

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

EDCD 793.DL1 Internship in Mental Health Counseling 1  
3 Credits, Fall 2024  
Mondays, 4:30 – 7:10 PM  
Synchronous Online

**Faculty**

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**Prerequisites/Corequisites**

Pass EDCE 792 Internship in Mental Health Counseling I; completion of all required coursework.

**University Catalog Course Description**

Provides supervised practice in a clinical mental health counseling setting similar to the setting in which the student may work with an emphasis on the counseling process. Builds on previous practicum and Internship I experiences.

**Course Overview**

This course provides supervised practice for a minimum of 300 hours in a counseling setting similar to the setting in which the student may work after graduating. This is a weekly graduate class with an emphasis on the counseling process.

The Internship II course is an arranged, supervised experience in counseling. Students will further develop their counseling intervention skills, including theory-based case conceptualization and treatment planning with attention to systemic and sociocultural considerations and opportunities for advocacy.

This course will include relevant and emerging topics for Internship II students and will include time for group discussion. During the semester, students will present, discuss, and conceptualize their counseling work. They will explore culturally specific interventions and applications of social justice to their counseling work. Group supervision will allow students to process and receive feedback on current clients they are working with and other professional issues they are experiencing at their sites. Students will have opportunities to discuss specific site-related issues, process personal reactions, and strategize about techniques and interventions. 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.

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 be delivered online (76% or more) using a synchronous format via Mason’s Learning Management System (LMS). You will log in to the course site using your Mason email name (everything before @gmu.edu) and email password. The course site will be available on 8/21/24.

- To access your course in Blackboard Learn: <https://mymasonportal.gmu.edu/>

**Under no circumstances may students participate in online class sessions while operating motor vehicles.**

**Course Objectives**

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

1. Practice competencies developed throughout the graduate training program.
2. Explore counseling strategies for individuals, groups, and families within a culturally diverse framework.
3. Effectively understand the nature of the changing role of the professional counselor that includes advocacy, leadership, multiculturalism, and social justice.
4. Stimulate the formulation of, and identification with, a professional role.
5. Reinforce and practice appropriate personal and professional self-care strategies
6. Utilize theories and models related to clinical mental health counseling (CACREP 5.C.1.b.).
7. Apply principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning (CACREP 5.C.1.c.).
8. Enhance essential interviewing, counseling, and case conceptualization skills (CACREP 2.F.5.g).
9. Apply developmentally relevant counseling treatment or intervention plans (CACREP 2.F.5.h).

**Professional Standards**

***Council for Accreditation of Counseling and Related Education Programs (CACREP) 2016***

CACREP Standard	Course Objective Coverage	Course Activities
essential interviewing, counseling, and case conceptualization skills (CACREP 2.F.5.g)	This Standard is part of Course Objective #8; see class schedule for specific classes	Course activities that discuss this Standard include: lecture and class discussion case conceptualization skills; presentation of student work on case conceptualization.  Additionally, this Standard is measured as part of the Case Conceptualization (assignment # 2), which assesses KPI A.5.b.1
developmentally relevant counseling treatment or intervention plans (CACREP 2.F.5.h)	This Standard is part of Course Objective #9; see class schedule for specific classes	Course activities that discuss this Standard include: lecture and class discussion on developmentally relevant counseling treatment, student presentations of treatment plan.

		Additionally, this Standard is measured as part of the Case Conceptualization (assignment # 2), which assesses KPI A.5.b.1
theories and models related to clinical mental health counseling (CACREP 5.C.1.b)	This Standard is part of Course Objective #6; see class schedule for specific classes	Assigned readings that discuss this Standard include: article or book chapter on selected theory.  Course activities that discuss this Standard include: presentation of student work on case conceptualization from theoretical orientation.  Additionally, this Standard is measured as part of the Case Conceptualization (assignment # 2), which assesses KPI A.9-CMHC.a.2

In addition, the following professional standards are addressed in this course:

- This course (along with 793) fulfills the CACREP requirement for 600 hours of counseling internship with at least 240 direct client hours (CACREP 3.J, 3.K). During this course, students are provided with individual supervision by the site supervisor averaging one hour per week, as well as group supervision provided by the university supervisor, averaging at least 1.5 hours per week (CACREP 3.L, 3.M).
- This course fulfills part of the Virginia Board of Counseling Licensed Professional Counselor (LPC) coursework requirement (18VAC115-20-51) for “Supervised internship of at least 600 hours to include 240 hours of face-to-face direct client contact”

### Required Texts

None; readings will be assigned by the instructor.

