



Course Syllabus: Practicum

West College of Education and Professional Studies
COUN 4713 X10
Fall 2026
Online

Contact Information

Instructor: Kristi Moffett, MA, LPC-Associate

Office hours: Monday, Tuesday, & Wednesday 4pm-6pm. If you need a different time, just let me know, and we can work something out.

Office phone: (940) 733-0260

E-mail: kmmoffett0615@d2lmail.msutexas.edu

Course Description

A 100-hour supervised practicum at a Clinical Training Institution (CTI) under supervision of a LCDC or Qualified Credentialed Counselor (QCC).

Textbook & Instructional Materials

*****No textbook needed.**

Course Objectives

1. Students will observe substance abuse counseling practices and identify the roles, responsibilities, and daily functions of professionals within a treatment setting.
2. Students will work alongside qualified professionals to gain practical experience with client intake, screening, assessment, treatment planning, and other components of the counseling process.
3. Students will observe and assist with counseling activities, educational programs, support services, and other interventions used to support clients throughout the recovery process.
4. Students will become familiar with agency procedures related to client documentation, case management, referrals, and coordination of services.
5. Students will demonstrate an understanding of ethical and legal responsibilities in substance abuse counseling, including confidentiality, professional boundaries, client rights, and agency policies.

6. Students will participate in supervision and professional reflection to connect classroom knowledge with experiences in the practicum setting and identify areas for continued professional growth.

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Table 1: Points allocated to each assignment

Assignments	Points
Practicum Experience Log	100
Discussions (4 @ 100 pts each)	400
Two Zoom Meetings	200
Agency/Program Orientation Profile	100
Supervisor Evaluation	100
Final Practicum Reflection	100
Total Points	1000

Table 2: Total points for final grade.

Grade	Points
A	900
B	800 to 899

Grade	Points
C	700 to 799
D	600 to 699
F	Less than 600

Practicum Requirements

Practicum Site Placement: Students are responsible for identifying and securing an appropriate practicum site that provides supervised experience in the field of chemical dependency/substance use services. All practicum sites and site supervisors must be approved by the course professor prior to the student beginning practicum hours. The practicum site must:

- Provide services directly related to substance use, chemical dependency, addiction, treatment, recovery, or prevention.
- Provide students with opportunities to observe, assist, and work alongside qualified professionals engaged in chemical dependency services.
- Provide opportunities for exposure to appropriate professional activities such as screening, assessment, treatment planning, counseling, case management, referral, documentation, recovery support, and related services.
- Provide an appropriately qualified professional who agrees to serve as the student's site supervisor and oversee the student's practicum activities.
- Allow the student to complete and document the required practicum hours and obtain verification of those hours.
- Agree to complete required university evaluations and documentation regarding the student's practicum experience.
- Maintain appropriate standards related to client confidentiality, ethical practice, supervision, safety, and professional conduct.
- Be approved by the course professor before the student begins counting practicum hours.

Discussions

Students will complete four discussion assignments designed to connect course concepts with their practicum experiences. Discussions will provide opportunities to reflect on observations, professional practices, ethical considerations, and lessons learned while working alongside professionals in the field.

Practicum Experience Log

Students will maintain a log documenting their practicum hours and the activities they observe, assist with, or participate in at their site. Logs should demonstrate consistent participation and provide a record of the student's 100 hours and experiences throughout the semester.

Two Zoom Meetings

Students will participate in two scheduled Zoom meetings with the course professor during the semester. These meetings provide an opportunity to discuss practicum progress, experiences at the site, questions or concerns, and areas for continued professional growth.

Agency/Program Orientation Profile

Students will complete a brief profile of their practicum agency or program to develop an understanding of the setting in which they are completing their field experience. The profile will include information such as the agency's purpose, services provided, organizational structure, professional roles, and general client services.

Supervisor Evaluation

The site supervisor will complete an evaluation of the student's performance and participation during the practicum experience. The evaluation will consider areas such as professionalism, dependability, communication, engagement, willingness to learn, and ability to work appropriately alongside agency professionals.

Final Practicum Reflection

At the conclusion of the practicum, students will complete a reflection describing what they learned from their field experience and how their understanding of substance abuse counseling has developed. Students will also identify significant experiences, areas of professional growth, and skills or knowledge they would like to continue developing as they prepare for future field experiences.

Important Dates

- Last day for term schedule changes: Check date on [Academic Calendar](#).
- Deadline to file for graduation: Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:" 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 which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. 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](#).

Recording Classes

****Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

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) exist 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](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

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 WATC. 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 [MSUReady – Active Shooter](#). 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.”](#)

Title 9

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

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:

Week or Module	Activities/Assignments/Exams	Due Date
Week 1 8/24	Read through Syllabus and Calendar Introductions	AUG 30 11:59 PM Week 1 Discussion # 1 - Due
Week 2 8/31	Find Practicum Site and Submit Approval Form	SEP 6 11:59 PM Week 2 Practicum Site Submission - Due
Week 3 9/7	Begin Practicum Hours – 9 hrs	N/A
Week 4 9/14	Practicum Hours – 9 hrs	SEP 20 11:59 PM Agency/Program Orientation Profile - Due
Week 5 9/21	Practicum Hours – 9 hrs	SEP 27 11:59 PM
Week 6 9/28	Practicum Hours – 9 hrs	OCT 4 11:59 PM Discussion # 2 – Due
Week 7 10/5	Practicum Hours – 9 hrs	OCT 11 11:59 PM
Week 8 10/12	Practicum Hours- 9 hrs Schedule Mid-Semester Zoom Check In with Professor	OCT 16 11:59 PM Zoom Meeting Mid Semester Check In - Due
Week 9 10/19	Practicum Hours- 9 hrs	N/A
Week 10 10/26	Practicum Hours- 9 hrs	NOV 1 11:59 PM Discussion # 3 – Due
Week 11 11/2	Practicum Hours- 9 hrs	NOV 8 11:59 PM Discussion # 4 – Due
Week 12 11/9	Practicum Hours- 9 hrs	NOV 15 11:59 PM

Week or Module	Activities/Assignments/Exams	Due Date
	Schedule Final Zoom Check In with Professor	Final Zoom Meeting- Due
Week 13 11/16	Complete Final Practicum Hours – 10 hrs	NOV 22 11:59 PM Practicum Experience Log – Due
Week 14 11/23	Thanksgiving Break	N/A
Week 15 11/30	Submit Final Assignments	DEC 6 11:59 PM Final Practicum Reflection – Due Supervisor Evaluation - Due