



School of Education and Behavioral Sciences
Counseling Psychology

PSY 487 Field Experience

T/Th 4:00 PM - 5:20 PM

1/6/2025 - 5/2/2025

Credits: 3 Section: 01 Term: Spring 2025

Instructor Information

Instructor: Kacie Cohen, LMHC, NCC

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Office Location: Behavioral Sciences Bldg.

Office Hours: By Appointment Only

Virtual Office: meet.google.com/voj-hpcs-ijp

Virtual Office Hours: By Appointment Only

School & Department Information

School of Education and Behavioral Sciences

Office Location: Behavioral Sciences 105

Phone: (808) 735-4751

Course Description & Materials

Catalog Course Description

Field experience is designed to allow the student “hand’s on” opportunities to observe, understand, and participate in an organization’s community services. This experience will allow the student to test his or her ability to work and relate to both an academic and on-site supervisor who will provide the student with feedback about the student’s participation in therapeutic and educational activities. The student will explore certain aspects of the placement (be those site analysis or questions about the particular population) by relating learning with his or her practical experience.

Time Allocation

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 37.5 hours of engagement. For example, in a one credit hour traditional face to face course, students spend 50 minutes in class per week for 15 weeks, resulting in a minimum of 12.5 instructional hours

for the semester. Students are expected to engage in reading and other assignments outside of class for at least 2 additional hours per week, which equals an additional 25 hours. These two sums result in total student engagement time of 45 hours for the course, the total engagement time expected for each one credit course at Chaminade.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy (as shown above). Students enrolled in this course are anticipated to spend 30 hours for weekly journals, 37.5 hours on weekly assessments, 10 hours on a clinical case presentation & service project, 3 hours peer mentor training & learning style response, 5 hours on training and event tracking, 8 hours to complete NASPA certified peer education training, 2 hours QPR Suicide Prevention Training, 2 hours Title IX training, 3 hours Mental Health Crisis Training, 2 hours self-care training, and 2 hours FERPA and HIPAA training. Additional hours include 8.5 Counseling Center Activities provided to the university student body.

Required Materials

Provided by the Counseling Center for training purposes

Canvas (<https://chaminade.instructure.com>)

The Canvas classroom will contain your gradebook, course assignments, exams, and resources.

Learning Outcomes

Program Learning Outcomes (PLOs)

Upon completion of the M.S. in Counseling Psychology, students will be able to:

1. identify core counseling theories, principles, concepts, techniques and facts.
2. Identify counseling theories, principles, concepts, techniques and facts in (Mental Health or School) counseling.
3. facilitate the counseling process with clients.
4. identify the relationship between adaptation and change and the counseling process.

Student Responsibilities and Requirements:

The student will obtain professional liability insurance. (<http://www.cphins.com/mentalhealth> or <http://www.hpso.com/>)

The student will select a community agency of interest, make contact with a supervisor and arrange an interview.

When the student and agency (person/supervisor) agree on the work experience, hours of attendance, the supervisor/person in-charge and the student will sign a memorandum of understanding.

During the first three weeks of the experience, the student will work to determine his or her learning objectives. These objectives will be assessed by the final paper. These objectives will be based on observations that are gathered by working at the site, and student's specific areas of interest.

The student will work with agency/site for the agreed upon weekly hours.

The student will keep a weekly journal (anecdotal experiences) that may help shape his or her development of a study.

The student will meet with the instructor on an arranged basis to discuss the field experience.

Two weeks before the end of the Fall semester, the student will give the Student Evaluation Form (see attached) to the supervisor/agency. The Supervisor should complete the form and review it with the student. The student will then hand deliver the original Student Evaluation Form to the course instructor no later than the last day of the Fall semester.

Instructor Responsibilities:

The instructor will coordinate with the placement supervisor to ensure that the experience is meaningful and structured.

The instructor will be available to answer questions regarding the project to expedite the learning process.

The instructor will read and comment upon the different components of this project in a timely manner.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith.
2. Provide an integral, quality education.
3. Educate in family spirit.

4. Educate for service, justice and peace, and integrity of creation.
5. Educate for adaptation and change.
- 6.

[Include a paragraph that explains how this course specifically addresses one or more of the Marianist values listed above.]

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God.
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kũ'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep.
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship.
4. Educate for Service, Justice and Peace (Aloha) Ka lama kũ o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom.
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school

Alignment of Course Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4
Marianist Values	2	5	5	5
PLOs	2	3	2	3
Native Hawaiian Values	2	5	5	5

Course Activities		
Assessment	Description	Points (Max.)