### Additional Readings

Gilbert, P. (2019). Psychotherapy for the 21st century: An integrative, evolutionary, contextual, biopsychosocial approach. *Psychology and Psychotherapy: Theory, Research and Practice*, 92, 164-189. <https://doi.org/10.1111/papt.12226>

### Course Materials

All Internship materials are located on Blackboard under the Counseling and Development Organization page. Click the Clinical Mental Health Counseling P&I link located on the left-hand side. You should provide copies of the Information for CMHC On-Site Supervisor, Supervision Agreement, and Evaluation forms for your site supervisor, and any other relevant materials.

### Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed internet access with updated browsers.

- Blackboard Learn supported browsers:  
[https://help.blackboard.com/Learn/Student/Ultra/Getting\\_Started/Browser\\_Support](https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support)
- Canvas supported browsers: <https://guides.instructure.com/a/720329>
- Consistent and reliable access to GMU email and the course LMS, as these are the official methods of communication for this course.
- Speakers and a microphone or a microphone-enabled headset for use with the synchronous web conferencing tools.
- Note that students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.

## Expectations

- Course Week:  
Our course week will begin on the day that our synchronous meetings take place as indicated on the Schedule of Classes.
- Log in Frequency:  
Students must actively check the course LMS site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 2 times per week. In addition, students must log in for all scheduled online synchronous meetings, if any.
- Participation:  
Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- Technical Competence:  
Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- Technical Issues:  
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- Workload:  
Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities, and assignments due.
- Instructor Support:

Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

- Netiquette:

The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

### **Course Performance Evaluation**

Students are expected to submit all assignments on time in the manner outlined by the instructor.

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 Requirements**

*Failure to adhere to, or successfully complete, these requirements may result in course failure.*

### **Hours and Client Contact Requirements**

- A minimum of 300 hours is required for the field experience in Internship II.
- Of the 300 hours, students are required to accrue 120 direct hours for Internship II.
  - Students unable to accrue 120 direct client hours during Internship II (and any additional direct hours not fulfilled in Internship I) and 180 indirect hours will not pass the class.
  - *Direct hours* include face-to-face client contact (intakes/assessment; individual, group, and family counseling or conjoint counseling) and case consultation outside of supervision.
  - *Case consultation* includes discussions with other professionals or stakeholders that directly affect the treatment of the client(s). The total direct hours from case consultation can be no more than 20% of the direct hours for the semester.
- The remaining hours are *indirect hours* (180). Indirect activities include group/individual supervision, documentation, training, and more (see log of hours). Hours spent in class are considered *group supervision* and should be logged as such.
- Students will be required to see at least two (2) clients for a minimum of four (4) sessions each during the semester.
- *Achieving the hours required to pass this class is the sole responsibility of the student.*  
**Students cannot pass the class without meeting the hours requirements.** *If concerns arise, the student should first talk with their site supervisor and then their university supervisor for assistance.*

## Required Documentation

All documents are required unless otherwise noted. **Students cannot pass the class without the required paperwork.**

**Beginning of Semester Paperwork** – must be signed and submitted to Bb organization:

- Copy of Liability Insurance (valid through Intern II; only need to submit if expired since completing Internship I.)
- Practicum/Internship Supervision Agreement (submit if you have been assigned a new univ. or site supervisor since completing the Internship I course)
- Term Break Agreement for post-Internship I (optional; required only if continuing on-site during break)

**End of Semester Paperwork** – must be signed and submitted to Bb organization:

- Monthly Log of Hours (sign and submit to university supervisor monthly; turn all in with other end of semester paperwork)
- Internship II Summary Log of Hours
- P&I Checklist

## Assignments

**1. Counseling Session Recording and Written Narrative.** Students will conduct **two** audio or video recordings of their counseling sessions and complete a written narrative to accompany each recording.

