

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

EDCD 791.011 – Internship in Counseling  
3 Credits, Spring 2019  
Mondays 4:30 – 7:10 PM Krug Hall Room 202A – Fairfax

**Faculty**

Name: Victoria Stone, PhD, LPC  
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Office Phone:  
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**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**

This course provides supervised practice for a minimum of 200 hours (for school counseling students) and 300 hours (for community agency students) in a counseling setting similar to the setting in which the student may work. This is a weekly graduate class with an emphasis on the counseling process.

The internship course is an arranged, supervised experience in counseling. The course aims to provide skills in working towards social justice, developing advanced multicultural counseling intervention skills, developing skills in leadership and advocacy to effectively design and implement community prevention programs, and developing ways to improve theoretical conceptualizations of applied interventions. Thus, the focus of the course will be on providing professional counseling within the parameters of the George Mason University Counseling and Development Program mission, e.g., multiculturalism, advocacy, leadership, and social justice.

During the semester, students will present, discuss, and conceptualize their counseling work, explore culturally specific interventions, explore applications of social justice to their counseling work, examine countertransference as it relates to the counseling process, and plan and develop required activities which include an evaluation of their practicum site. Students will be required to see at least two (2) clients for a minimum of four (4) sessions each during the semester. Clients should consist of individual, family, and group cases. Class seminars will consist of role-plays, case processing; and discussion of professional issues, personal reactions to clients, and program evaluation and development.

Because of the serious nature of this work, 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. You may not discuss cases in other classes, with friends or relatives,

or in social situations since it is essential to maintain confidentiality. Violations of this principle in any form will be treated as a serious ethical/legal infraction. It is also imperative that you discuss cases with your on-site supervisor. If you have questions or concerns that need immediate attention, please call, or email the instructor.

### **Course Delivery Method**

This course will incorporate lectures, full class and small group discussions, cooperative learning groups, student presentations, personal reflection, and hands-on learning activities.

### **Learner Outcomes or Objectives**

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

1. Provide an opportunity for practicing competencies developed throughout the graduate training program.
2. Provide an orientation to the organizational structure, protocol, relationships, and working conditions in community agency counseling settings.
3. Explore counseling strategies for individuals, groups, and families within a culturally diverse framework.
4. Stimulate the formulation of, and identification with, a professional role.
5. Provide an awareness and skills in facilitating the process of community and school integration and intervention in meeting the needs of clients.
6. Implement practices conducive to social justice and human rights.
7. Inculcate high standards of professional ethics; to give experience involving ethical decision-making and practice related to counseling.
8. More effectively understand the nature of the changing role of the professional counselor that includes advocacy, leadership, and social justice.
9. Develop prevention programs within a community context.
10. Work collaboratively with colleagues from other disciplines in order to more effectively meet organizational goals.

### **Professional Standards (Council for Accreditation of Counseling and Related Educational Programs-CACREP)**

EDCD 791 is the culminating course for C&D graduate students. The internship experience is designed to enhance those skills acquired in the graduate program. The course will provide opportunities to refine advanced skills and reflect on ways to improve understanding and conceptual ability. Additional emphasis will be on C&D's basic mission statement, stressing the need for counselors to demonstrate Social Justice, Advocacy, Leadership, and Multicultural Competencies.

The class fulfills the requirements for the following professional organizations:

- Council for the Accreditation of Counseling and Related Educational Programs (CACREP) requirements that counselor education programs include the study of helping relationships.
  - o CACREP-Section II.K.a: An understanding of all aspects of professional functioning; and
  - o CACREP-Section SCP.D: Clinical Instruction.
- American Counseling Association (ACA) Code of Ethics requirement that counselors establish counselor education and training programs that integrate academic study and supervised practice.

### **Required Texts**

None; readings will be assigned by the instructor.

## Recommended Texts and Readings

American School Counselor Association (2012). *The ASCA National Model: A framework for school counseling programs* (3rd ed.). Alexandria, VA: 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. (2013). *Making data work* (3rd ed.). Alexandria, VA: American School Counseling Association.

Holcomb-McCoy, C. (2007). *School counseling to close the achievement gap: A social justice framework for success*. Thousand Oaks, CA: Corwin Press.

## Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

Each student will:

1. Attend each class and complete all assignments and readings. Per C&D Program Attendance Policy, more than one unexcused absence will result in course failure.
2. Participate and contribute to class discussions and activities.

All written assignments must be typed and must follow APA format unless indicated by instructor. Grading on written work will consider the following factors: quality of written work and adherence to requirements of assignment. As a graduate student, it is expected that all your work will be turned in on the assigned dates. A late assignment will be subject to a grade penalty.

