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# TENNESSEE TECH UNIVERSITY

College of Education  
*Counseling and Psychology*

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## COUN6800-002 Practicum *Course Syllabus*

### Course Description

COUN6800. Practicum. Supervised practice in counseling; application of theories, principles, and practices; development of counseling techniques. (3 credit hours)

### Instructors & Course Information

Instructor:

Mark A. Loftis, Ph.D., LPC/MHSP, SrPE/HSP, LADAC II, MAC

- Office: TJ Farr 307B
- Phone: 931-372-3209
- E-mail: [mloftis@tntech.edu](mailto:mloftis@tntech.edu)
- Office Hours: Posted and by appointment

Teaching Assistants:

Tabitha Schlatter, Ed.S., LPC/MHSP, PSC

- Office: TJ Farr 302A
- Phone: 931-881-7327
- E-mail: [tbschlatte42@tntech.edu](mailto:tbschlatte42@tntech.edu)
- Office Hours: Posted and by appointment

Brittney Phillips, MA, LPC/MHSP, NCC

- Office: TJ Farr 302A
- E-mail: [blwelch42@tntech.edu](mailto:blwelch42@tntech.edu)
- Office Hours: Posted and by appointment

Course Information

- Meeting Place: Farr 308
- Meeting Time: Mondays 1:00-3:50 PM

### Conceptual Framework



*Conceptual Framework Statement*

Prepare effective, engaging professionals through clinically rich, evidence-based programs with a network of mutually beneficial partnerships.

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### Prerequisites

COUN 6300, COUN 6360, & COUN 6362 (COUN 6320: co-requisite)

### Texts and References

**Required:** Erford, B.T. (2021). *45 Techniques every counselor should know (3<sup>rd</sup> ed.)*  
 • ISBN-13: 9780137412129

**Required:** *Tk20 Data Assessment Software.*

TTU's College of Education uses Tk20, a comprehensive data and reporting system to improve our processes, manage candidate transition points, and track key assessments in program coursework. All students, regardless of affiliated major and college, enrolled in courses requiring Tk20 must purchase an account and submit the appropriate coursework. Failure to purchase Tk20 can result in a zero for Tk20 assignments and/or final course grade reduced a full letter. The one-time-only system cost is \$133.33 at the university bookstore, and your account is valid for seven years. You will be asked to access Tk20 for a variety of tasks, including coursework, advisement, field/clinical experiences, portfolios, and key program assessments. See our website for more details: [Tk20 Website](#)

**Supplemental Text:**

- American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

**Assigned Readings:**

- All assigned readings are outlined on the Course Calendar of this syllabus.

**Additional Assigned Readings:**

- Any additional readings will be available in electric format on iLearn.

**IDEA Essential and Important Learning Objectives Associated to this Course**

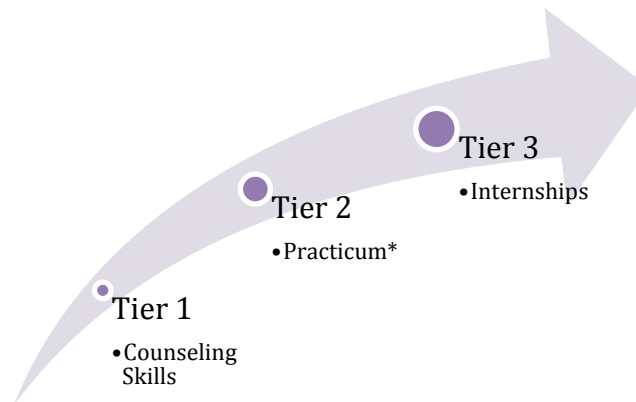
1. Learning to apply course material (to improve thinking, problems solving, and decisions)
2. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

**Course CACREP Objectives/Student Learning Outcomes**

Standard	Content/Reading	Formative Assessment	Summative Assessment
<b>Professional Identity</b>			
<b>Section 2 F.5.f.</b> counselor characteristics and behaviors that influence the counseling process	Erford, B.T. (2021). <i>45 Techniques every counselor should know (3<sup>rd</sup> ed.)</i>	Site Evaluations, CCS-R / ASSC, Video Portfolio	Final CCS-R / ASSC evaluation of Recording 3
<b>Section 2 F.5.g.</b> essential interviewing, counseling, and case conceptualization skills	Erford, B.T. (2021). <i>45 Techniques every counselor should know (3<sup>rd</sup> ed.)</i>	Site Evaluations, CCS-R / ASSC, Video Portfolio	Final CCS-R / ASSC evaluation of Recording 3
<b>Mental Health Counseling</b>			
<b>Section 5 C.3.b.</b> techniques and interventions for prevention and treatment of a broad range of mental health issues	Erford, B.T. (2021). <i>45 Techniques every counselor should know (3<sup>rd</sup> ed.)</i>	Self-Assessment, Group Supervision, Non-direct/Direct hours, Site observations	Final CCS-R evaluation of Recording 3
<b>School Counseling</b>			
<b>Section 5 G.3.f.</b> techniques of personal/social counseling in school settings	Erford, B.T. (2021). <i>45 Techniques every counselor should know (3<sup>rd</sup> ed.)</i>	Self-Assessment, Group Supervision, Non-direct/Direct hours, Site Observations	Final ASSC evaluation of Recording 3