You will submit the following for both assignments:

- 20-minute audio or video recording to password protected OneDrive folder** provided by instructor. You may clip the recording at 20 minutes or provide a note about which 20 minutes the instructor should review; otherwise the instructor will review the first 20 minutes.
- Consent to record (signed) to password protected OneDrive folder** provided by instructor. Assignment cannot be graded without this.
- Written narrative to Blackboard under Assignments** (identifying information removed). The written narrative will be about 3 pages and should include:
  - A brief description of the client and their presenting issue
  - The primary focus that you are working on with your client
  - The theoretical orientation from which you are working and why
  - At least two interventions you used, if they were effective/ineffective, and how you assessed their effectiveness
  - Relevant ethical and diversity considerations
  - An evaluation of your strengths and weaknesses as a counselor with evidence/examples

### **Guidance on recordings:**

- Make sure that the student-counselor and client can be clearly understood in the recording.
- We strongly recommend that student-counselors begin recording early in the semester, so that recording becomes an integral part of your therapy sessions. By recording regularly, you will have several recordings to choose from for the assignments.
- No recordings can be viewed or shared without the signed consent.
- All recordings and consents must be submitted to the secure OneDrive folder provided by your instructor.
- Recorded counseling sessions should be deleted at the end of the semester.
- The instructor may request additional recordings from students based on overall assessments by the instructor and the Site Supervisor.
- Recordings are not to be played in the presence of others as this violates the client's informed consent.
- Students in the course are expected to maintain confidence about cases that others present as well as about what other students share about their own experiences.

### **2. Written Case Conceptualization and Presentation with Recording Clip**

(Key Assignment: KPI A.5.b.1; CACREP 2.F.5.g, 2.F.5.h / KPI A.9-CMHC.a.2; CACREP 5.C.1.b, 5.C.1.c)

Students will develop a case conceptualization for a client. They will present a summary of this case conceptualization along with a short recording clip of the client session in class.

Students will:

- a. **Submit the written case conceptualization to Blackboard** under Assignments. Use the Case Conceptualization and Treatment Plan (CCTP) rubric at the end of the syllabus. Submit this to VIA as well.
- d. **Submit the consent to record (signed) to password protected OneDrive folder** provided by instructor. Assignments cannot be graded without this.
- b. **Prepare a 5-minute recording clip** of the client to play in class. Select a clip that you would like to receive feedback on.
- c. **Prepare a short oral summary based** on the case conceptualization to share with the class (about 5 minutes). The presentation and discussion will provide you the opportunity to discuss your client's concerns, personal reactions, difficulties, etc. You will have the opportunity to receive feedback and assistance from your peers and instructor for both personal and professional growth. *Presentation dates will be assigned during class.*

**3. Group Leadership (Serve as Co Leader or Leader).** Internship II students must gain experience with group leadership and development. To this end, student counselors will engage in the following:

Lead or co-lead a counseling group at their site. The group should be a minimum of 6 sessions and will be based on group preparation work completed in Internship I if you were not engaging in group work during that time. Students will be expected to :

- i. **Lead or co-lead 6 group counseling sessions** at their site.
- ii. **Submit a 2-page reflection paper to Blackboard** describing (1) their experiences leading the group, (2) their strengths as a group leader, and (3) their growth areas as a group leader.

**4. Mid Semester Site Supervisor Evaluation.** Students will send a link to their site supervisor to complete the mid-semester evaluation online. Remediation may be provided if evaluation is not satisfactory. Note: The instructor, student, and site supervisor will schedule a meeting (~20-30 minutes) to review the student's progress following the mid semester evaluation.

**5. Final Site Supervisor Evaluation.** Students will send a link to their site supervisor to complete the mid-semester evaluation online. **Students may not pass the course if their final evaluation (from university and site supervisor) is not satisfactory.**

**6. Class Participation.** Students enrolled in internship courses are expected to demonstrate a high level of participation in class. Students must be in a quiet/confidential space for class meetings. Due to the sensitive nature of the class discussion, you may not participate from a communal space. ***Cameras must be on during the entire class meeting.***

**Students are expected to:**

- be on time for class and present for the duration of the class
- demonstrate engagement during *every* class meeting; you will be asked to give feedback on and discuss case presentations, discuss the course readings, and be active in all class discussions.
- demonstrate preparedness for each class meeting
- be respectful and attentive

**The following rubric will be used to grade participation:**

- 10: Attends all classes, arrives on time, and actively participates in most classes
- 9: Attends all classes, arrives on time, and moderately participates in most classes  
OR misses one class (unexcused), arrives on time, and actively participates in most classes
- 8: Attends all classes, arrives on-time, and moderately participates in most classes
- 7: Misses one class, arrives on-time, and moderately participates in most classes
- 6: Misses one class and/or several times late to class and/or low participation in most classes
- 5-below: Misses one class and/or chronic lateness and/or minimal participation in most classes.

