

George Mason University
College of Education and Human Development
Counseling and Development

EDCD 755.003 - Practicum in Counseling
3 Credits, Fall 2018
Wednesdays, 4:30 – 7:10 pm
Innovation Hall 338

Faculty

Name: Gregory Forbes
Office Hours: By Appointment
Office Location: Krug Hall, Suite 202
Office Phone: 703-993-2087 (C&D Office)
Email Address:

Prerequisites/Corequisites

Completion of CNDV program course work except for EDCD 610 or electives (total credits cannot exceed 3 credits); overall GPA of 3.00; no grade lower than B in skills courses EDCD 630, 606/609 and 608; no more than two grades of C in any other graduate course work required by CNDV program; permission of advisor.

University Catalog Course Description

Provides supervised practice in a counseling setting similar to the setting in which the student may work with an emphasis on the counseling process.

Course Overview

Provides supervised practice for a minimum of 200 hours in a counseling setting similar to the setting in which the student may work. This is a weekly graduate class with an emphasis on site processing.

Course Delivery Method

(Seminar-style class discussions and group supervision)

- Class discussions will include brief didactic presentations on relevant and emerging topics for the practicum students, and will include time for group discussion.
- Group supervision will focus on providing students an opportunity to present, discuss, and conceptualize, and receive feedback on current cases and issues at their practicum setting. Students will have opportunities to discuss specific site-related issues and to strategize about techniques and interventions.
- Because of the serious nature of group supervision, it is essential that students discuss their reactions and feelings. Such discussions, however, cannot take place outside the context of a supervised class or appropriate site circumstance. Students may not discuss cases in other classes, with friends or relatives, or in social situations. It is essential to maintain confidentiality. Violations of this principle in any form will be treated as a serious ethical/legal infraction. Please do discuss cases in class. That is the primary purpose for meeting. It is also imperative that students discuss cases with their on-site supervisor. If students have questions or concerns that need immediate attention, please contact your university instructor.

Learner Outcomes or Objectives

This course is designed to enable students to do the following:

1. Integrate knowledge of counseling theory, conceptualization, and intervention into counseling practice;
2. Demonstrate basic/advanced knowledge and skill competencies per Practicum/Internship Contract agreement and criteria for mid-semester and final evaluations;
3. Apply the C&D mission, including multicultural counseling competencies, social justice, and advocacy;
4. Respond appropriately to ethical/legal issues, site professional standards, and GMU and C&D's professional dispositions;
5. Understand and develop the role of a professional school counselor;
6. Develop program evaluation and prevention program planning and implementation skills consistent with the C&D mission.
7. Develop a professional school counselor portfolio.

Professional Standards (CACREP)

1. Demonstrates the ability to apply and adhere to ethical and legal standards in school counseling. (B.1)
2. Demonstrates self-awareness, sensitivity to others, and the skills needed to relate to diverse individuals, groups, and classrooms. (D.1)
3. Provides individual and group counseling and classroom guidance to promote the academic, career, and personal/social development of students. (D.2)
4. Demonstrates the ability to recognize his or her limitations as a school counselor and to seek supervision or refer clients when appropriate. (D.5)
5. Demonstrates multicultural competencies in relation to diversity, equity, and opportunity in student learning and development. (F.1)
6. Advocates for the learning and academic experiences necessary to promote the academic, career, and personal/social development of students. (F.2)
7. Assesses barriers that impede students' academic, career, and personal/social development. (H.5)
8. Develops measurable outcomes for school counseling programs, activities, interventions, and experiences. (J.2)
9. Analyzes and uses data to enhance school counseling programs. (J.3)
10. Conducts programs designed to enhance student academic development. (L.1)
11. Participates in the design, implementation, management, and evaluation of a comprehensive developmental school counseling program. (P.1)
12. Plans and presents school-counseling-related educational programs for use with parents and teachers (e.g., parent education programs, materials used in classroom guidance and advisor/advisee programs for teachers). (P.2)

Required Texts

None

Recommended Texts

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Dimmitt, C., Carey, J. C., & Hatch, T. (2007). *Evidence-based school counseling: Making a difference with data-driven practices*. Thousand Oaks, CA: Corwin Press.

Kaffenberger, C. & Young, A. (2008). Making DATA work. Alexandria, VA: American School Counseling Association.

Professional articles will be assigned and distributed via Blackboard as indicated on the course schedule, and further articles may be assigned at any time during the semester.