## Course Materials

All Internship materials are located on Blackboard under the Counseling Program Organization page. Click the Practicum and Internship link located on the left-hand side. You should print out copies of the Information for SC On-Site Supervisor, Supervision Agreement, Log of Hours, Mid-Term Evaluation and Final Evaluation forms for your site supervisor, and any other relevant materials.

## Assignments and/or Examinations

**A minimum of 200 hours in the field placement.** Hours spent in class or at home preparing GMU assignments may not be counted toward the hour requirement. *Achieving the hours required to pass this class is the sole responsibility of the student.*

The Supervision Agreement signed by you and your on-site supervisor is due by the second class meeting. On-site Supervisors will then be contacted directly by the University Supervisor to initiate the collaborative supervisory relationship and answer any questions about the Supervision Agreement.

**Participation.** As a class that focuses on learning from practical experiences of the students, this class places a heavy emphasis on processing of information through class discussion, small group discussion, and participating in experiential activities. In addition, because the class will be so interactive and experiential, there is no way to “get the information” from a missed class—the class experience cannot be replicated. For these reasons, your class attendance and active participation is vital not only to your learning, but

to your classmates learning as well. Several factors will go into your participation grade, including:

- i) **attendance** (every student is expected to be at every class),
- ii) **punctuality** (every student is expected to be ready to go when class begins, and to stay for the duration of class time),
- iii) **active participation** in class exercises (key is *active*, contributing ideas, giving feedback, participating in group discussions)
- iv) **substantive contributions** to class discussions (not quantity of contributions, but contributions that demonstrate thoughtful analysis of information; comments that move discussion forward; comments based on knowledge and experience, not just opinion; and a demonstrated ability to propose new ideas and/or build on others' ideas in a meaningful way)

**Student-Client Presentation.** Students will present one student-client presentation during group supervision in order to receive feedback and consultation from the group. For the group supervision case presentation, internship 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. These forms will be shredded by the student after class.

**Two Recorded Counseling Sessions for Review/Feedback.** Students will record at least two counseling sessions with students and play the recordings during group supervision in order to receive feedback and consultation from the instructor and peers. Practicum students are required to obtain written parent permission prior to taping sessions with a minor. The original of the parent permission form should be kept in the school with the site supervisor, but the student should keep a copy of the form for his or her records.

**Targeted Intervention Project and Results Report. This is a Performance Based Assessment.** Using the ASCA National Model (3<sup>rd</sup> ed.) as a guide, students will develop an action plan for either a school counseling curriculum unit or a small group experience. Students should collaborate with their supervisor or other educators in developing the Unit or group, but the project should be the intern's primary responsibility. Students will collect data on the Unit or small group, and complete a Results Report (ASCA National Model, 3<sup>rd</sup> ed.) to analyze the program's effectiveness and make suggestions for future implementation of the program.

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

- a. Outlines the identified concern found through data analysis (What is the issue?)
- b. Presents a basic needs assessment to address the concern (Who/what is needed to help?)
- c. Details a counseling program/intervention (e.g., training for parents/teachers; classroom lesson; group, etc.) that could address the concern (What we will do about it.)

This document should be presented to your site supervisor and other school stakeholders as well as to your internship class.

**Final Supervisor Evaluation. This is a Performance-Based Assessment.** Students are required to upload their final supervisor internship evaluation to TK20 found under the “assessment” link in Blackboard.

- **Other Requirements**

**Paperwork- \*Students cannot pass Internship without this paperwork\*.**

1. **Professional Counseling Liability Insurance.** Student Counselors *must* purchase their own professional counseling liability insurance policy. Professional counseling organizations provide such coverage, some with association membership, and offer student rates.
2. **School Counseling Internship Agreement and Goal Statement.** Students are expected to read over and complete the Internship contract with their site supervisor, as well as develop a one page Personal Goals Statement which describes goals particular to your needs and the experiences available at the site.
3. **Satisfactory mid-semester and final evaluations from Site Supervisor.** These evaluations should be completed by the site supervisor, and 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.
4. **Log of hours.** Completed and signed by on-site supervisor.

## **Other Requirements**

### **Grading**

- 20% Participation
- 20% Student-Client Presentation
- 20% Recording of two sessions
- 20% Targeted Intervention Project and Results Report
- 20% Final Supervisor Evaluation

EDCD 791 is a pass or fail course. Students must achieve a passing grade in order to successfully complete/pass the requirements of the Internship. Students will be evaluated on the course requirements as listed above. It is expected that all students will demonstrate skills through class participation, presentations, evaluations, and assigned projects and papers. Consultation with university and on-site supervisors regarding the intern’s performance will occur during the semester and scores lower than a three on your final evaluation from your on-site supervisor could result in course failure.