<b>Section 5 G.3.h</b> skills to critically examine the connections between social, familial, emotional, and behavior problems and academic achievement	Erford, B.T. (2021). <i>45 Techniques every counselor should know (3<sup>rd</sup> ed.)</i>	Self-Assessment, Group Supervision, Non-direct/Direct hours, Site Observations	Final ASSC evaluation of Recording 3
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### Counseling Skills Development Chart



Tier 1: Counseling Skills (COUN 6360): Learning the basic counseling skills for helping through role-plays.

Tier 2: Practicum (COUN 6800): Learning how to implement counseling techniques with real clients primarily through shadowing professionals. In addition, practicum includes faculty and on-site supervision.

Tier 3: Internship I & II (COUN 6820 & 6821): Performing counseling techniques with real clients under faculty and on-site supervision.

### Student Responsibilities

The following dispositions summarize the responsibilities accepted by the student participating in this course. [Counseling and Psychology Graduate Program Information](#)

1. **Scholarship** (mastery in coursework and competency in application)
2. **Responsibility** (acceptance of ownership of personal, academic, and professional development and behavior)
3. **Respect for Diversity** (recognition of the needs and values of individuals)
4. **Effective Communication** (ability to communicate clearly verbally and in writing, and to accept new ideas and constructive feedback)

5. **Reflection** (ability to assess one's own decision-making process and recognize consequences of behavior)
6. **Professional Behavior** (recognition of ethical, legal, and professional standards of conduct)
7. **Critical Thinking** (capability for critical thinking and real world problem-solving)

Furthermore, the following statements are responsibilities accepted by the student participating in this course. Class responsibilities include:

- Students are expected to protect their clients at all times: their privacy, confidence, time, etc.
- Students are expected to be on time, attend all classes and complete all course assignments within specified time frames (group, triadic, individual supervision).
- Students will be evaluated on their counseling performance, as well as their ability to engage actively and authentically, via self-reflection and self-awareness. We will, after all, ask at least this much from our clients!
- Students are to interact with classmates, community professionals, clients, and instructors in a manner that reflects the highest level of integrity and respect. This includes appropriate dress, arriving on time, maintaining confidentiality, and supporting critical thinking and mutual learning.
- Students will engage in introspective learning (i.e., learning about self within the context of group dynamics) in addition to academic study.
- Students must complete all responsibilities assigned within the specified time frame.
- Students are expected to complete reading assignments before the day these assignments will be discussed in class.

### Major Teaching Methods

Instruction will consist of lecture, demonstration, role-play, group participation, small reflection and writing assignments, and supervised feedback.

### Special Instructional Platform/Materials

#### Instructional Materials

- A. iLearn
- B. laptop/computer

#### Instructional Strategies

- Students will complete reading assignments, writing assignments, they will observe each other's videos of counseling sessions, and they will complete feedback forms on their counseling skills.
- The students will complete outside research regarding specific issues their clients bring to the counseling setting.

- The students will videotape sessions with real clients from their practicum sites.
- Students will demonstrate appropriate counseling skills.

#### Topics to Be Covered:

- Practicum Site Experience
- Practicum Supervision
- Case Presentations
- Counseling Skills
- Application of Counseling Theories
- Professionalism in the Helping Professions
- Documentation and Organization

### Grading and Evaluation Procedures

The following assessment procedures will be used to evaluate students' knowledge of the course.

#### Evaluation and Assessment Procedures

All course requirements including counseling skills demonstrated on videotapes, the evaluation of the site supervisor, and evaluations of the faculty instructor will be used to determine candidate achievement. Students will be evaluated with the supervision forms included at the end of the syllabus. These forms are to be printed and maintained by the students and submitted to supervisors and faculty on the dates listed on the course calendar. Students will not receive a passing grade without completing the Pass/Fail Assignments.