## **Other Requirements**

### **Course Expectations**

APA Format: Students in Counseling & Development courses are expected to use APA style (7<sup>th</sup> ed.) for written papers.

### Electronic Devices

**Turn off and put away all electronic communication devices during class.** Cell phones, pagers, and other communicative devices are not allowed in this class. Please keep them stowed



away and out of sight. Laptops or tablets (e.g. iPads) may be permitted for the purpose of taking notes only. Engaging in activities not related to the course (e.g. gaming, email, chat, text, etc.) will result in a significant deduction in your participation grade. **Notify the instructor prior to class if you have an emergency situation that requires accommodation.**

### Attendance

In accordance with the policies of the Counseling and Development Program, on-time attendance at every class meeting is expected. Late arrival to class will impact class participation grade. **Two or more unexcused absences may result in course failure.** Attendance on the first day of class is required. Excused absences are permitted for illness, holidays, or emergency situations only; documentation is required for the absence to be considered excused and must be communicated to instructor immediately. Work-related absences are not considered excused.

### Course Requirements

Each student is expected to do the following: (1) attend each class, (2) complete all reading assignments before class, (3) arrive on time and stay for the entire class period, (4) participate in discussions and in-class work groups, (5) regularly check GMU email, and (6) submit or access documents via Blackboard as assigned.

### Plagiarism

Plagiarism is a violation of both the George Mason University code of honor and the expected professional dispositions of the Counseling Program. The GMU English Department has developed the following statement regarding plagiarism: <https://writingcenter.gmu.edu/writing-resources/citing-sources/plagiarism>

## **Grading**

Recording & Written Narrative (2)	30
Case Conceptualization & Presentation	15
Group Leadership and Development	15
Mid Semester Site Supervisor Evaluation	15
Final Site Supervisor Evaluation	15
<u>Participation</u>	<u>10</u>
	100

**In accordance with the George Mason University Grading Policy, the following grades may be achieved:** A [100-94]; A- [93-90]; B+ [89-87]; B [86-84]; B- [83-80]; C [79 - 70]; F [69 and below]

**Passing grade = B or better**

### **Use of Generative AI**

Use of Generative AI tools should be used following the fundamental principles of Mason's Academic Standards. This includes being honest about the use of these tools for submitted work and including citations when using the work of others, whether individual people or Generative AI tools.

**Use only with prior permission** – Counseling students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments

in this course **if instructor permission is obtained 7 days in advance of the assignment due date and if that use is properly documented and cited.** Unless given permission to use those tools and citations provided, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

### Professional Dispositions (CEHD Student Guide)

Throughout study in the College of Education and Human Development, students are expected to demonstrate behaviors that reflect the positive dispositions of a professional. See <https://cehd.gmu.edu/current-students/cehd-student-guide>.

### Professional Dispositions (PD) Assessment

Professional Dispositions Assessments are completed by instructors in all required courses. A developmental approach to PD Assessment is used, understanding that students are developing in their awareness, skills, and abilities throughout the course of the Counseling Program. In general, students in “basic or pre-practicum level” courses may demonstrate the disposition sometimes or inconsistently. Students in “intermediate or practicum level” courses should demonstrate the disposition more often or frequently. Students in “advanced or internship level” courses should demonstrate the dispositions always or almost always. The courses are assigned to levels as follows:

<i>Course Level</i>	<i>Courses</i>
<b>Basic (Pre-Practicum)</b>	Core: 602, 601, 525, 603, 609, 606, 604, 656 CMHC: 654, 652, 658 SC: 613, 611, 626
<b>Intermediate (Practicum)</b>	Core: 608, 660, 628, 619, 610, 797 CMHC: 750 SC: 751
<b>Advanced (Internship)</b>	CMHC: 792, 794 SC: 793, 795

Professional Dispositions assessments are scored as follows:

- **4: Consistently Evident** – The student demonstrates the disposition all or almost all of the time. This rank is considered exceptional, particularly for students who are at the beginning of their program. Students who are advanced in the program (i.e., in their last year of the program and enrolled in Internship I or II) should expect to achieve this rank.
- **3: Frequently Evident** – The student demonstrates the disposition often or most of the time. It is expected that students in the middle of the program (i.e., usually the second year for full time or third year for part time students) will achieve this rank. This reflects that they have moved beyond the initial phase of counselor training and are developing well towards being a professional counselor.
- **2: Sometimes Evident** – The student demonstrates the disposition sometimes or inconsistently. It is expected that students at the beginning of the program (i.e., first year for most students) will achieve this rank. Students at the beginning of the program are expected to be developing towards these professional dispositions as a part of their counselor training and preparation for their future as a professional counselor.
- **1: Seldom Evident** – The student demonstrates the disposition rarely or not at all. In some instances, this may also indicate a harmful demonstration of professional disposition(s). Students at the beginning of their program may achieve this rank, which can be developmentally appropriate as they learn the expectations for students and future professional counselors. Should this occur, students should expect to meet with their advisor, who will assist them in addressing the area of concern.

- **N/A: Not Applicable** – An instructor or supervisor may use this to note that they did not have the opportunity to observe the disposition or that it was not relevant in the given context. This is most likely to occur at the beginning of the program when some dispositions may not be germane to the particular class.

### Class Schedule

Class	Topic	Reading(s) Due	Assignment(s) Due  Monthly logs due after the last day of each month	Course Obj. #
One week prior	Students may begin seeing clients and <b>accruing indirect hours for Internship I with approval of site supervisor</b>		Liability insurance must be current to see clients	
Class 1 8/26/24	<ul style="list-style-type: none"> <li>• Introduction to Course</li> <li>• Review Syllabus</li> <li>• What is it like to enter your final semester at your site? Identify goals to promote personal and professional development</li> <li>• Choose Case Conceptualization and individual supervision dates</li> <li>• Email Dr. Hausch Site Supervisor contact information, if any changes</li> </ul>	Review Syllabus and Seminar Guidelines	Supervision agreement due (if needed due to change of university or site supervisor) Email questions (e.g., how to identify specialty areas; set up your own practice) in advance of 9/9/24 class	4
Class 2 9/2/24	<b>Labor Day No Class</b>			
Class 3 9/9/24	Professional Development interest exploration  Speaker –Gabrielle Anderson, LMFT	Students/Faculty will present	Bring to class: CCTP sections 1, 2, & 4	7, 8
Class 4 9/16/24	<ul style="list-style-type: none"> <li>• Counselor self/community care and wellness</li> <li>• Discuss theoretical orientations prepared for class</li> </ul>	Article or book chapter on selected theory	Bring to class: Theoretical Orientation (CCTP section 3)	5, 6
Class 5 9/23/24	Discuss group leadership and development experience so far	Review group counseling text		3, 10
Class 6 9/30/24	Individual Supervision with Dr. Hausch <b>No class</b>		<b>Monthly Log #1 DUE</b>	
Class 7 10/7/24	<b>Spring Recess No Class</b>			
Class 8 10/14/24	Case Conceptualization Presentations (2)		<b>DUE:</b> Counseling session recording and narrative # 1	1, 2, 8, 9

Class 9 10/21/24	Case Conceptualization Presentations (2)		<b>DUE:</b> Supervisor Mid-term evaluations	1, 2, 8, 9
Class 10 10/28/24	Case Conceptualization Presentations (3)		<b>Meet with your site supervisor and course instructor</b>  Email questions regarding how to prepare for the licensure exam in advance of 11/4/24 class	1, 2, 8, 9
Class 11 11/4/24	<b>Guest Speaker – Professional Development</b> Terri Smith		<b>Monthly Log #2 DUE</b>	1, 2, 8, 9
Class 12 11/11/24	TBA		<b>DUE:</b> Counseling session recording and narrative # 2	1, 2, 8, 9
Class 13 11/18/24	Follow Ups; Share group projects		<b>DUE:</b> Group Leadership and Development Presentation to class	
Class 14 11/25/24	Wrapping up and transitioning  Termination	End-of-semester checklist	<b>DUE:</b> Group Leadership and Development Paper	1, 2, 8, 9
Class 15 12/2/24			<b>DUE:</b> <ul style="list-style-type: none"> <li>• Monthly log #3</li> <li>• Summary Hrs. Log</li> <li>• Term Break Agreements</li> <li>• P&amp;I Checklist</li> <li>• Final Supervisor Eval</li> </ul>	4

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

### **Counseling Program Mission Statement**

Mason’s Counseling Program infuses values integral to the preparation of professional counselors—social justice, multiculturalism, internationalism, advocacy, and leadership—into its celebrated curriculum. Graduates are prepared to assume leadership roles; be proactive change agents; and become advocates for social, economic, and political justice. By working through interdisciplinary teams as well as infusing teaching, research, service, and professional practice, the Mason counseling program will prepare the next generation of counselors to serve the collective needs of individuals through local, national, and international contexts.