### **Grading Scale:**

George Mason University policies prohibit instructors from issuing a grade of A+. The following grading scale will be used for this course:

- A 97—100
- A- 94—96
- B+ 91—93
- B 87—90

B- 84—86

C 80—83

F 0—79

Internship verification form reminders:

All students who are planning to pursue licensure should have their internship instructor fill out their verification of internship forms by the end of the semester. Failure to do so could result in delaying your LPC application process, since you must have your internship professor and site supervisor complete these forms. Verification of internship forms can be downloaded from the VA Board of Counseling website ([www.dhp.state.va.us/counseling](http://www.dhp.state.va.us/counseling)).

Graduation/exit interview survey reminders:

Students who plan to graduate in May 2018 should apply online for graduation by should visit the Registrar's office at <http://registrar.gmu.edu/graduation/index.html> for additional information regarding graduation procedures. You must file the graduation intent form online. Check the due date. In addition, all graduating students should complete a C&D exit interview online survey. A link for this online survey will be emailed to you by the C&D faculty/staff towards the end of the semester. All exit interviews will be anonymous

**Selected performance-based assessment**

The performance-based assessments for this course is the on-site supervisor final evaluation. This must be uploaded to Blackboard as part of the final grade. See rubric at the end of the syllabus.

**TK20 PERFORMANCE-BASED ASSESSMENT SUBMISSION REQUIREMENT**

Every student registered for any Counseling & Development course with a required performance-based assessment is required to submit this assessment, On-Site Supervisor Final Evaluation; and Client Feedback Report, to Tk20 through Blackboard (regardless of whether the student is taking the course as an elective, a onetime course or as part of an undergraduate minor). Evaluation of the performance-based assessment by the course instructor will also be completed in Tk20 through Blackboard. Failure to submit the assessment to Tk20 (through Blackboard) will result in the course instructor reporting the course grade as Incomplete (IN). Unless the IN grade is changed upon completion of the required Tk20 submission, the IN will convert to an F nine weeks into the following semester.

**Professional Dispositions**

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

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

## Class Schedule

<b>Date Week</b>	<b>Topics</b>	<b>Assignments &amp; Reminders</b>
<b>Jan 28</b> Class 1	Welcome, Orientation to Class, Expectations, Syllabus Review Group Supervision	Review crisis management & response plan, CPS reporting policy with supervisor & report back
<b>Feb 4</b> Class 2	Basic Counseling Skills Review; Overview of Accountability Project Group Supervision	<b>-Professional Liability Insurance</b> <b>-Contracts</b>
<b>Feb 11</b> Class 3	Multicultural Counseling Review Group Supervision	<b>-Internship Goal Statement</b>
<b>Feb 18</b> Class 4	Group Counseling Review <i>Emerging Topics</i> Group Supervision	
<b>Feb 25</b> Class 5	<i>Emerging Topics</i> Group Supervision	* <i>Case presentations</i>
<b>Mar 4</b> Class 6	<i>Emerging Topics</i> Group Supervision	* <i>Send mid-semester evals to supervisors</i>
<b>Mar 11</b>	<i>GMU Spring Break</i>	
<b>Mar 18</b> Class 7	<i>Emerging Topics</i> Group Supervision	* <b>Mid-semester evals due to me</b> * <i>Case presentations</i>
<b>Mar 25</b> Class 8	<i>Emerging Topics</i> Group Supervision	* <i>Case presentations</i>
<b>Apr 1</b> Class 9	<i>Emerging Topics</i> Group Supervision	* <i>Case presentations</i>
<b>Apr 8</b> Class 10	<i>Emerging Topics</i> Group Supervision	* <i>Case presentations</i>
<b>April 15</b> Class 11	<i>School Division Spring Break</i>	
<b>Apr 22</b> Class 12	Group Supervision	* <b>All Student/client presentations should be complete by this date</b>
<b>Apr 29</b> Class 13	<b>Targeted Intervention Project Presentations</b>	* <b>Targeted Intervention Project Due</b>
<b>May 6</b> Class 14	Course Wrap Up Group Supervision Course Evaluation	1) Log of hours; 2) Final Evaluations; 3) Results reports uploaded to TK20 <b>ALL Documents Due</b>
<b>May 13</b> Class 15		