Category	Assignment	Percentage	Overall Category Weight
Professionalism & Disposition	Case Feedbacks to Peers	*Pass/Fail	
	Openness to Feedback	*Pass/Fail	
	Professionalism at Practicum Site & On Campus	*Pass/Fail	
	Submission of Paperwork	*Pass/Fail	
	Assigned Readings	*Pass/Fail	
Case Study 1	CCS-R / ASSC of Recording 1	10	20%
	Transcription 1	8	
	Session Note 1	2	



Case Study 2	CCS-R / ASSC of Recording 2	15	25%
	Transcription 2	8	
	Session Note 2	2	
Case Study 3	CCS-R / ASSC of Recording 3	35	45%
	Transcription 3	8	
	Session Note 3	2	
Learning Outcomes	Learning Goals for the Semester	5%	10%
	Final Practicum Summary Paper	5%	
<b>Total</b>			<b>100%</b>

All course requirements will be used to determine candidate's achievement of the course objectives listed under section "assignments and related policy" of this syllabus. All required assignments would be given a specific grade. Note that all assignments are required to complete this course. Final course grades will incorporate the grading system as follows:

#### Grading Scale

A	93 -100
B	85 – 92
C	77 – 84
D	69 – 76
F	<68

A grade of an A or B demonstrates Competency Skills level, while any grade C and below does not. In addition, a grade of an "I" is given only when a valid rationale for such a grade is presented and terms for completion of the course are agreed upon.

### Late Assignments

All submitted work is final. Your submissions should reflect your best professional effort. **All assignments should be completed on or before the announced due date.** Ten percent will be deducted from an assignment when it is late. After one week, assignments will be accepted by the discretion of the professor. It is the student's responsibility to ensure assignments are submitted on time. All submitted work is final. Your submissions should reflect your best professional effort.

### Assignment Format

ALL assignments should be typed, double-spaced, 12-point Times New Roman font, and adhere to APA guidelines (APA Publication Manual, 6th ed.). Assignments not meeting these minimum standards will be returned and counted as late.

### Additional Evaluation Areas

This course emphasizes the development of essential fundamental counseling skills and professional behavior common, to a varying extent, to all counseling approaches. The skills and professional behaviors emphasized in this class are crucial to establishing and developing effective counseling relationships and professionalism. This focus is supported by research that continuously documents that effective counseling relationships are the most significant element of effective counseling. Thus, the primary evaluation of candidate performance in this course is videotapes of candidate counseling sessions in which students demonstrate the essential skills and professionalism necessary for effective counseling relationships and employment in the helping professions.

Students should also understand that developing the skills in this course is personally demanding and that their emotional stability will influence their ability to perform effectively and, thus, their success in this course. Below is a clarification of specific areas that may cause supervisors and course instructors concern during this training experience. Be clear that deficiencies in either area may result in not passing or being removed from this class. In addition, issues in either area may also initiate the candidate disposition process using the Student Development and Retention Policy.

- **Professional Behavior** - The practicum-internship series is meant to simulate real employment in the mental health profession. The on-site supervisor or the agency director is the management in this experience. It is imperative, therefore, for the student to behave, dress, speak, act or react in a professional manner at all times. The student must also meet the policy and procedure requirements of the agency.
- **Impairment** - It is feasible that some form of impairment may surface during the course of the practicum-internship experience. If impairment is identified by either supervisor

and communicated to the other, it will be brought to the student's attention. At that time, a plan for remediation using the Student Development and Retention Policy will be put into effect. A definition of impairment is offered by the following:

- Overholser and Fine indicate that impairment is evaluated in five areas: A serious deficit in any of the following:
  1. Factual knowledge
  2. Generic clinical skills
  3. Orientation-specific technical skills
  4. Clinical judgment
  5. Interpersonal attributes
- Below is an operationalized definition of impairment for interpersonal attributes offered by Frame and Steven-Smith:
  1. Not being open, flexible, positive and cooperative
  2. Not willing to accept and use feedback
  3. Not aware of impact on others
  4. Not demonstrating an ability to deal with conflict, accept personal responsibility and express feelings effectively and appropriately.

### **Student Academic Misconduct Policy**

Maintaining high standards of academic integrity in every class at Tennessee Tech is critical to the reputation of Tennessee Tech, its students, alumni, and the employers of Tennessee Tech graduates. The student academic misconduct policy describes the definitions of academic misconduct and policies and procedures for addressing academic misconduct at Tennessee Tech. For details, view Tennessee Tech's policy 217 – [student academic misconduct at policy central](#).