Final Paper	<p>The Final Paper will include the following:</p> <ul style="list-style-type: none"> · Summary of the placement and the population that the site/agency services, along with the student's responsibilities. · A statement of student's objectives. · Assessment of how objectives were met. · A description of overall experience (include both strengths and areas of improvement). 	75 points
Weekly Journals	<p>Student will reflect on his or her experiences at the site/agency. Student will summarize weekly activities, what they felt good about and what areas that they felt needed improvement.</p>	15 @ 3 points each
Supervision Sessions	<p>Student will meet with the instructor for a minimum of six (6) supervision sessions throughout this term. The dates and times of these sessions will be determined once the term has begun.</p>	6 @ 5 points each
Student Evaluation Form	<p>Approximately one week prior to the conclusion of this course, the supervisor at the site/agency will be provided a student evaluation form to complete. This Supervisor Evaluation Form will account for 50 percent of the student's overall course grade.</p>	150 points
Field Experience Hours	<p>Student will document hours completed at field experience site. Hours will only be counted if student's supervisor confirms hours by signing off on the student's time log.</p>	<p>≥120 hours = 150 points</p> <p>50-119 hours = 100 points</p> <p><50 hours = 50 points</p>

Course Policies

Attendance

Students are expected to attend regularly all scheduled meetings and have a consistent online presence. Student should notify their instructor when illness prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by calling the instructor's campus extension or the Psychology program office (735-4751 or 739-8393). It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course will receive a failing grade.

Unexcused absences equivalent to more than three days of classes may lead to a grade reduction for the course. Any absence exceeding three days or more must be reported to the Associate Provost and the Records Office by the instructor.

Federal regulations require continued attendance for continuing payment of financial aid. If attendance is not continuous, financial aid may be terminated. When illness or personal reasons necessitate continued absence, the student should officially withdraw from all affected courses. Anyone who stops attending a course without official withdrawal may receive a failing grade.

Late Work

All assignments will be due in Canvas by 11:59 pm on the due date as specified in this syllabus.

*No late work will be accepted unless a special arrangement has been made with the course instructor **PRIOR** to the due date of the assignment. No exceptions will be made regardless of reason once the due date and time has passed.*

Extra Credit

No extra credit will be assigned in this course.

Changes to the Syllabus

While the provisions of this syllabus are as accurate and complete as possible, your instructor reserves the right to change any provision herein at any time. Every effort will be made to keep you advised of such changes, and information about such changes will be available from your instructor.

Grades of Incomplete

No incomplete grade will be issued at the end of this course regardless of reason.

Final Grades

Final grades are submitted to [Self-Service](#):

Grading

A = 450 - 405

B = 404 - 360

C = 359 - 315

D = 314 - 270

F = 269 and below

Important Information

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an "F" grade for the work in question, an "F" grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

Title IX and Nondiscrimination Statement

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free

of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

[Nondiscrimination Policy & Notice of Nondiscrimination](#)

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

[CUH Alert Emergency Notification](#)

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

[Assessment for Student Work](#)

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Student with Disabilities Statement

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at ada@chaminade.edu each semester if changes or notifications are needed.

Kōkua 'Ike: Tutoring & Learning Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's](#) website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Course Activates & Tentative Course Schedule

Date	Class Activity	Readings Due:	Assignments Due:
Week 1	Welcome Review Syllabus		Week 1 Journal is Due on Friday
Week 2	Supervision		<u><i>Professional Liability Insurance</i></u> Supervision Session 1 (in-person) Week 2 Journal is Due on Friday
Week 3	Field Experience		Week 3 Journal is Due on Friday
Week 4			Supervision MOU and Personal Learning Objectives are due Supervision Session 2 (in-person) Week 4 Journal is Due on Friday
Week 5	Field Experience		Week 5 Journal is Due on Friday
Week 6	Field Experience		Week 6 Journal is Due on Friday
Week 7	Supervision		Supervision Session 3 (in-person) Week 7 Journal is Due on Friday
Week 8	Field Experience		Week 8 Journal is Due on Friday
Week 9	Supervision		Supervision Session 4 (in-person) Week 9 Journal is Due on Friday
Week 10	Field Experience		Week 10 Journal is Due

			on Friday
Week 11	Spring Break		
Week 12	Supervision		Supervision Session 5 (in-person) Week 12 Journal is Due on Friday
Week 13	Field Experience		Week 13 Journal is Due on Friday
Week 14	Field Experience		Week 14 Journal is Due on Friday
Week 15	Field Experience		Week 15 Journal is Due on Friday
Week 16	Supervision		Supervision Session 6 (in-person) Week 16 Journal is Due on Friday Student Evaluation Form is Due Final Paper is Due
Final's Week	Final Exam		Final Exam