Course Performance Evaluation

EDCD 755 is graded on a Pass/Fail basis. The completion of the following assignments must be met to receive a passing grade:

Assignments and Examinations: In order for students to successfully complete their practicum experience, each student must meet the following requirements:

1. **Attendance and active participation at your practicum site.**
 - All C&D students must work at their practicum and internship sites for the full 15 weeks of the semester.
 - Practicum students follow a regular schedule at their site, which is negotiated with the on-site supervisor.
2. **Attendance and active participation in practicum class.**
 - Students are expected to arrive on time and stay for the entire class period.
 - Students are expected to actively participate in class, including providing constructive feedback and suggestions for classmates.
 - Missing two classes will result in failing this course.
3. **Completion of all assignments of acceptable quality, turned in by date due.**
4. **Professional Counseling Liability Insurance.** Practicum students must provide evidence of their professional counseling liability insurance policy. Professional counseling organizations provide such coverage, some with association membership, and offer student rates.
5. **Practicum/Internship documents.** Practicum students are responsible for downloading Practicum/Internship documents and providing copies to site supervisors. We encourage you to ask your site supervisor whether they would like an electronic copy or a print copy, and make it your responsibility that they have a copy in their desired format. The following documents are located on the Community Blackboard site:[<https://gmucommunity.blackboard.com>] Overview of Practicum/Internship; School Counseling Practicum/Internship Contract; Log of Hours; Mid-semester Evaluation; Final Evaluation of Site Experience.
6. **School Counseling Practicum/Internship Contract.** Contracts will be downloaded, completed, and printed out from the C&D Blackboard site, and must be signed by the Site Supervisor, University Supervisor and practicum student.
7. **Practicum Goal Statement.** Students should develop a Personal Goal Statement for their practicum experience. This Goal Statement should be developed in collaboration with the site supervisor and the university supervisor, and should describe specific goals particular to the student's needs, the needs of the site, and the experiences available.

8. **Satisfactory mid-semester and final evaluations from Site Supervisor.** These evaluations should be completed by the site supervisor, and practicum students should meet with their site supervisors to process these evaluations and receive verbal feedback on strengths and successes as well as areas for growth and goals for second half of the semester.
9. **Evaluation of Field Experience** will be completed by practicum student at the end of the semester.
10. **Completion of on-site hours.** A minimum of 200 hours must be spent at the school placement. Hours spent on off-site training experiences may be counted only if prior approval from instructor has been obtained. Hours spent in class or at home preparing GMU assignments may not be counted toward the 200 hours. The minimum number of hours spent on-site at one time is to be no less than a 3-hour block of time. *Practicum students are strongly encouraged to spend at least one full day per week at their site in order to get the true experience of being a professional school counselor.*
11. **Log of Hours.** Practicum students will complete the Log of Hours, found on the C&D Organization page on Blackboard. The Log of Hours records all practicum activities and hours is to be maintained, and is to be signed by both the student and the on-site supervisor at the completion of the practicum, and submitted on the last day of class. *The Log of Activities should be made available to the site supervisor during weekly supervision sessions with the site supervisor. Recommendation for related internship activities:*
 - 60 hours of Direct Contact (in-person interactions between school counselors and students)
 - 140 hours of Indirect Contact (services provided on behalf of students as a result of the school counselor's interactions with others)
12. **Professional Growth Opportunity.** Part of being a successful professional school counselor is being a life-long learner and taking advantage of professional growth opportunities to continually build your knowledge and skills. Towards this end, each student is expected to participate in one or more professional growth opportunities during the semester. You may count the actual hours of attendance at the PGO (seat hours) toward your 200 hours up to a maximum of five hours. Students will collect handouts for the groups, and will share your PGO experiences with the class.
13. **School Crisis Management and Response Plan.** Students will ask their site supervisor for access to the school /district crisis management and response plan, and will report back to the group regarding the school counselor's roles and responsibilities in the event of a) a school wide crisis, b) suicidal thoughts or intentions on the part of a student, c) threat assessment.
14. **School and district policy regarding CPS Reporting.** Students will discuss with their site supervisor the school and/or district policy regarding the school counselor's role in reporting suspected abuse or neglect to CPS. Students will discuss this policy in group supervision.
15. **Participation in Child Study Team.** All students must attend one child study or RTI meeting in order to learn more about special education services available to students and the role of the professional school counselor. Collect any sample child study, special education, and 504 forms used at the school for your own files and to share with other students.

16. **Professional Portfolio.** The Professional Portfolio is an accumulation of documents that provides the counselor with a visual representation of her/his experience and is structured by the ASCA National Model and the C & D mission statement. It is an evolving record that authenticates a person's growth, skill, and knowledge in a specific discipline. The contents of the portfolio should reflect one's professional philosophy and collegiate experience. Students will continue to maintain professional portfolios built during EDCD 626. Students will share with their practicum instructor their portfolio address in order to receive feedback.

17. **Recorded Counseling Sessions and Presentations-** Students will record and present two individual counseling sessions with students. Both sessions will be played and presented during group supervision. **Written custodial or parental permission must be obtained before recording counseling sessions.** Permission forms should be kept on file with the Site Supervisor, and students should keep a copy for her/his records.

Students will present both student-client presentations during group supervision in order to receive feedback and consultation from the group. For the group supervision case presentations, students should provide the class with a brief, 1-2 page handout that includes: a brief summary of the client's presenting problem; background, and/or identifying data; discussion of the counseling process, including number of sessions, the nature of those sessions, strategies used, goals, attention to diversity/multicultural issues, use of multicultural counseling strategies, counselor thoughts about 'what's going on;' plans for future sessions, and an evaluation of counseling skills and effectiveness. The handouts will be given to the instructor after class so that they may be shredded.

18. **Cover Letter & Resume-** Students will develop a resume and write a cover letter for applying for a job as a professional school counselor. Students will provide and receive feedback from other class members on their resume and letters.

19. **Introductory Letter-** In anticipation of your new job, students will each write a letter to use at a new school, to serve as an introduction to your new school community (Students, faculty, administration, and/or parents). Students will provide and receive feedback from other class members on their letters.

20. **Closing the Achievement Gap Project- For this course the closing the achievement gap project is the performance based assessment to be submitted to TK20.**

Part 1: Students will collaborate with their site supervisor and other school stakeholders to obtain access to meaningful school data (i.e., achievement, attainment or access, and/or school culture). Data should be disaggregated according to race, ethnicity, gender, socioeconomic status, and other criteria (as mandated by the NCLB Act) to illuminate and analyze any inequities in student achievement. If a school is racially and ethnically homogeneous, then data should be disaggregated by cultural groupings (e.g., gender, socioeconomic status) and school/class characteristics (e.g., teacher, courses taken, grades, etc.). With the help of the site supervisor, students will review the data and reflect upon an area of need that a school counseling intervention could address. If applicable, the proposed school counseling intervention(s) should focus on individual, group and/or school-wide outcomes.

Based on this data analysis and consultation, students will create a document that:

- Outlines the identified concern found through data analysis (What is the issue or area of concern?)
- Presents a basic needs assessment to address the concern (Who/what is needed to help?)
- Details a counseling program/intervention (e.g., classroom lesson or group) that could address the concern (What we will do about it?)
- Details the types of data to be collected (e.g., process, perception, and outcome data) and time line for completion (How will we know if it worked?)

This document will be presented to your site supervisor and other school stakeholders as well as to your Practicum class. Students may use the Closing the Gap Action Plan, School Counseling Core Curriculum Action Plan, or Small-Group Action Plan templates provided by the ASCA National Model (2012) as a guideline. The document is due October 24 and students will present their findings to the class.

Part 2: Based on the identified concern, students will deliver a classroom lesson or facilitate a small-group. Students will collect data on the unit or small group and create a document of the program's effectiveness and make suggestions for future implementation of the program. Students may use the School Counseling Core Curriculum Results Report or the Small Group Results Report templates provided by the ASCA National Model (2012) as a guideline. The document is due November 28 and students will present their findings to the class.

Professional Dispositions

See <https://cehd.gmu.edu/students/polices-procedures/>

Students are expected to exhibit professional behaviors and dispositions at all times.

