**PSYC 430 - Clinical Practicum in Psychology**

**Fall 2022**

**Instructor**: Tahani Chaudhry

**Email**: tchaudh@gmu.edu

**Class Time:** Thursdays, from 5:00 pm – 6:15pm

**Location:** 203N, GMU Center for Psychological Services (10340 Democracy Ln, Suite 202)

**Office Hours**: By appointment

**Class TA’s:** Ryan Felix ([rfelix@gmu.edu](mailto:rfelix@gmu.edu)) and Dylan Tran Dinh ([ddinh6@gmu.edu](mailto:ddinh6@gmu.edu))

**Course Objectives**

This course will provide undergraduate students with the opportunity to have exposure to the GMU Center for Psychological Services, a community based mental health training center. Students will be exposed to the “behind the scenes” of running a community mental health center while building professional skills needed to work with clients. Finally, students will be exposed to advanced graduate students and other professionals to explore career paths and discuss graduate study options and paths. Below is a schedule for the semester. The instructor reserves the right to change the syllabus and its content. Any changes will be announced in class and via Blackboard announcements.

**Course Responsibilities**

On-site at GMU CPS for approximately 9 hours per week (3 credit course).  Of note, the Center follows the University guidelines for COVID, as well as for onsite expectations.

**120 total hours** will be helping Center clients in the waiting room, being available and visible for clients (Monday-Thursday 8:30am-8:30pm; Friday & Saturday 8:30am-4:30pm). These hours will typically be scheduled in two 4-hour shifts per week. Of note, we will need you to do your hours through finals week. Our Center does not close on the last day of classes. Good communication is KEY so that all shifts remain covered, even if you have already completed 120 hours.

Related responsibilities will include:

* Answering questions for clients/parents
* Working with graduate students to obtain testing materials as needed
* Coordinating with therapists/examiners as needed
* Supervising wait room to make sure no unsafe behaviors
* Updating weekly time sheet to track hours appropriately
* Opening and closing duties
* Creating and closing client files
* Other duties related to helping families/clients in the Center as they arise

**1 hour 15 min per week** will be attending and participating in our weekly-required seminar, discussing:

* Review of any administrative issues, or protocol office updates
* Discussion of topics related to the Center, professional development, graduate school tips, etc.
* Participation in course discussion and generating questions for guest speakers

**Course Professionalism**

As the Center is a community-based mental health facility, students are expected to always present themselves in a professional manner while on site. This includes professional dress (business casual). Jeans, backless shoes, leggings, and/or revealing clothing may not be worn at the Center.

**Course Materials**

All students must have access to the GroupMe application that can be downloaded onto a smartphone for contacting purposes regarding scheduling. If there are any reasons why this application cannot be used contact Class TA’s to seek an alternative.

**Course Requirements & Grading**

All students are expected to attend the weekly seminar, as well as all individually assigned hours at the Center. Grades will be assigned based on professionalism, reliability, participation in the weekly seminar, and class assignments. Details and guidelines for assignments will be discussed in class and will be available on Blackboard.

Students will be required to pass the 2nd administration of the Office Knowledge Test with a B or higher. If students, do not achieve this grade, they will be required to retake the test and achieve a B or higher before they are allowed to return to their shifts.

Each student is required to complete 120 total hours in the Protocol Office. If you miss 1-10 hours, you will receive a half letter grade reduction. If you miss more than 10 hours, you will receive a full letter grade reduction.

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| **Assignment** | **Points** |
| Office Knowledge Test (1st administration) | 50 points |
| Office Knowledge Test (2nd administration) | 50 points |
| Practice Email Assignment | 20 points |
| Resume/CV Assignment | 20 points |
| Seminar Attendance/ Participation | 50 points |
| Discussion Qs – Guest Speaker | 30 points (5 pts each) |
| Midterm Review | 60 points |
| Informational Interview | 50 points |
| Final Review | 60 points |
| Final Paper | 60 points |
| **TOTAL** | **450 POINTS** |
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| **Grade Percentage Breakdown** | | | |
| 97 – 100% | **A+** | 77 – 79% | **C+** |
| 93 – 96% | **A** | 73 – 76% | **C** |
| 90 – 92% | **A-** | 70 – 72% | **C-** |
| 87 – 89% | **B+** | 60 – 65% | **D** |
| 83 – 86% | **B** | 64% and below | **F** |
| 80 – 82% | **B-** |  |  |

**Attendance Policy**

All students will have one excused absence where they will still receive the 5 attendance points for the day. This excused absence is for emergencies and illnesses. If you arrive more than 10 minutes late to class, you will be counted as a partial attendance for that day.

**Official communications via GMU e-mail**

Mason uses electronic mail to provide official information to students. Examples include communications from course instructors, notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructorfeedback. Students are responsible for the content of university communication sent to their Mason e-mail account and are required to activate that account and check it regularly.  If you are having your Mason mail forwarded to another account, please ensure that your Mason account doesn’t exceed the assigned limit, causing mail to bounce back to the sender.In the event that class is cancelled, then I will notify students via email.

**Honor Code**

The Honor Code of George Mason University deals specifically with cheating and attempted cheating, plagiarism, lying, and stealing. Students should be familiar with the code and connected policies, set out at http://www.gmu.edu/catalog/apolicies. This course will be conducted in accordance with those policies. The instructor reserves the right to enter a failing grade for any student found guilty of an honor code violation.

**Accommodations for Students with Disabilities**

If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 703-993-2474. All accommodations must be arranged through that office, and must be initiated immediately, prior to any anticipated need.

**Psychological Services**

Life is stressful and we all need a little support sometimes. Students are encouraged to contact Counseling & Psychological Services ([caps.gmu.edu](about:blank)) for assistance with any kind of psychological/life problem or crisis situation. I can help with referrals for students with particular counseling needs, so please feel free to talk with me for help with anything.

**Class Cancellation Policy**

Students are encouraged to sign up for the Mason Alert service to remain up-to-date on university closings. Any class cancellations beyond those necessitated by university-wide closings will be announced via e-mail at least 12 hours prior to the next scheduled class. Make-up classes will be scheduled according to announced university policy, or on an ad hoc basis (if needed).  This is particularly critical for your shifts at the Center. If the University closes due to inclement weather, the Center will close. Otherwise, we are open.

**Cultural/Religious Holidays**

Students may receive accommodations on an individual basis for observing religious and cultural holidays of special importance and the activities of said observation interferes with completing a course assignment on time.  Accommodations could include extensions, make-ups, or early takes.  **If a student wishes to invoke this accommodation**, please communicate this to the instructor in advance via email. The following link will take you to GMUs religious holiday calendar (<https://ulife.gmu.edu/religious-holiday-calendar/>).

**Add/Drop Deadlines**

Last Day to Add Classes: January 30th, 2023

Final Drop Deadline (No Tuition Penalty): February 6th, 2023

**TENTATIVE SCHEDULE**

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| **Date** | **Class Activity** | **Class tasks & Assignments** |
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| **1/20-21** | CPS Orientation 9am-3pm | * Review Clinic Manual |  |
| **1/26** | Introduction, Syllabus, Confidentiality Review  Meet Robyn – Director of Clinic | * Review Clinic Manual |  |
| **2/2** | Protocol Office Duties Office Knowledge Test (1st administration)  \*\*remote administration Blackboard\*\* |  |  |
| **2/9** | File Closing Demonstration |  |  |
| **2/16** | Resume/CV, Technical Writing and Cover Letter Workshop |  |  |
| **2/23** | Office Knowledge Test (2nd administration)  \*\*remote administration Blackboard\*\* |  |  |
| **3/2** | Different Fields of Psychology | * Resume/CV due 3/3 @ 11:59 pm |  |
| **3/9** | Applying to Graduate School  **VIRTUAL CLASS ON ZOOM** | * Email Assignment due 3/10 @ 11:59 pm * Next week’s DQ due 3/10 @ 11:59pm |  |
| **3/16** | **SPRING BREAK - NO CLASS** |  |  |
| **3/23** | **Guest Speaker Day – School Psychology**  Ellen Rowe, PhD  Marin Bako - Graduate Student | * Midterm Review due 3/24 @ 11:59PM * Next week’s DQ due 3/24 @ 11:59 pm |  |
| **3/30** | **Guest Speaker Day – Social Work**  Sophia Carrodeguas, MSW | * Next week’s DQ due 3/31 @ 11:59 pm |  |
| **4/6** | **Guest Speaker Day – TBA** | * Informational interview due 4/7   @ 11:59 pm   * Next week’s DQ due 4/7 @ 11:59 pm |  |
| **4/13** | **Guest Speaker Day – Neuroscience**  Alec Gamboa – Youth Emotion Lab Manager | * Next week’s DQ due 4/14 @ 11:59 pm |  |
| **4/20** | **Guest Speaker Day - Clinical Psychology**  Danielle Dufresne, PsyD  Robyn Mehlenbeck, PhD | * Next week’s DQ due 4/21 @ 11:59 pm |  |
| **4/27** | **Guest Speaker Day – TBA** | * Final review due 4/28 @ 11:59pm * Next week’s DQ due 4/28 @ 11:59 pm |  |
| **5/11** | **Exam Week – no class** | * Final paper due 5/12 @ 11:59pm |  |

**This syllabus is subject to change due to class progress and any cancellations.**

**NOTE:**

1. All assignments should be submitted via Blackboard, under “*Assignments Portal*” folder
2. All Discussion posts should be posted on “*Discussion Board*” under their respective guest speaker subfolders
   1. Posts are due **1 week before the guest speaker day**
   2. Weekly discussion posts will be counted as part of your attendance/participation for that class