### **CEHD Commitments**

The College of Education and Human Development is committed to fostering collaboration and community, promoting justice and equity, and advancing research-informed practice. Students are

expected to adhere to, and contribute to, these commitments, the CEHD Mission, and Core Values of George Mason University. More information can be found here:

<https://cehd.gmu.edu/about/culture/>

## **GMU Policies and Resources for Students**

### *Policies*

- Students must adhere to Mason’s Academic Standards (see <https://catalog.gmu.edu/policies/academic-standards/>)
- Students must follow the university policy for Responsible Use of Computing (see <https://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 <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to VIA should be directed to [viahelp@gmu.edu](mailto:viahelp@gmu.edu) or <https://cehd.gmu.edu/aero/assessments>.
- Questions or concerns regarding use of your LMS should be directed to:
  - Blackboard Learn: <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>
  - Canvas: <https://its.gmu.edu/service/canvas/>
- For information on student support resources on campus, see:
  - TimelyCare: <https://caps.gmu.edu/timelycare-services/>
  - Writing Center: <https://writingcenter.gmu.edu/>

## **Notice of mandatory reporting of sexual assault, sexual harassment, interpersonal violence, and stalking:**

As a faculty member, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to Mason’s Title IX Coordinator per [University Policy 1202](#). If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as [Student Support and Advocacy](#)

[Center](#) (SSAC) at 703-380-1434 or [Counseling and Psychological Services](#) (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason's Title IX Coordinator by calling 703-993-8730, or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).

## SEMINAR GUIDELINES

### Privacy and Confidentiality: Seminar Discussions

1. It is expected that fellow students are provided the same level of confidence that is afforded counseling clients.
2. What is discussed within the seminar forum remains within the forum and is NOT discussed outside the seminar. Students need to feel that they are able to freely discuss in seminar both the successes and the trials they experience with their clients and with their newly-developing supervisory relationships.
3. It is expected that all students will honor the privacy of their peers as well as that of their clients.

### Peer Feedback

Each student brings to the seminar, and to her or his clients, a unique personal style informed by theory, by skills classes, and by their own experience. We also bring with us our insecurities about our abilities, as well as a strong desire to help our clients. What we need in the way of feedback from peers is good active listening, **NOT advice**. We all need to develop a sense of confidence in our instincts and our ability to interact therapeutically with our clients. As peers, we can facilitate the development of confidence in each other by drawing out each other's best reflective thoughts about the work we do. A good way to do this is to encourage each other to think more deeply or more creatively about our individual clients, to allow us to draw on our own developing resources to problem solve.

Giving advice, such as "I had a client like yours, you should read this great book on working with depression" or "you need to confront the discrepancies in your client's story" or "maybe you should try x or y" do not draw out the counselor's resources, they tell the counselor that we have the solution to their problem with a client. They are a covert way of imposing our own opinion on another. When we give advice, we mean well, but it isn't the most productive feedback.

In reality, when it comes down to it, the counselor is the one in the room with the client; what better support can we give the counselor than to strengthen her or his confidence in her own abilities. Do offer feedback that challenges the counselor to draw out his best. "You seem discouraged about client x. Has it been that way all along" is a good opener. "When did you first feel as though you were at a stuck point?" "What was that like for you?" are open questions that promote self-discovery and can lead the counselor to understanding more about themselves and their clients.

While watching or listening to client/counselor recordings, we encourage you to be an active peer observer. Think about (and be prepared to share):

- At least one thing you noticed about the client (their responses, their body language, their tone, possible incongruence, etc.).
- At least one thing the counselor did well (be specific, noting a particular question, an intervention, nonverbals, etc.).
- At least one area of growth for the counselor (e.g., You seemed to rush in a certain part. I wonder what was happening for you?).

### Assessment Rubric(s)

## Supervisor Evaluation of Student (Midterm and Final; Site and University Supervisors)

**4 - Exceeds Expectations** – Student counselor consistently exceeds expectations at a developmentally appropriate level

**3 - Meets Expectations** – Student counselor consistently meets expectations at a developmentally appropriate level

**2 – Approaching Expectations** – Student counselor does not consistently meet expectations at a developmentally appropriate level

**1 - Does not meet expectations** – Student counselor does not meet expectations at a developmentally appropriate level

**N/A- Not Applicable/Not Observed** – This area has not been observed by the supervisor.

1. The student is able to develop and implement appropriate client/student conceptualizations and treatment plans.	4	3	2	1	N/A
2. The student integrates theory and research into clinical practice.	4	3	2	1	N/A
3. The student demonstrates an ability to assess and evaluate clients/students using appropriate methods	4	3	2	1	N/A
4. The student can justify the assessment/diagnosis based on case information.	4	3	2	1	N/A
5. The student is knowledgeable about and capable of practicing within appropriate ethical and legal standards. [Final Site Supervisor Evaluation in 750/751: KPI A.1.a.2; CACREP 2.F.1.i; 2.F.1.b; and 5.C.2.1 (CMHC) or 5.G.2.n (SC)]	4	3	2	1	N/A
6. The student seeks supervision regarding any ethical or legal concerns. [Final Site Supervisor Evaluation in 750/751: KPI A.1.a.2; CACREP 2.F.1.i; 2.F.1.b; and 5.C.2.1 (CMHC) or 5.G.2.n (SC)]	4	3	2	1	N/A
7. The student engages in supervision appropriately, is open to the process, and asks questions.	4	3	2	1	N/A
8. The student is thoughtful and reflective during the supervision process.	4	3	2	1	N/A
9. The student demonstrates appropriate self-awareness.	4	3	2	1	N/A
10. The student can articulate personal and professional strengths and areas of growth.	4	3	2	1	N/A
11. The student is able to articulate multicultural counseling concerns [Final University Supervisor Evaluation in 750/751: KPI A.2.a.2; CACREP 2.F.2.a; 2.F.2.d]	4	3	2	1	N/A
12. The student integrates multicultural counseling issues and appropriate interventions into clinical practice with diverse and culturally different clients/students. [Final University Supervisor Evaluation in 750/751: KPI A.2.a.2; CACREP 2.F.2.a; 2.F.2.d]	4	3	2	1	N/A
13. The student is able to articulate concerns related to social justice.	4	3	2	1	N/A
14. The student demonstrates a commitment to social justice and can appropriately advocate for unique aspects of clients/students, including cultural, gender, sexual orientation, disability, and developmental concerns.	4	3	2	1	N/A
15. The student is able to use program/school data to identify systemic concerns that impact clients/students.	4	3	2	1	N/A
16. The student is able to make recommendations to improve the efficacy of services for clients/students.	4	3	2	1	N/A
17. The student exhibits appropriate professional behavior.	4	3	2	1	N/A
18. The student meets professional expectations for the work setting including: timeliness, collegiality, interpersonal communication, and paperwork.	4	3	2	1	N/A
19. The student demonstrates an understanding of group process and dynamics while co-leading or leading a group. [Final Site Supervisor Evaluation 793/795: KPI A.6.a.2; CACREP 2.F.6.b; 2.F.6.d; and 2.F.6.g]	4	3	2	1	N/A
20. The student demonstrates characteristics and functions of effective group leaders for leading diverse groups.	4	3	2	1	N/A

**Case Conceptualization and Treatment Plan (CCTP) – Assignment Details and Rubric (Key Assignment: KPI A.5.b.1; CACREP 2.F.5.g, 2.F.5.h / KPI A.9-CMHC.a.2; CACREP 5.C.1.b, 5.C.1.c)**

Area Assessed	%	4 Exceeds standards	3 Meets standards	2 Approaching standards	1 Below standards
<p><b>(1) Client identifying information and background:</b>  <i>Demographic information, including age, gender, ethnicity, education, etc. Include additional relevant background information. <u>Do not use names as to protect the confidentiality of your client.</u></i>                      [KPI A.5.b.1; CACREP 2.F.5.g]</p>	10	Excellent and complete description of all relevant factors	Good description of all relevant factors	Incomplete description of relevant factors	Limited or cursory description of relevant factors
<p><b>(2) Presenting Problem:</b> <i>What does the client say is the problem? How does it manifest in terms of different dimensions (e.g., school, work, physically, socially, emotionally)?</i>                      [KPI A.5.b.1; CACREP 2.F.5.g]</p>	10	Excellent and complete description of all relevant factors	Good description of all relevant factors	Incomplete description of relevant factors	Limited or cursory description of relevant factors
<p><b>(3) Theoretical Orientation:</b>  <i>What theory (or theories) will you use? What is the view human nature? What is the view of wellness (psychological health, etc.)? What is the view of psychological dysfunction (mental health problems, etc.)? What is the view of change (i.e., how does change occur)? What is the role of the counselor (i.e., how does the counselor help facilitate change)?</i>                      [KPI A.5.b.1; CACREP 2.F.5.g and 2.F.5.h]</p>	15	Excellent and complete description of all relevant factors	Good description of all relevant factors	Incomplete description of relevant factors	Limited or cursory description of relevant factors
<p><b>(4) Underlying Problem – Biopsychosocial Case Conceptualization:</b></p>	10	Excellent and complete description	Good description of problem	Incomplete description of problem	Limited or cursory description of



<p><i>Based on your theoretical orientation, what is the problem? For example: From a X theoretical lens, the client is experiencing X problem(s) because X (something is or is not happening, the client is or is not doing/thinking something, etc.). What are the salient personal/systemic/familial/cultural considerations? What is relevant in terms of a biopsychosocial framework?</i></p> <p>[KPI A.9-CMHC.a.2; CACREP 5.C.1.c; 5.C.1.b].</p>		of problem informed by theory	informed by theory	informed by theory	problem informed by theory
<p><b>(5) Counselor Conceptualization:</b> <i>What are your strengths and growth areas with this client? How are transference or countertransference issues, biases, etc. impacting the relationship?</i></p>	5	Excellent and complete description of all relevant factors	Good description of all relevant factors	Incomplete description of relevant factors	Limited or cursory description of relevant factors
<p><b>(6) Social Justice, Context, and Culture:</b> <i>What are the relevant social justice, contextual, and cultural factors that you will need to address during counseling?</i></p> <p>[KPI A.5.b.1; CACREP 2.F.5.g]</p>	5	Excellent and complete description of all relevant factors	Good description of all relevant factors	Incomplete description of relevant factors	Limited or cursory description of relevant factors
<p><b>(7) Goal(s) and Objectives:</b> <i>Based on your theoretical orientation, what is the overall goal for counseling? What are the specific, measurable/assessable objectives?</i></p> <p>[KPI A.9-CMHC.a.2; CACREP 5.C.1.c]</p>	5	Excellent and complete description of goals and objectives	Good description of goals and objectives	Incomplete description of goals and objectives	Limited or cursory description of goals and objectives
<p><b>(8) Type and length of treatment:</b> <i>How long have you seen your client and what type of treatment (e.g., brief therapy, family, individual) have you provided? What issues have you addressed?</i></p> <p>[KPI A.9-CMHC.a.2; CACREP 5.C.1.b]</p>	5	Excellent and complete description of treatment	Good description of treatment	Incomplete description of treatment	Limited or cursory description of treatment
<p><b>(9) Past Sessions:</b></p> <p>a. <i>What was your goal for the session?</i></p> <p>b. <i>What interventions did you use toward this goal?</i></p>	15	Excellent and complete description of all sessions	Good description of sessions	Incomplete description of sessions	Limited or cursory description of sessions

<p>c. <i>What was the outcome of your interventions? Did you progress towards the goal?</i></p> <p>d. <i>What is the plan for future treatment?</i></p> <p>[KPI A.9-CMHC.a.2; CACREP 5.C.1.c].</p>					
<p><b>(10) Future Sessions (at least 2):</b></p> <p>a. <i>What is your goal for the session?</i></p> <p>b. <i>What interventions will you use toward this goal?</i></p> <p>[KPI A.9-CMHC.a.2; CACREP 5.C.1.c].</p>	15	Excellent and complete description of all sessions	Good description of sessions	Incomplete description of sessions	Limited or cursory description of sessions
<p><b>(11) Case Conference Reflections:</b></p> <p>a. <i>At least one thing you think you did well</i></p> <p>b. <i>At least one thing you think you'd like to work on</i></p> <p>c. <i>At least one thing you'd like to ask the class for feedback on</i></p>	5	Excellent and complete reflection on all areas	Good reflection on all areas	Incomplete reflection on some areas	Limited or cursory reflections