### **Attendance Policy**

Attendance to, arriving on time for, preparation for, and participation in scheduled classes is required. There are no excused absences, as this class requires a high level of participation from students. Should a student miss more than one (1) class, then the Candidate will be dropped from the course and receive a failing grade at the instructor's discretion. As arriving late or leaving early is a disruption to the entire class, I would ask that all students inform the class members and me should leaving early or arriving late for class be necessary. Habitually leaving early or arriving late will result in failure of the course.

Much of the course requirements take place at the clinical site in the form of actual counseling sessions and related clinical responsibilities. Students are expected to arrive to the site, appointments, meetings, and other scheduled events on time with professional punctuality and preparation. Failure to meet this expectation will result in failure of the course and possible remediation or student retention.

### **Class Participation**

Participation in class is essential to the value of the learning experience within this course. A candidate's grade may be affected negatively by low participation.

#### **Assignments and Related Policy**

Assignments will be submitted on iLearn and the Tk20 data assessment software. The following assignments are how students will be assessed for knowledge.

#### **A. Required Hours**

<b>Hours Category</b>	<b>Minimum Required Hours</b>
Direct Service – Interaction with clients that includes the application of counseling, consultation, or human development skills.	40
Indirect Service – Interaction at the practicum site not working directly with clients. These include but are not limited to answering phones, filing, and other clerical duties.	60
Overall Hours – All hours completed on site performing various duties related to counseling (ex. Client note and report writing, outreach, administrative tasks, supervision). The 40 direct hours and 60 indirect hours required above are included in the 100 total required hours.	100

#### **B. Assigned Reading**

Students are expected to complete all reading assignments per the Course Schedule.

#### **C. Case Presentations**

Students are expected to present three (3) counseling cases to the class over the semester. This presentation should include at least a twenty-minute recording, introduced using the Practicum Case Summary format posted on iLearn and included at the end of the syllabus. On the day of the presentation, the candidate is expected to submit a typed Practicum Case Summary and a Case Note to the instructor. The presenter should bring a blank copy of the Case Feedback form for each classmate to complete on his or her presentation. Following the video presentation, these forms will be returned to the candidate along with feedback from the instructor.

Students will sign up for presentations within the first few weeks of the course. If a conflict arises with a presentation time, students are permitted to change slots with another student, but they must inform the instructor about these changes prior to the class.

Students failing to complete the three presentations in the described format will receive a failing grade for the course. The final case conceptualization will be used to determine if the candidate possess the necessary skills to pass the course.

#### **D. Provide proof of professional liability insurance**

Students will provide evidence that they have professional liability insurance.

### **E. Identify a Practicum Counseling Site and perform in a professional manner**

The practicum student is required to identify (in consultation with his/her advisor and university supervisor) a practicum site for performing the counseling duties relevant to the setting (i.e., school, community). Prior to or early in the semester, the student is required to arrange an initial on-site meeting with him/herself and the on-site supervisor(s), as well as submit a Practicum Site Agreement. It is hoped that this site may work into an internship site for the subsequent semester.

The practicum student will perform in a professional manner adhering to ACA ethical standards, acting in a professional manner with site professionals as well as TTU faculty, and taking appropriate responsibility for his/her learning goals.

### **F. Supervision**

Supervision will occur both on-site and on-campus, and will consist of both group and individual formats.

University-Based Supervision (Group/Class Supervision):

- Students shall participate in a minimum of one and one-half hours of group supervision per week with a Practicum instructor, during the Practicum class session. The faculty instructor will meet with students weekly in a small group setting on the day of the class. The purpose of this group supervision is to discuss cases, practice techniques, discuss ethical issues, and generally serve as a forum for your development as a counselor.

Off-Site Supervision:

- Individual Supervision: Students shall receive a minimum of one hour of uninterrupted supervision per week with their designated field placement Site Supervisor. This supervisor will communicate directly with the faculty instructor concerning candidate performance at the site. The on-site supervisor will also provide ongoing evaluation of candidate performance as a counseling internship student via evaluation forms that Students will provide and discuss with the on-site supervisor.

Students should note that both the practicum work and supervision are required to complete the course and earn the 3 educational credits toward the graduate degree.

### **G. Developing Basic and Advanced Counseling Skills**

Students will be rated on basic and advanced counseling skills performance using the Counseling Competencies Scale - Revised (CCS-R / ASSC-R). The Faculty Supervisor and On-Site Supervisor will use these assessments at the end of the semester. In order to pass the practicum class, at the end of semester evaluation, students must demonstrate competencies. Students must

also receive at least a B on their final case presentation to receive a passing grade in the class and proceed into Internship.

### **H. Submission of Required Course Documents**

Students are encouraged to make a duplicate file of these records to maintain a complete academic history for licensure purposes.

