Three Zoom Meetings (16 points):** Students will meet with their professor during week one, week nine, and week 17 to discuss the progress of their internship hours.

**Hour Log (68 points.):** Students are required to keep a weekly log of their 200 internship hours under a Licensed Chemical Dependency Counselor (LCDC) or Qualified Credentialed Counselor (QCC). The hour log must be signed off by their site supervisor at the end of the semester verifying the completion of 200 internship hours.

*Table 1: Points allocated to each assignment*

*Points Breakdown*

Assignments	Points
Online Discussion Posts and Comments	16
Three Zoom Meetings	16
Hour Log	68
Total Points	100

*Table 2: Total points for final grade.*

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	59 or Below

### **Extra Credit**

Extra credit is not offered in this course.

### **Late Work**

Late work is not accepted in this course.

### **Make Up Work/Tests**

Please review the late work policy for clarity.

### **Important Dates**

Last day for term schedule changes: **23 January 2026**. Check date on [Academic Calendar](#).

Deadline to file for graduation: **16 February 2026**. Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" **29 April 2026**. Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

### **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

### **Online Computer Requirements**

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class.

**\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **\*Your**

**computer being down is not an excuse for missing a deadline!!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your me immediately should you experience issues with course content. **If you have technical difficulties in the course, contact the university help desk at [helpdesk@msutexas.edu](mailto:helpdesk@msutexas.edu). D2L issues can be addressed at [D2Lhelp@msutexas.edu](mailto:D2Lhelp@msutexas.edu).** The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

### **Instructor Class Policies**

1. **Be present in the online learning environment.** The learning environment must be conducive to learning for all students. Your participation in weekly activities is imperative.
2. **Weekly Participation.** Your best chance to do well in this class is to participate in each weekly activity/assignment and submit all weekly activities/assignments on or before their designated due dates. You may visit with fellow classmates to acquire notes and other pertinent information missed or make an appointment with your instructor for further direction. **This is an online class so your participation each week is critical.**
3. **Be diligent.** In order to be prepared for class, you are expected to complete the weekly readings, assignments, quizzes, exams, projects, and the like, by their designated due dates. Records of class attendance and participation are kept by faculty. When an accumulation of absences reaches the point of endangering your academic status, the faculty member can report this situation to the Early Alert and Intervention team.
4. **Plan ahead for quizzes.** A grade of a zero will be recorded for every quiz missed. Quizzes are to be taken in D2L when scheduled and cannot be made up. D2L will automatically stop the quiz or examination when the allotted time has been reached; therefore, be vigilant of your testing time. **Once you begin a quiz, you may not stop the quiz and continue later. You must complete the quiz once you begin.**
5. **Plan ahead for exams.** A grade of a zero will be recorded for every exam missed. Exams are to be taken in D2L and cannot be made up. D2L will automatically stop the examination when the allotted time has been reached; therefore, be vigilant of your testing time. **Once you begin an exam, you may not stop the exam and continue later. You must complete the exam once you begin.**
6. **Submit assignments on-time. Late work of any kind **IS NOT** accepted in this course.**

7. **Plagiarism, Artificial Intelligence (AI), and the Like.** The use of ChatGPT, Dall-E2, Perplexity, and **ANY OTHER** generative artificial intelligence (AI) tool at all stages of the work and writing processes, including preliminary assignments is strictly **PROHIBITED**. You are expected to complete each assignment **WITHOUT** assistance from others, which includes, but is not limited to, automated tools, having others complete work on your behalf, and the like.
1. Violations of this policy will be considered academic misconduct, deemed a violation of TSC's Academic Integrity policy, and considered plagiarism. **A grade of ZERO (F) will be assigned for ANY work effort determined to be plagiarized, AI generated, and/or the like.**
  2. Different classes at Midwestern State University may implement different AI policies, and it is your responsibility to conform to the expectations specifically designated for each individual course.
  3. All work turned in for this course is required to be your own individual work. **For times when collaborative work is assigned, the assignment must list all team members who participated and ONLY those who participated. \*\*\*If you do not participate in group assignments, you will not be awarded credit and your score will be a grade of ZERO (F).\*\*\*** Students who participate in group assignments are graded individually based on his/her/their contributions to the group assignment/s.
8. **Demonstrate respect in the physical and virtual classroom.** Each student is expected to demonstrate respect for the instructor, fellow classmates, and external learning experience site personnel (if applicable).

### **Inclement Weather**

- Inclement Weather- In the case of campus closure due to inclement weather, key decision-makers will monitor weather projections and communicate with local news agencies and WFISD leadership to make a delay or cancellation decision. Notification occurs through official campus channels and in communication with the local news networks. MSU channels include MSU Alert, MSU Safety app, Postmaster, and website headers. MSU Police and the Office of Marketing and Public Information. Information for all channels can be found at MSU Ready. This online course will continue as scheduled, but if assessment deadlines coincide with the closure dates, deadline will be delayed until after the campus reopens. The timeline is as follows:

<b>Event</b>	<b>Time</b>	<b>Day</b>	<b>Decision</b>
<b>Inclement weather occurs during regular work/class day</b>	<b>3:30 PM</b>	<b>Day of inclement weather</b>	<b>Cancel classes/events after 5 PM</b>
<b>Overnight inclement weather expected</b>	<b>8 PM</b>	<b>Day before inclement weather</b>	<b>Close campus or delay opening</b>
<b>Delay called the day before but change to closure due to the extent of weather impact</b>	<b>6:15 AM</b>	<b>Day of delay</b>	<b>Close campus</b>
<b>No cancellation or delay decision made the night before</b>	<b>5:30 AM</b>	<b>Day after no decision made the night before</b>	<b>Close campus or delay opening</b>

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance,

students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **College Policies**

### **Campus Carry Rules/Policies**

Refer to: [Campus Carry Rules and Policies](#)

### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### **Campus Carry**

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### **Active Shooter**

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are



encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

### **Obligation to Report Sex Discrimination under State and Federal Law**

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick  
Title IX Coordinator  
Sunwatcher Village Clubhouse  
940-397-4213  
[laura.hetrick@msutexas.edu](mailto:laura.hetrick@msutexas.edu)

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

### **Notice**

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

<b>Week or Module</b>	<b>Activities/Assignments/Exams</b>	<b>Due Date</b>
<b>Week 1</b>	<ul style="list-style-type: none"> <li>• Class Introductions</li> <li>• Review Syllabus</li> <li>• Obtain 12 hours at internship site</li> <li>• *Zoom Meeting #1</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> <li>• *Zoom Meeting #1</li> </ul>
<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>Week 3</b>	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>Week 5</b>	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>Week 6</b>	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>Week 7</b>	<ul style="list-style-type: none"> <li>• Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> </ul>
<b>Week 8</b>	<ul style="list-style-type: none"> <li>• Indulge in self-care during Spring Break</li> </ul>	<ul style="list-style-type: none"> <li>• Spring Break!</li> </ul>
<b>Week 9</b>	<ul style="list-style-type: none"> <li>• Obtain 16 hours at internship site</li> <li>• *Zoom Meeting #2</li> </ul>	<ul style="list-style-type: none"> <li>• Do Discussion Board Post</li> <li>• Obtain 12 hours at internship site</li> <li>• *Zoom Meeting #2</li> </ul>

<b>Week or Module</b>	<b>Activities/Assignments/Exams</b>	<b>Due Date</b>
<b>Week 10</b>	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
<b>Week 11</b>	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
<b>Week 12</b>	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
<b>Week 13</b>	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
<b>Week 14</b>	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
<b>Week 15</b>	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
<b>Week 16</b>	<ul style="list-style-type: none"> <li>Obtain 12 hours at internship site</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> </ul>
<b>Week 17</b>	<ul style="list-style-type: none"> <li>Obtain 16 hours at internship site</li> <li>*Zoom Meeting #3</li> </ul>	<ul style="list-style-type: none"> <li>Do Discussion Board Post</li> <li>Obtain 12 hours at internship site</li> <li>*Zoom Meeting #3</li> </ul>