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

ASSESSMENT RUBRIC: On-Site Supervisor Final Evaluation

	<b>Excellent (4)</b>	<b>Above Average (3)</b>	<b>Average (2)</b>	<b>Below Average (1)</b>	<b>Poor (0)</b>
<b>Counseling Skills</b>	<ul style="list-style-type: none"> <li>-Develops strong therapeutic relationships with most clients</li> <li>-Independently develops thorough case conceptualizations</li> <li>-Independently assesses most clients appropriately (4)</li> </ul>	<ul style="list-style-type: none"> <li>-Develops strong therapeutic relationships with some clients</li> <li>-Develops thorough case conceptualizations with clinical supervision</li> <li>-Appropriately assesses most clients with clinical supervision (3)</li> </ul>	<ul style="list-style-type: none"> <li>-Develops adequate therapeutic relationships with most clients</li> <li>-Some evidence of case conceptualization skills</li> <li>-Some evidence of assessment skills (2)</li> </ul>	<ul style="list-style-type: none"> <li>-Develops adequate therapeutic relationships with some clients</li> <li>-Relies on clinical supervision to assist with case conceptualization</li> <li>-Relies on clinical supervision to assist with assessment (1)</li> </ul>	<ul style="list-style-type: none"> <li>-Does not develop adequate therapeutic relationships with any clients</li> <li>-No evidence of case conceptualization skills</li> <li>-No evidence of assessment skills (0)</li> </ul>
<b>Professional Disposition</b>	<ul style="list-style-type: none"> <li>-Collegial at all times</li> <li>-On time for all appointments/meetings</li> <li>-Displays effective interpersonal communication at all times</li> <li>-Paperwork is well-written and timely (4)</li> </ul>	<ul style="list-style-type: none"> <li>-Collegial most of the time</li> <li>-On time for most appointments/meetings</li> <li>-Displays effective interpersonal communication most of the time</li> <li>-Paperwork is adequate (3)</li> </ul>	<ul style="list-style-type: none"> <li>-Improvement needed in one of the areas (2)</li> </ul>	<ul style="list-style-type: none"> <li>-Improvement needed in two of the areas (1)</li> </ul>	<ul style="list-style-type: none"> <li>-Improvement needed in three or more of the areas (0)</li> </ul>
<b>Utilization of Clinical Supervision</b>	<ul style="list-style-type: none"> <li>-Always engaged in supervision</li> <li>-Always prepared for supervision</li> <li>-Always thoughtful and reflective during supervision</li> <li>-Always open to feedback in supervision (4)</li> </ul>	<ul style="list-style-type: none"> <li>-Engaged in supervision most of the time</li> <li>-Prepared for supervision most of the time</li> <li>-Thoughtful and reflective in supervision most of the time</li> <li>-Open to feedback in supervision most of the time (3)</li> </ul>	<ul style="list-style-type: none"> <li>-Improvement needed in one of the areas (2)</li> </ul>	<ul style="list-style-type: none"> <li>-Improvement needed in two of the areas (1)</li> </ul>	<ul style="list-style-type: none"> <li>-Improvement needed in three or more of the areas (0)</li> </ul>



<b>Multicultural &amp; Social Justice Competency</b>	<ul style="list-style-type: none"> <li>-Identifies multicultural issues and integrates culturally appropriate interventions with all clients</li> <li>-Identifies social justice issues and advocates accordingly for all clients (4)</li> </ul>	<ul style="list-style-type: none"> <li>-Identifies multicultural issues and integrates culturally appropriate interventions with most clients</li> <li>-Identifies social justice issues and advocates accordingly for most clients (3)</li> </ul>	<ul style="list-style-type: none"> <li>-Identifies multicultural issues and can integrate culturally appropriate interventions with clinical supervision</li> <li>-Identifies social justice and advocacy issues with clinical supervision (2)</li> </ul>	<ul style="list-style-type: none"> <li>-Some identification of multicultural issues, but difficulty integrating culturally appropriate interventions</li> <li>-Some identification of social justice issues, but difficulty advocating for clients (1)</li> </ul>	<ul style="list-style-type: none"> <li>-Unable to identify multicultural issues</li> <li>-Unable to identify social justice and advocacy issues (0)</li> </ul>
<b>Self-Awareness</b>	<ul style="list-style-type: none"> <li>-High levels of self-awareness</li> <li>-Demonstrates insight into impact on others at all times</li> <li>-Ability to clearly articulate strengths and weaknesses at all times (4)</li> </ul>	<ul style="list-style-type: none"> <li>-Good self-awareness</li> <li>-Demonstrates insight into impact on others most the time</li> <li>-Ability to articulate strengths and weaknesses most of the time (3)</li> </ul>	<ul style="list-style-type: none"> <li>-Moderate levels of self-awareness</li> <li>-Some insight into impact on others</li> <li>-Some awareness of strengths and weaknesses (2)</li> </ul>	<ul style="list-style-type: none"> <li>-Limited evidence of self-awareness</li> <li>-Limited evidence of insight into impact on others</li> <li>-Limited evidence of awareness of strengths and weaknesses (1)</li> </ul>	<ul style="list-style-type: none"> <li>-No evidence of self-awareness</li> <li>-No evidence of insight into impact on others</li> <li>-No evidence of awareness of strengths and weaknesses (0)</li> </ul>

## **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://catalog.gmu.edu/polices/honor-code-system/>).
- 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](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursessupport.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/>.**