

AMBERTON UNIVERSITY
SYLLABUS FOR LECTURE/CLASSROOM COURSE

CSL6870.01 School Counseling: Practicum I
Fall 2026
Location: Garland Center

PROFESSOR INFORMATION:

Professor: Dr. Carla J. Moffitt, LPC-S, PSC
Amberton Extension: 972-279-6511 ext. 139)
Amberton Email: cmoffitt@Amberton.edu

COURSE INFORMATION:

CSL6870.01 School Counseling: Practicum I
Level: Graduate
Beginning Date of Session: Saturday, September 12, 2026
Ending Date of Session: Thursday, November 19, 2026
The first class meeting is **Monday, September 14, 2026**, in Room **18 (Garland Center)**.

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

PREREQUISITES:

Prior to enrollment in School Counseling Practicum I, students must meet the following requirements:

1. All coursework completed (except for Practicum courses)
2. GPA of 3.00 or higher
3. Be in good academic standing
4. Must have passed TEXES exam

Note: The application, contract, and other required documents must be presented to the instructor of CSL6870 during the first class meeting. Failure to do so will result in the student being administratively dropped from the course.

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Counseling Children & Adolescents: Cultivating Empathic Connection
Author: Rebekah Byrd & Chad Luke
Publisher: Routledge
Year Published: 2021
Edition: 1st
ISBN: 10: xxxxxxxxxx or 13: 9780815395812
Price: Available at <http://amberton.ecampus.com>

Students should verify enrollment in course before purchasing textbooks. Textbook information and ordering options are available through the Amberton Virtual Bookstore. 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.

LINKS TO COUNSELING HANDBOOKS

MA in Clinical Mental Health Counseling

<https://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 I course is a stand-alone course and cannot be taken simultaneously with any other courses. The course is the first in the student's fieldwork for the state of Texas requirement. Application and contract completion, mentor counselor goals and scheduling are part of the student becoming organized during the field experience. Students are prepared for fieldwork through practice of counseling techniques, case studies, and counseling theory practice. Fifty actual clock hours of counseling experience are expected for completion during this course. Students develop and demonstrate 5-stage child/family-centered counseling skills to be utilized in school settings. Students demonstrate skills in provision of a classroom SEL guidance lesson during field experience.

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

1. Demonstrating goal setting, organization, and scheduling of fieldwork hours.
2. Applying research tools to obtain knowledge and skill related to human development, counseling services, and professional leadership for becoming a school counselor.
3. Obtaining opportunities to demonstrate professional school counselor leadership skills during fieldwork.
4. Stating relevant, measurable counseling goals.
5. Developing solutions to selected counseling problems: academic, career and/or vocational, or social and developmental.
6. Applying critical thinking skills to the critique of counseling approaches to specific cases involving learners and their families.
8. Explaining the implications of emerging standards that are being advanced by the Texas State Board of Educator Certification, the American School Counseling Association, and the Texas School Counseling Association.
9. Demonstrating readiness for Practicum in School Counseling by completing the official Amberton Practicum Application Packet.
10. Selecting and demonstrating techniques of a chosen counseling theory.
11. Evaluating the need for educational, behavioral, and emotional intervention.
12. Presenting case consultation with alternatives and solutions in an educational and community environment.
13. Staying positive and negative experiences in field experience.
14. Applying the use of planning and implementing of goals in field experience.
15. Demonstrating the ability to apply 5-stage counseling skills and micro-skills in school settings with children, adolescents, and parents.
16. Demonstrating ability to utilize SMART goals in counseling children and adolescents.
17. Researching and presenting a social-emotional guidance lesson for children and adolescents.
18. Engaging AI to research and assess the efficacy of using AI in school counseling for academic, career / vocational and social / emotional development areas.

ACQUIRED SKILLS

1. 5-stage Counseling Skills with Children & Adolescents
2. SMART Goals for Children & Adolescents
3. SEL Guidance Lessons (ASCA & TEA approved)

COURSE POLICIES:

This course will meet in-person at AU Garland, on Monday, September 14, 2026 at 6:30 p.m. in Room 18. All remaining class meetings will take place on Zoom each week on Mondays at 6:30 p.m. Zoom access information will be posted on Moodle and emailed each week. Attendance is required in all weekly meetings. Students are required to turn in their completed School Counseling Practicum Applications no later than the end of Week 2 of the quarter (Friday, September 25, 2026). Students will be dropped from CSL6870.01 if completed applications are not received by that date.

STUDENTS' 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.

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.

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.

CSL6870.01 meets every Monday @ 6:30 p.m. The first meeting is in-person at Garland Center, but all remaining meetings will be held on Zoom. Zoom meetings are required and video/audio are required to be utilized during class meetings.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
Week 1 September 12 – 18 Meet on 9-14-26 @ 6:30 p.m. at Garland Center, Room 18 (REQUIRED!)	Review Course Requirements Complete Applications Make Contact w/Field Supervisor	Complete Text Readings Begin Weekly Meetings with Site Supervisor Begin Logging Hours on Prac 1 Log	Course Competencies 1 - 18	Consult Moodle Calendar for all Assignments and Due Dates
Week 2 September 19 – 25 Zoom Meeting @ 6:30 p.m. on 9-21-26	All Applications Completed & Signed – Sent to Dr. Moffitt by 9-25-26	Complete Text Readings FORUM #1	Course Competencies 1 - 18	Consult Moodle Calendar for all Assignments and Due Dates
Week 3	Observation	Complete Text	Course	Consult Moodle

September 26 – October 2 Zoom Meeting @ 6:30 p.m. on 9-28-26	Window Opens	Readings FORUM #2	Competencies 1 - 18	Calendar for all Assignments and Due Dates
Week 4 October 3 – 9 Zoom Meeting @ 6:30 p.m. on 10-5-26	Directions & Discussion About Digital Literacy Self-Evaluation	Complete Text Readings FORUM #3	Course Competencies 1 - 18	Consult Moodle Calendar for all Assignments and Due Dates
Week 5 October 10 – 16 Zoom Meeting @ 6:30 p.m. on 10-12-26		Complete Text Readings FORUM #4	Course Competencies 1 - 18	Consult Moodle Calendar for all Assignments and Due Dates
Week 6 October 17 – 23 Zoom Meeting @ 6:30 p.m. on 10-19-26		Complete Text Readings FORUM #5	Course Competencies 1 - 18	Consult Moodle Calendar for all Assignments and Due Dates
Week 7 October 24 – 30 Zoom Meeting @ 6:30 p.m. on 10-26-26	Send Formative Evaluation to Site Supervisor (submit on Week 8)	Complete Text Readings FORUM #6	Course Competencies 1 - 18	Consult Moodle Calendar for all Assignments and Due Dates
Week 8 October 31 – November 6 Zoom Meeting @ 6:30 p.m. on 11-2-26	Counseling Skills Evaluations Scheduled – Zoom (Individual Appts)	Submit Formative Evaluation on Moodle after completion by 11-6-26.	Course Competencies 1 - 18	Consult Moodle Calendar for all Assignments and Due Dates
Week 9	Counseling Skills	Begin Submitting	Course	Consult Moodle

November 7 – 13 Zoom Meeting @ 6:30 p.m. on 11-9-26	Evaluations Scheduled – Zoom (Individual Appts)	All Work as Directed on Moodle	Competencies 1 - 18	Calendar for all Assignments and Due Dates
Week 10 November 14 – 19 Zoom Meeting @ 6:30 p.m. on 11-16-26		Submit All Work as Directed on Moodle.	Course Competencies 1 - 18	Consult Moodle Calendar for all Assignments and Due Dates

GRADING CRITERIA:

Class Attendance & Participation	10%
FORUMS	10%
Practicum 1 Log	10%
Site Supervision Notes	5%
Field Observation (Guidance Lesson)	25% (graded by FS)
Formative Evaluation	20% (graded by SS)
Digital Literacy Self-Assessment	10%
Counseling Skills Evaluation	10%
TOTAL	100%

Graduate

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

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Students should review instructor feedback provided through Moodle or Amberton CampusWeb Portal. Final grades are processed approximately one week after the session and may be viewed through the student portal. Grades will not be released by phone or through unsecured channels. 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 university 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 granted only at the professor's discretion for emergencies or illness.

Students have 30 days from the end of the session to complete the course requirements. If the conditions are not met within this 30-day window, the "I" automatically converts to an "F".

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" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is delivered through Moodle. Students are expected to have reliable internet access, basic computer skills, the ability to upload/download files, use Amberton email, and submit assignments in the required format. Students needing assistance should use the Amberton SSO support/ticket process.

HOW TO ACCESS YOUR COURSE:**SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY:**

Students should access Amberton systems through the Single Sign-On portal at <https://sso.amberton.edu>. After logging in, students can access Moodle, Amberton email, CampusWeb, and other assigned applications. Students who need help accessing SSO should submit a support request through the SSO support option or contact support@amberton.edu.

MOODLE TUTORIAL:

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

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

EMAIL COMMUNICATION:

Students are expected to use their Amberton email account and Moodle for course communications. Students must use their official university email account for all university related communication and should check their Amberton emails regularly for course and university notices.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments must be submitted through the appropriate Moodle assignment link unless otherwise directed by the instructor. Students are responsible for submitting files in the format required by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Students will have the opportunity to complete an anonymous course and instructor evaluation near the end of the session. Instructions and dates will be provided through Moodle and/or Amberton email.

RESEARCH RESOURCES:

The Amberton Library provides access to full-text articles, peer-reviewed databases, and research tools, with options like Interlibrary Loan (ILL) and TexShare for items outside its collection. For research assistance, students can connect with library staff during operating hours via email (library@amberton.edu), phone (972-279-6511 ext. 185), "How-to" videos, live online chat, or in person at the Garland campus. The online library is available through Single Sign On (SSO).

MICROSOFT OFFICE 365 EDUCATION:

Amberton University students may access Microsoft 365 Education resources as provided by the university.

GOOGLE WORKSPACE FOR EDUCATION:

Amberton students are assigned a Google Workspace for Education account, including Amberton Gmail, Google Drive, Google Docs, Sheets, and Slides. Students should use their Amberton Google account for course-related work when required.