

AMBERTON UNIVERSITY
SYLLABUS FOR LECTURE/CLASSROOM COURSE

CSL6875.01 School Counseling: Practicum II
Spring 2026
Location: Garland Center

PROFESSOR INFORMATION:

Name: Dr. Carla J. Moffitt, LPC-S, PSC
Phone Number: 972-279-6511 ext. 139
Faculty Fax #: 972-686-5890
Office Location: Garland Center
Office Hours: Call or Email to Schedule Appointment
Email Address: cmoffitt@Amberton.edu

COURSE INFORMATION:

CSL6875.01 School Counseling: Practicum II
Level: Graduate
Beginning Date of Session: Saturday, March 14, 2026
Ending Date of Session: Thursday, May 21, 2026
The first class meeting is **Wednesday, March 18, 2026 @ 6:30 p.m. on Zoom.**

All Monday-Thursday lecture classes begin promptly at 6:30 p.m.
All Saturday lecture classes begin promptly at 8:30 a.m.

COURSE PREREQUISITES:

Successful completion of CSL6870

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Building Trauma Sensitive Schools: Your Guide to Creating Safe, Supportive Learning Environments for All Students
Author: Jen Alexander
Publisher: Paul H. Brookes
Year Published: 2019
Edition: 1st
ISBN: 13: 9781681252452
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

LINKS TO COUNSELING HANDBOOKS

MA in Clinical Mental Health Counseling

<http://amberton.edu/wp-content/uploads/2026/01/CMH-Handbook-1-5-26.pdf>

MA in Marriage and Family Therapy

<https://amberton.edu/wp-content/uploads/2026/01/MFT-Handbook-1-5-26.pdf>

MA in School Counseling

<https://amberton.edu/wp-content/uploads/2025/06/MA-SC-Handbook-June-2025.pdf>

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

SCHOOL COUNSELING PROFESSIONAL CERTIFICATE PROGRAM CHANGE

Beginning Fall 2019, there will be three practicums: CSL6870, CSL6875, AND CSL6880. The TExES (Texas Examination of Educator Standards) must be passed before enrolling in CSL6870. The TExES application form and practice tests are located in the TExES Review Course in Moodle. The Application and Contract are required at the first meeting of CSL6870 Practicum I and are in the Review Course. Effective September 1, 2019, the Master of Arts School Counseling degree will be a forty-eight (48) hour degree program for students entering the program.

COURSE COMPETENCIES:

The School Counseling Practicum II course is a stand-alone course and cannot be taken simultaneously with any other courses. The course involves supervised professional activities in guidance and counseling. Students will be involved in the practice of school counseling at the educational level of interest. Major emphasis is placed on the integration of theoretical and conceptual principles as well as professional and personal skill development. Legal and ethical issues related to school counseling such as confidentiality, duty to warn, informed consent, and dual relationships will also be examined. Students must complete another fifty hours in addition to the fifty hours completed in CSL6870 to meet two thirds of the state requirement of one hundred sixty hours of field experience.

Students explore research-based trauma-sensitive practices and strategies to assist students, teachers, and parents in school settings through the MTSS/RTI system. Students demonstrate expertise in conducting individual counseling with school age individuals during field practice. Students demonstrate competence in case conceptualization through completion of a study focused on concerns such as cultural issues, trauma-challenges, gender bias, incarcerated parents, and/or other current socio-cultural issues.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Understanding crisis, remedial, preventive, and developmental philosophies in school counseling programs.
2. Applying appropriate counseling interventions with regard to high-risk student populations.
3. Planning, developing, designing, implementing, and evaluating a counseling and guidance program that systematically empowers each learner to develop personal, social, academic, and learner competence.
4. Understanding the ethical, professional, and legal issues in school counseling and guidance.
5. Applying the theories and methods of individual and group counseling at the elementary, middle, and secondary school levels.
6. Evaluating and understanding culture specific issues including gender, race, ethnicity, socio-cultural, and physically challenged individuals in school settings.
7. Understanding human development and providing comprehensive developmental guidance and counseling that encourages all learners to achieve their full potential.
8. Understanding the effects of environmental factors on learners' development and design strategies to assist in the learning process.
9. Developing leadership skills to plan and evaluate a comprehensive developmental guidance and counseling program that meets the needs of all learners.
10. Developing collaborative school-home relationships that promote and facilitate learner academic, personal, social, and career growth.

11. Consulting and collaborating within and beyond the school system to develop integrated approaches and systems of support in which students can develop their full potential.
12. Defining accreditation and identifying the major accreditation bodies for public school programs and counselor education programs.
13. Describing various goals, purposes, advantages, and guidelines for development of peer helper programs.
14. Selecting and utilizing the contemporary appraisal techniques commonly used in school settings.
15. Developing trauma-sensitive skills and practices that align with the RTI and MTSS systems of support.
16. Evaluating and conceptualizing cases of school counseling in academic and behavioral situations.
17. Developing skills in creation and evaluation of school counseling guidance programs.
18. Developing a social-emotional group counseling plan for use in MTSS/RTI.
19. Accessing AI to develop Social-Emotional Learning lessons to be used in RTI/MTSS for all age groups.

ACQUIRED SKILLS:

1. Develop strategies & lessons to be used in the MTSS/RTI system.
2. Acquire skills in assessing & advocating for students with trauma.
3. Create & lead Tier 2 Social-Emotional Learning groups for K-12 grades.

COURSE POLICIES:

Students are expected to meet all TEA requirements for Practicum II and complete all assignments satisfactorily to proceed to Practicum III. All class meetings will be held on Zoom. Students are expected to be present for all scheduled classes. Information about the Zoom meetings will be emailed to students and posted on Moodle. Students must complete 50 hours of Practicum work in Practicum II toward the total of 160 hours for all three practicums to earn TEA certification as school counselors. For Practicum II, 15 of the 50 hours required need to be in Responsive Services.

Student's Responsibilities

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Plagiarism Policy

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by

the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

Originality: Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

Paraphrasing: When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

Acknowledgement: When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

Please see below for instructions.

COURSE DELIVERY METHODOLOGY:

This course is offered as a Lecture/Classroom course. This course requires that students meet at a designated time in the classroom.

CSL6875.01 meets every other Wednesday @ 6:30 p.m. on Zoom. Zoom meetings are required. Zoom Classes will meet on Weeks 1, 3, 5, 7, & 9. The first meeting will be held on Zoom at 6:30 p.m. on Wednesday, March 18, 2026.

COURSE OUTLINE AND CALENDAR:

BTSS = Building Trauma Sensitive Schools Text

Zoom meeting dates are Wednesdays, Weeks 1, 3, 5, 7, & 9.

(Zoom Meeting information will be emailed and posted on Moodle.)

Week	Topic	Assignment	Competencies Covered	Due Date
Week 1 March 14 – 20 Zoom Meeting @ 6:30 p.m. on 3-18-26	Introduction to Prac II Intro Forum to BTSS Ethical Policies for Individual Counseling	Continue Forms & Field Work Hours in Log BTSS Readings Contact FS	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates
Week 2 March 21 – 27	Scheduling Individual Counseling Sessions and Date for Observation	BTSS Readings Contact FS & Schedule Prac II Observation	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates
Week 3 March 28 – April 3 Zoom Meeting @ 6:30 p.m. on 4-1-26	Begin Individual Counseling Sessions Observation Window Opens (3-30-26) Schedule Date for Observation w/SS and FS	BTSS Readings	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates
Week 4 April 4 – 10	Continue Log, Supervision Notes & Case Notes	BTSS Readings Begin Work on Mid-Term Exam	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates
Week 5 April 11 – 17 Zoom Meeting @ 6:30 p.m. on 4-15-26	Continue Log, Supervision Notes & Case Notes	BTSS Readings Continue Work on Mid-Term Exam	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates
Week 6 April 18 – 24	Your Observation should be almost complete. (Windows for Observation close Friday, 2/13/26).	Begin Planning for Final Exam – Small Group Counseling Complete and Submit Mid-Term Exam	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates
Week 7 April 25 – May 1	Send 2nd Formative Evaluation to Site Supervisor	Begin Work on Final Exam – Plan For Group Counseling Observation	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates

Zoom Meeting @ 6:30 p.m. on 4-29-26				
Week 8 May 2 – 8	Observation Window Ends (5-8-26)	Submit 2nd Formative Evaluation on Moodle	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates
Week 9 May 9 – 15 Zoom Meeting @ 6:30 p.m. on 5-13-26	Completion of All Prac-II Requirements	All Field Work Forms & Assignments Due (5-14-26)	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates
Week 10 May 16 – 21	Completion of All Prac-II Requirements	Final Exam Due (5-19-26)	Course Competencies 1-19	Consult Moodle Calendar for all Assignments and Due Dates

GRADING CRITERIA:

Attendance & Participation	10%
Field Observation (Individual Counseling)	20% (graded by Field Supervisor)
Site Supervisor Notes	10% (signed by Site Supervisor)
2 nd Formative Evaluation	20% (graded by Site Supervisor)
BTSS Mid-Term Exam	10%
Final Exam	10%
Case Notes (4)	10%
Log of Hours (15 Responsive + 35 Other = 50 Total)	10%
Total	100%

Graduate

92 – 100	A
82 – 91	B
72 – 81	C
62 – 71	D
Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner, along with appropriate commentary.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has

30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How to Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE COMMUNICATIONS:

This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended.

This lecture course utilizes several technological tools to enhance communication among faculty and students, both during and after the session.

- Email Access via Single Sign-On (SSO):

You must use your SSO credentials to access your email.

- **Access the SSO Gateway:** The Student Portal can be accessed through a link on the University's website at <http://www.Amberton.edu> or directly at <http://sso.amberton.edu>.
- Moodle Messaging:

For quick, course-specific communication, please utilize the messaging feature available within Moodle. This is often the fastest way to reach your instructor or classmates regarding course topics.

Email Communication

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY

Amberton University uses a Single Sign-On (SSO) portal to provide secure, one-time access to various systems like Moodle, Amberton Email (Gmail), and Campus Web.

Here are the step-by-step instructions for logging into the SSO portal:

1. Access the SSO Portal

You have two main ways to reach the login page:

- Direct URL: Open your web browser and go directly to the SSO login page:

<https://sso.amberton.edu>

- Via University Website (Alternative):

1. Go to the Amberton University website: <http://amberton.edu>.
2. Click the menu icon (often represented by 3 horizontal bars typically found on the right side of the screen).
3. Click the SSO Login link.

2. Enter Your Credentials

When prompted, enter your Amberton University credentials:

- Username: This is the same as your University email account name (the part before [@my.Amberton.edu](mailto:my.Amberton.edu)).
- Format: Your capitalized first name initial + your entire last name + the last three digits of your SSN.
- Example: If your email is JSmith789@my.Amberton.edu, your Username is JSmith789.
- Password: This is your Amberton University ID # (AUID), and it must include the dashes.
- Example: 07-999-876

3. Set Up Multi-Factor Authentication (Initial Login Only)

- First-Time Users: During your initial log-in, the system will prompt you to set up Two-Factor Authentication (2FA) for added security.
- Follow the on-screen steps to establish your preferred authentication method (e.g., text message, or an authenticator application like Google Authenticator).

4. Access Your Applications

- Once successfully logged into the SSO portal, you will see a dashboard with icons or links for the various applications you can access.
- Click on the application you wish to use (e.g., Moodle, Gmail, or CampusWeb), and you will be taken directly to it without needing to log in again

If you have lost or do not know your University email address or have access issues, please contact the IT Help Desk at:

(972-279-6511 ext. 128
e-sysop@amberton.edu

(Lecture Faculty utilizing the Moodle system must use the below paragraph, otherwise delete this section entirely.)

The Amberton University Moodle Website

Students enrolled in this course will also be using the Moodle Learning Platform, with access available through the Single Sign On (SSO) Login page or by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

INSTRUCTOR/COURSE EVALUATION:

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place in class during week 9 of the session. Please take advantage of this opportunity and participate in the evaluation process.

TEXAS EDUCATION AGENCY COMPETENCIES

This course addresses the School Counselor Competencies set forth by the Texas Education Agency.

RESEARCH RESOURCES:

The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at Library@amberton.edu.

RESEARCH ACCESS:

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The library telephone is (972-279-6511 ext. 185. You can email questions to library@amberton.edu or visit the library in person on the Garland campus for assistance.

Microsoft Office 365 Education:

Amberton University students have access to a license for Office 365 Education, a comprehensive suite of productivity tools. This package includes:

- Microsoft Word for document creation
- Excel for spreadsheets and data analysis
- PowerPoint for presentations
- OneNote for digital note-taking
- Microsoft Teams for collaboration
- Additional classroom tools to enhance your learning experience

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: https://amberton.edu/wp-content/uploads/2025/01/Office365_Setup_Students.pdf

Google Workspace for Education:

All students are assigned a Gmail account in Google Workspace for Education.

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: https://amberton.edu/wp-content/uploads/2025/01/Google_Drive_Students.pdf

Once logged into your student account, you'll have access to a suite of tools designed to enhance your learning experience:

- Google Docs: Create and edit essays, reports, and other written assignments
- Google Slides: Develop engaging presentations for projects and class discussions
- Google Sheets: Perform data analysis, create charts, and manage calculations
- Google Drive: Store, organize, and easily access all your files in the cloud
- Google Calendar: Schedule study sessions, track assignment deadlines, and manage your academic timetable
- Google Keep: Take and organize quick notes during lectures or study sessions
- Google Meet: Attend virtual classes, participate in group study sessions, or meet with teachers
- Google Classroom: Access course materials, submit assignments, and receive feedback from instructors
- Google Forms: Create surveys for research projects or participate in class quizzes
- Google Sites: Build websites or digital portfolios to showcase your work

Turnitin Draft Coach

Instructions for Accessing Turnitin Draft Coach in Google Docs

Turnitin Draft Coach is typically available as an add-on or extension within Google Docs, allowing you to check for similarity, citations, and grammar *before* final submission.

Important Pre-requisites:

- Institutional Access: Draft Coach must be licensed and enabled by your school or institution's Turnitin and Google Workspace administrators. If you cannot find the extension, contact your instructor or IT support.
- Account: You must be signed into Google Docs using your institutional/school email account, not a personal Gmail account, for the extension to appear and work correctly.

- Document Type: The document must be a native Google Doc (not an uploaded .doc, .docx, or .pdf file opened in Docs). If you have another file type, copy and paste the text into a new, blank Google Doc.

Step-by-Step Guide

1. Open Google Docs: Sign in to your institutional Google account and navigate to Google Docs.
2. Open Your Document: Open an existing assignment draft or start a new document and paste your writing into it.
3. Access the Extension: In the top menu bar of your Google Doc, click on Extensions.
4. Select Draft Coach: Hover over or click Turnitin Draft Coach, and then select Turnitin Draft Coach again from the submenu.
 - *Note: If the option does not appear immediately, refresh your page and try again.*
5. Draft Coach Panel: The Draft Coach panel should now appear on the right-hand side of your screen.
6. Get Started: The first time you open it, you may need to click a "Get Feedback" or similar button, and you will likely need to read and accept the Terms and Conditions to continue.
7. Run Reports: Once loaded, you can select the tabs or cards in the panel to run different checks:
 - Similarity Check: Checks against Turnitin's database. (*Note: You typically have a limited number of checks for similarity, often three.*)
 - Citations Check: Analyzes your document for correct citation and referencing practices.
 - Grammar Guide: Provides feedback on grammar and mechanics (usually US-English rules).

You are now ready to use Turnitin Draft Coach to review and improve your writing!