Class Schedule

Tentative Schedule for EDCD 755 Fall 2018**

Date	Topics	Assignments Due
Aug. 29 Class 1	Welcome, Orientation to Class, Expectations, Syllabus Review, <i>Group Supervision</i>	
Sept. 5 Class 2	Virginia School Report Card Activity, Section 504 Guidelines, Homebound Instruction, School Support Team Referrals, School and Community Resources & Supports, <i>Group Supervision</i>	Professional Liability Insurance
Sept. 12 Class 3	Standards of Accreditation, Graduation Requirements & VDOE Regulations, Academic Advising/Academic & Career Plans, <i>Group Supervision</i>	Submit Practicum Learning Goals
Sept. 19 Class 4	Registration Process and Mock Registration Activity, Evaluation of Academic Records & Transcripts and Class Scheduling, All Things Testing, <i>Group Supervision</i>	Submit School Counseling Practicum/Internship Contract
Sept. 26 Class 5	First Recorded Counseling Session Presentations, <i>Group Supervision</i>	Case Presentation and Handout Due
Oct. 3 Class 6	First Recorded Counseling Session Presentations, <i>Group Supervision</i>	Case Presentation and Handout Due
Oct. 10	Critique Cover Letters and Resumes, School Crisis	Cover Letter & Resume

Class 7	Management and Response Plan, School and District Policy Regarding CPS Reporting, , <i>Group Supervision</i>	Due
Oct. 17 Class 8	Conducting a Risk Assessment, Conducting a Threat Assessment, Suicide Prevention Guidelines, <i>Group Supervision</i>	Mid-Semester Evaluation Due
Oct. 24 Class 9	Closing the Achievement Gap Part 1 Presentations, <i>Group Supervision</i>	Closing the Achievement Gap Project Part 1 Due
Oct. 31 Class 10	Critique Introductory Letters, Promotion/Retention, Grading Policy, Withdrawing from Courses, Transfer Students, Exchange Students, Governors School, Boys & Girls State, Summer School, Forms and Forms and Forms OH MY!, <i>Group Supervision</i>	Introductory Letter Due
Nov. 7 Class 11	Second Recorded Counseling Session Presentations, <i>Group Supervision</i>	Case Presentation and Handout Due
Nov. 14 Class 12	Second Recorded Counseling Session Presentations, <i>Group Supervision</i>	Case Presentation and Handout Due
Nov. 21	Thanksgiving Break- NO CLASS	
Nov. 28 Class 13	Closing the Achievement Gap Presentations	Closing the Achievement Gap Project Part 2 Due
Dec. 5 Class 14	Closing the Achievement Gap Presentations Licensure/VDOE Presentation Mock Interview Activity	Practicum Hours Log Site Supervisor Final Evaluations Evaluation of Clinical Experience Results Report Uploaded to Taskstream
Dec. 12 Class 15		ALL DOCUMENTS DUE

**Faculty reserves the right to alter the schedule as necessary, with notification to students.

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All

communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.

- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).
- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/> .

Assessment Rubric(s)

EDCD 755 Closing the Achievement Gap Project

	(4) Excellent	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
1. Intervention Goal	Goal set meets SMART goal format (specific, measurable, attainable, realistic/relevant, and time-bound) (4)	Goal mostly follows SMART goals format but needs some improvement/specifications (3)	Goal is reasonable, but does not follow SMART goal format (2)	Goal is inappropriate, irrelevant, or absent (1)

2. Intervention Plan	Activity outlined is related to identified student needs, relevant to the stated goal, evidence-based, and appropriate to the role of a professional school counselor (4)	Activity outlined is fairly well thought out and/or researched, relevant to the stated goal, and appropriate to the role of a professional school counselor (3)	Activity is not particularly well thought out, or is not relevant to the goal, or is an inappropriate school counseling intervention (2)	Activity is not well thought out, is not relevant to the goal, and/or is an inappropriate school counseling intervention (1)
3. Data Collected	Process, Perception, and Outcome data were collected and clearly identified, and were relevant to stated goals (4)	Process, Perception, and Outcome data were collected, but were either presented in a confusing way, or were not completely relevant to stated goals (3)	Process or Perception data were irrelevant to the stated goal of the intervention, or there were problems with the process or perception data collected (2)	Data were missing, or outcome data were irrelevant to the goal (1)
4. Data Analysis and Recommendations	Data accurately and thoughtfully analyzed; Recommendations made are clear, insightful, related to the data, and useful to improve future efforts to improve student success (4)	Data are accurately analyzed and recommendations are related to the data and useful for future efforts to improve student success (3)	Data are superficially analyzed and recommendations have limited usefulness for future efforts to improve student success (2)	Data are not sufficiently or accurately analyzed; recommendations are missing or not useful in planning future interventions (1)