In addition to the mid-term and end of semester forms, each week students are required to turn in a Weekly Counseling Log signed by their site supervisor. An automatic adding version of this form will be available on iLearn.

### **I. Submit Professional Learning Goals**

The practicum student will be required to identify and submit professional learning goals for the course. The assignment should include what goals you have for this course, and in particular, what goals you have for your time at the practicum site. Furthermore, the assignment should discuss what skills you would like to further develop and how you will utilize this course to meet those goals (minimum of 2 pages/maximum of 4 pages).

### **J. Transcriptions from Recordings**

A transcript of 20 minutes of your three recorded counseling sessions will be included with each presentation. Students will transcribe the skills used in the session. This will be put on iLearn in the drop box for transcripts.

### **K. Submit a Final Practicum Summary Paper**

The practicum student will submit a final summary paper (minimum of 3 pages) of his/her practicum experience discussing goals met in practicum and set for internship, identifying the professional and counseling issues addressed, what the student learned about him/herself and evaluation of self-care. **This is due at the end of Practicum.**

### **L. Case Summaries/Feedback for Case Presentations**

Students will be required to complete case summaries on their case presentations (form found at the end of the syllabus). In addition, students are required to provide constructive feedback from the case presentations provided by the peers (form found at the end of the syllabus).

### **M. Case Notes**

Students will submit a case note for each client that they worked with in the video recording. Students will utilize the CAP format for taking notes.

## N. Professional Disclosure Statement

Students will create a professional disclosure statement to be used in the informed consent process with clients. Statements need to include counselor-client role, theoretical approach, confidentiality information, scope of practice, supervisor contact, and diversity statement in language appropriate for clients.

### Class Plan by Weeks or Days

Please see Course Schedule at the end of the Syllabus.

### Disability Accommodation

Students with a disability requiring accommodations should contact the accessible education center (AEC). An accommodation request (AR) should be completed as soon as possible, preferably by the end of the first week of the course. The AEC is located in the Roaden University Center, room 112; phone 931-372-6119. For details, view Tennessee Tech's policy 340 – [services for students with disabilities at policy central](#).

### Additional Resources

#### Technical Help

If you are experiencing technical problems, visit the [myTech IT Helpdesk](#) for assistance. If you are having trouble with one of the instructional technologies (i.e. Zoom, Teams, Qualtrics, Respondus, or any technology listed [here](#)) visit the [Center for Innovation in Teaching and Learning](#) (CITL) website or call 931-372-3675 for assistance. For accessibility information and statements for our instructional technologies, visit the [CITL's Learner Success Resource page](#).

#### Tutoring

The university provides free tutoring to all Tennessee Tech students. tutoring is available for any class or subject as well as writing, test prep, study skills, resumes. Appointments are scheduled. Please see the [Learning Center website](#) for more information.

#### Health and Wellness

##### Counseling Center

The Counseling Center offers brief, short-term, solution-focused therapeutic interventions for Tennessee Tech University students. The staff of the Counseling Center is available to assist students with their personal and social concerns in hopes of helping them achieve satisfying educational and life experiences. To learn more or schedule an appointment, visit the [Counseling Center website](#).

##### Health Services

Health Services offers high-quality, affordable care that is accessible and promotes the health and wellness of our Tennessee Tech community. Visit the [Health Services](#) website to learn more.

## COVID-19 University Protocols

1. Each student must take personal responsibility for knowing and following the university's COVID-19 protocols. Students are expected to follow all COVID-19 directives published by Tennessee Tech on its official COVID-19 webpage: [www.tntech.edu/covid19](http://www.tntech.edu/covid19).
2. As conditions related to the pandemic change, the university's COVID-19 protocols are also likely to change. Students are expected to monitor the university's official COVID-19 webpage to stay up to date on all university COVID-19 protocols.
3. If the university's COVID-19 protocols include the wearing of face coverings inside campus facilities, then face coverings must be worn covering the mouth and nose. Protocols will apply to all vaccinated and unvaccinated individuals.
4. Students who refuse to comply with university protocols will be reported to the Tennessee Tech Dean of Students.
5. Students should direct all requests for excused class absences related to COVID-19 to Tennessee Tech's Health Services by following the student link at the following website: [www.tntech.edu/covid19/report.php](http://www.tntech.edu/covid19/report.php) . The Office of Student Affairs will provide notifications to faculty members of student absences and the expected length of the absence.
6. Students can get a COVID-19 vaccine on campus at Tech Health Services. Call ahead to schedule at (931) 372-3320. COVID-19 vaccines are given free of charge daily, as well as testing.
7. Per CDC guidelines, you are considered fully vaccinated:
  - 2 weeks after your second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, OR
  - 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine