

**CEP 580/5998 Section 01  
Internship- Spring 2023**

*Department of Counseling and Educational Psychology  
New Mexico State University  
College of Health, Education, & Social Transformation*

**Instructor:** Anna Lopez, Ph.D.

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**Office Phone:** (575) 646-2121

**Cell Phone:** (575) 544-5026

**Instructor's Availability:** Please contact me via email, phone call or text. I will respond to emails and phone calls within 48 hours.

**Delivery Method:** Face to Face

**Instruction:** Wednesdays, 5-6:45pm

**Location:** OH Rm. 221

**Credit Hours:** 6-12 credits

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**PREREQUISITE:**

Successful completion of CEP 550 and CEP 572

**CATALOG DESCRIPTION OF COURSE:**

The course involves a supervised experience in a professional counselor role in a school or agency. Students will provide the full range of mental health services such as appraisal, diagnosing and treatment planning, individual and group counseling, consulting, administration, program development, and research and evaluation. Research relevant to service delivery in internship sites will be covered. Multicultural issues in internship settings will be addressed.

**METHOD OF INSTRUCTION:**

Includes supervised experience of counseling and consultation. Weekly individual and group supervision involve review of audio, video, and/or live supervision and case presentations.

Please note that any COVID-19 related issues will not impact any clinical requirements for this course. Meaning that the number of clinical hours required to complete this course have remained the same. The CMHC program, encourages students to coordinate a plan with site supervisors in regards to delivery of services. Similarly, the number of weekly supervision hours has remained the same.

**INSTRUCTOR AVAILABILITY:** As instructor of record, I will try my best to be available for consultation. You may also schedule a meeting in advance to discuss any experiences related to internship. Please note that all individual student meetings will be conducted via phone or via Zoom unless otherwise requested by either the instructor or the student. In regards to emails, I will usually attempt to return emails within 48 hours, with the exception of weekends. If something happens at your site that requires immediate attention or consultation, you may call me or text me at 575-544-5026. If I cannot get to my phone, I will call you or text you as soon as possible.

**COURSE POLICIES:**

- Participation (during class meeting times and via online weekly discussions) is a vital component of the course and will require that students attend class sessions.
- Students are expected to read the assigned chapters/readings.
- Assignments must be turned in on the due dates. Late written assignments will earn reduced points. Students are expected to keep copies of their work and retain graded papers until they receive a final grade.

## **TECHNOLOGY REQUIREMENTS:**

### **Computer Hardware & Software**

- Access to a Windows or Macintosh desktop computer or laptop with internet access, sound, and speakers
- Canvas Learning Management System
- Microsoft Office 2010 or higher
- Adobe Reader (for reading PDF files)
- Headsets with Microphone (Optional for Adobe Connect or Skype)
- Zoom (For communication with instructor)
- [Access to Canvas](#)
- [Canvas Instructions](#)

### **Web Browsers**

Use the following browsers in Canvas. Please remember to update the web browser you are using to access Canvas. Internet Explorer and Safari are not recommended for use with Canvas at this time.

- [Firefox](#)
- [Chrome](#)

Canvas does not fully support mobile devices; while there is a free Canvas mobile app available through iTunes store, a lot of functionality is unavailable when using a mobile phone. When you take this course, it is assumed you have access to a computer or laptop for full access to functionality in this course.

### **Technical Support**

The ICT Customer Service Center is equipped to deal with all of your information technology (IT) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 am until 5:00 pm Monday through Friday Mountain Time. Please feel free to contact them at 646-1840 or via e-mail at [helpdesk@nmsu.edu](mailto:helpdesk@nmsu.edu). You can also go to the [Student Technology Help](#) web page and [Student Resources](#) located at the [Canvas](#) web page for additional information on Canvas.

## **APA STYLE/WRITING STATEMENT:**

As a graduate student, it is expected that you will familiarize yourself with the current edition of the APA style manual and properly apply it to your assignments and other program requirements (e.g., thesis, dissertation). A large portion of the work required in CEP courses includes written assignments. This means that the evaluation of students' writing will be determined by the instructor's professional judgment regarding the following criteria: grammar, punctuation, organization and clarity of writing, and proper application of APA style. These components have been identified as necessary skills to assure a student is successful in their program and the profession. Students who are not meeting minimal competence in these areas will receive grades reflecting the deficiencies. Be advised that if you turn in an assignment containing a large number of writing errors (i.e., grammar, APA style, punctuation) then you will receive a lower grade.

## **SUGGESTED READINGS:**

Echterling, L. G., Presbury, J. H., Cowan, E. W., Staton, A. R., Sturm, D. C., Kielty, M. L., McKee, J. E., Stewart, A. L., & Evans, W. F. (2016). *Thriving! A Manual for students in the helping professions* (3<sup>rd</sup> ed.). Thousand Oaks CA: SAGE Publications.

\*Other readings may be assigned by the instructor throughout the course of the semester.

Rosenthal, H. (2017). *Encyclopedia of counseling: Master review and tutorial for the National Counselor Examination, state counseling exams and the Counselor Preparation Comprehensive Examination*. 4<sup>th</sup> ed. New York: Routledge.

**TEVERA:**

Tevera is a field placement and assessment management software, which allows students to document hours and assemble a number of necessary forms and evaluations to meet the requirements for graduation and continue to document their post-graduate hours while pursuing licensure. All clinical documentation will be submitted through Tevera. Students are required to pay a one-time fee (approximately \$200) for lifetime access to Tevera.

**COURSE OBJECTIVES**

1. Obtain a minimum of 600 clinical hours including 240 hours of direct service (face-to-face) with clients appropriate to the program. \*For students enrolled in only 6 credits, this translates to 300 clinical hours, including 120 hours of direct service. **Students are also required to complete 10 direct client contact group hours by leading or co-leading a counseling or psychoeducational group.**
2. Obtain one hour a week of individual supervision with the on-site supervisor and a minimum of 1½ hours per week of group supervision with a program faculty member.
3. The student has the opportunity to become familiar with a variety of professional activities in addition to direct service such as record keeping, information and referral, in-service, and staff meeting.
4. The student has an opportunity to gain supervised experience in the use of a variety of professional resources such as assessment instruments, technologies, professional literature, and research.
5. Students receive a formal evaluation by site supervisor and program faculty member.
6. Students will have opportunity to counsel clients who represent the ethnic and demographic diversity of their community.
7. Students will formally evaluate their supervisors and learning experience at the end of their internship experiences.
8. Students will be covered by professional liability insurance while enrolled in internship.
9. Students will adhere to ethical standards of ACA and related entities, and applications of ethical and legal considerations in professional counseling.
10. Students will have an opportunity to apply concepts of mental health education, consultation, collaboration, outreach and prevention strategies, and community mental health advocacy.

**CACREP COURSE OBJECTIVES:**

<b>PROFESSIONAL COUNSELING IDENTITY SECTION 2: COUNSELING CURRICULUM F5. COUNSELING AND HELPING RELATIONSHIPS</b>	
CACREP Standard	Corresponding Course Assignment
2.F.5.g. essential interviewing, counseling, and case conceptualization skills	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>

2.F.5.h. developmentally relevant counseling treatment or intervention plans	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>
2.F.5.i. development of measurable outcomes for clients	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>
2.F.5.j. evidence-based counseling strategies and techniques for prevention and intervention	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>
<b>PROFESSIONAL COUNSELING IDENTITY</b> <b>SECTION 2: COUNSELING CURRICULUM</b> <b>F6. GROUP COUNSELING AND GROUP WORK</b>	
2.F.6.h. direct experiences in which students participate as group members in a small group activity, approved by the program, for a minimum of 10 clock hours over the course of one academic term	<ul style="list-style-type: none"> <li>• <i>Final Documentation of Hours</i></li> </ul>
<b>ENTRY-LEVEL SPECIALTY AREAS</b> <b>SECTION 5: CLINICAL MENTAL HEALTH COUNSELING</b> <b>SECTION 5: PRACTICE</b>	
5.C.3.a. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>
5.C.3.b. techniques and interventions for prevention and treatment of a broad range of mental health issues	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>
5.C.3.c. strategies for interfacing with the legal system regarding court-referred clients	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>
5.C.3.d. strategies for interfacing with integrated behavioral health care professionals	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>
5.C.3.e. strategies to advocate for persons with mental health issues	<ul style="list-style-type: none"> <li>• <i>Final Supervisor Evaluation</i></li> </ul>

### Key Performance Indicators (KPIs)

<b>CACREP Core Area</b>	<b>KPI</b>	<b>Assessment</b>
Human Growth and Development	Students will be able to identify factors that impact human development, functioning, and behavior.	<i>KPI Rubric: Human Development Portion of Comprehensive Examination</i>
Social and Cultural Diversity	Students will demonstrate awareness, knowledge, skills, attitudes, and beliefs and their impacts on diverse client populations.	<i>Final Supervisor Evaluation</i>
Professional Counseling	Students will understand ethical and legal considerations specifically	<i>KPI Rubric: Ethics Portion of Comprehensive Examination</i>

Orientation and Ethical Practice	related to the practice of clinical mental health counseling.	
Social and Cultural Diversity	Students will demonstrate awareness, knowledge, skills, attitudes, and beliefs and their impacts on diverse client populations.	<i>KPI Rubric: Site Supervisor Evaluation</i>
Clinical Mental Health Counseling	Students will demonstrate their ability to provide culturally sensitive counseling services to diverse clients in a variety of settings.	<i>KPI Rubric: Site Supervisor Evaluation</i>

### **COURSE REQUIREMENTS/ ROLE OF THE INTERN:**

\*APA format must be utilized for all applicable assignments unless otherwise specified by the instructor.

- 1. Time Commitment:** Students may enroll for 1-12 credits of Internship hours during a specific semester depending on their commitment to the program (full time, three-quarter time, or part-time). Each credit equals 50 hours of involvement. Students typically spend approximately three hours per course credit on-site per week. *Students should be involved in 20 hours of client contact for each credit of Internship they are enrolled in. For a full-time Internship, students should be providing direct service for approximately 16 hours per week. For a half time Internship, they should obtain approximately eight hours per week of direct contact.* Students are also responsible for documenting all clinical hours as well as making sure that all documentation is provided to the instructor/site supervisor in a timely manner (via use of Tevera).
- 2. Ethical Obligations, Professionalism, and Feedback:** Students are expected to maintain the highest ethical standards as outlined in the ACA code of ethics. Furthermore, a student’s ability to listen and incorporate critical feedback is paramount to their development as a counselor. Critical feedback can offer a positive experience that facilitates insight and growth. Although feedback is many times uncomfortable to hear and absorb, please consider and attempt to understand the role and necessity of evaluation by your professor and supervisor. *Students have the responsibility to utilize supervisor/instructor’s feedback to improve performance and to enhance their counselor development.* In regards to professionalism, students are also responsible for learning and abiding by agency/site rules and regulations in regards to clinical practices, grooming, punctuality, dependability, etc. *Note that both site supervisors and faculty supervisor/instructor will evaluate students on this construct.*
- 3. Attendance, Active Participation, and Class Engagement (Group Supervision):** *Active participation is essential to success in this course. For this reason, students are discouraged from utilizing cell phones or any other electronic devices during class unless prior arrangements have been made with instructor.* All students are expected to attend class with all assignments completed and keep their videos turned on unless prior arrangements have been made with the instructor. Any questions or comments regarding assigned readings or assignments are welcomed. More than two absences during the semester will result in a lowered final grade. Attendance will be taken at the beginning of class. *Students missing more than three scheduled classes will not be allowed to complete the course.* Additionally, students are required to complete weekly or daily hour-

commitment to site as coordinated with site supervisor. Students MUST provide adequate notice to site supervisors in case of any time off. This notice should be followed with a plan to make up the missed time at a later date. All matters related to professional behavior will contribute to the instructor's summative evaluation of the student and final grade.

4. **Supervisor(s)' Evaluation and Internship Performance:** Students must engage in a minimum of one hour of weekly supervision with their internship supervisors. This supervision is additional to the 1.5 hours of weekly group supervision (class time). Each student is responsible for submitting a Midterm Supervisor Evaluation form and a Final Supervisor Evaluation form on the dates stipulated in the course schedule, these will be submitted via Tevera. Students' performance at the internship site will comprise a significant portion of the final grade. The instructor will review the written evaluations and follow up with the field supervisor regarding the intern's performance. As instructor of record, the instructor will assign a numerical grade for their internship performance.
5. **Necessary documentation and Insurance requirements:** *Students are responsible for obtaining liability insurance prior to any client contact.* Documentation verifying liability insurance enrollment must be uploaded to Tevera at the beginning of the semester along with the *Supervisory Agreement Form*, *Intern's Evaluation of the Program* (only evaluation not on Tevera), the *Intern's Evaluation of the Internship Site*, and *Supervisor's Evaluation of Student* are due at the end of the semester. Students are also required to keep track of their clinical hours by logging their clinical hours on **Tevera**. \*Please note that students are responsible for maintaining appropriate liability insurance. This means that students should make plans to renew insurance if the liability insurance will expire during the course of the semester. Students cannot engage in any direct contact with clients unless properly insured.
6. **Case Presentations:** Classes will be structured around discussion of topics relevant to interpersonal processes within the counseling session and student progress/concerns with individual clients. A major portion of each class will be devoted to students' informal presentations of their sessions with clients.
7. **Vignette:** Each student is responsible for developing a vignette that will assist colleagues in developing a case conceptualization. These vignettes can be based on existing clients or a combination of clients that students have been exposed to in the past. Vignettes must be developed enough to raise questions regarding multicultural, ethical, counselor development issues. These vignettes should be submitted electronically via the use of **Canvas**.
8. **Case Conceptualization Practice:** Each student will participate in a 20-30 minute case conceptualization. This assignment is intended to provide students with the opportunity to experience conceptualizing clients verbally. Students will be provided with an overview of the process prior to this activity. The process will be similar to the CMHC oral exam.

**EVALUATION CRITERIA:** Assessment of student learning will be based on grades (assignments), instructor evaluation, supervisor evaluation (when applicable), student self-evaluation, and the comprehensive exam at the completion of the program. The following is the evaluation criteria for this course:

<u>Assignment</u>	<u>Total Possible Points</u>
<i>Evaluation of Progress by Supervisor</i>	<i>50 Points (20 Midterm; 30 Final)</i>
<i>Instructor Summative Evaluation</i>	<i>25 Points</i>
<i>Necessary Documentation</i>	<i>15 Points</i>
<i>Vignette</i>	<i>2 Points</i>

**TOTAL POSSIBLE POINTS:**

**100 Points**

**Grading Scale (percentage of total possible points) is as follows:**

100-98 = A+    97-94 = A    93-90 = A-  
 89-88 = B+    87-84 = B    83-80 = B-  
 79-78 = C+    77-74 = C    73- 70 = C-

**TENTATIVE COURSE SCHEDULE:**

<b>Date</b>	<b>Topic</b>	<b>Readings Due</b>	<b>Assignment Due</b>
01/18/23	<ul style="list-style-type: none"> <li>• Introductions/ Course overview</li> <li>• Discussion regarding necessary paperwork</li> </ul>		<i>Liability Insurance Sup. Agreement Due on Tevera</i>
01/25/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations/ Check-in</li> <li>• Utilizing the ADDRESSING framework</li> </ul>		
02/01/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations/ Check-in</li> </ul>		<i>Vignettes Due</i>
02/08/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> <li>• Mock Oral: _____</li> </ul>		
02/15/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> <li>• Mock Oral: _____</li> </ul>		
02/22/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> <li>• Mock Oral: _____</li> </ul>		<i>Initiate Supervisor's Mid-term Evals on Tevera</i>
03/01/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> <li>• Mock Oral: _____</li> </ul>		
03/08/23	<ul style="list-style-type: none"> <li>• Written Exam</li> </ul>		<i>Supervisor's Midterm Evaluations Due</i>
03/15/23	<b>No Class- SPRING BREAK</b>		
03/22/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> <li>• Mock Oral: _____</li> </ul>		
03/29/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> <li>• Mock Oral: _____</li> </ul>		
04/05/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> <li>• Mock Oral: _____</li> </ul>		

04/12/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> <li>• Mock Oral: _____</li> </ul>		<i>Oral exam tentatively scheduled for Week of April 17<sup>th</sup>, 2023.</i>
04/19/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> </ul>		<i>Initiate Supervisor's Final Evals on Tevera</i>
04/26/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations</li> </ul>		
05/03/23	<ul style="list-style-type: none"> <li>• Informal Case Presentations/ Check-in</li> </ul>		
05/10/23	<ul style="list-style-type: none"> <li>• <i>Finals Week</i></li> </ul>		<i>All Clinical Documentation Due</i>

**NOTE:** The instructor reserves the right to make announced changes to the syllabus to enhance your learning experience.

## OTHER COURSE POLICIES

## Syllabus Addendum Spring 2023

Please visit <https://provost.nmsu.edu/faculty-and-staff-resources/syllabus/policies.html> for university policies and student services, including Discrimination and Disability Accommodation, academic misconduct, student services, final exam schedule, grading policies and more.

### Important Dates for Spring 2023

Students may add courses through **January 19, 2023** without instructor permission and through **January 27, 2023** with instructor permission. Late registration fees will apply for courses added between **January 20-27, 2023**. Students may withdraw from classes and receive a refund until **February 3, 2023**. The deadline for withdrawing from a course with no refund (W) is **March 23, 2023**. Students may withdraw from the university (withdraw from all classes) through **May 5, 2023**.

Important Dates & NMSU Academic Calendar (including mini-semester dates):  
<https://records.nmsu.edu/students/important-dates.html>.

### University Grading System

The University Grading System is outlined in [ARP 4.55](#). Instructors can decide if their course is graded using fractional grading (pluses and minuses). At the request of the student, the instructor will provide information on progress in the course prior to the last day to drop a course.

### Religious Observances and Authorized Absences

NMSU values diversity and the university supports cultural and religious inclusiveness. If your participation in cultural or religious observances (e.g. religious holidays, spiritual observances) conflicts with a particular class session, please notify the instructor in writing and ahead of time to be excused from class for such observances.



## S/U Grading Option

Students enrolling under the S/U grading option must earn a specific grade as designated by the instructor to receive an "S". Students must elect the grading option prior to the last day to add a class. See [ARP 4.55 Part 2](#) for more information.

## Incomplete Grades

Under university policy, incompletes may be given only if a student has a passing grade at mid-semester (the last day to withdraw from a class) and is precluded from successful completion of the second half of the course by a documented illness, documented death, family crisis or other similar circumstances beyond the student's control. Visit [ARP 4.55 Part 2, Letter D](#) for more information.

## Six-Week Early Performance Grades

Lower division courses are required to submit grades for work completed as of the sixth (6<sup>th</sup>) Friday of the semester. These grades will be used to facilitate opportunities for students to address performance issues. This is optional for upper division courses. ([ARP 4.55, Part 5](#))

## Class Recording

Class lectures can be recorded and are covered by [ARP 11.05, Part 2, Letter I](#). These recordings should not be distributed by anyone other than the instructor.

## Academic Misconduct

The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct is available in the NMSU Student Handbook online

<http://studenthandbook.nmsu.edu/>

Academic misconduct is explained here:

[https://studentlife.nmsu.edu/academic\\_integrity/academic\\_misconduct.html](https://studentlife.nmsu.edu/academic_integrity/academic_misconduct.html) Academic misconduct is governed by ARP Policy 5.10. (<https://arp.nmsu.edu/5-10/>)

New Mexico State University, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. **You may submit a report online at [equity.nmsu.edu](http://equity.nmsu.edu). If you have an urgent concern, please contact the Office of Institutional Equity at 575-646-3635.**

**Title IX prohibits sex harassment, sexual assault, dating and domestic violence, stalking and retaliation. For more information on discrimination or Title IX, or to file a complaint contact:**

Office of Institutional Equity (OIE) - O'Loughlin House, 1130 University Avenue  
Phone: (575) 646-3635

## The Department of Counseling & Educational Psychology Policy on Plagiarism

### **From the NMSU Library policy:**

“Plagiarism in using another person’s work without acknowledgement, making it appear to be one’s own”

In order to avoid plagiarism of “ideas, words, pictures or other intellectual content, taken from another source” the information “must be acknowledged in a citation that gives credit to the source.

Regardless of intent, plagiarism is academic misconduct and is subject to consequences. A student, undergraduate or graduate, is responsible for knowing, understanding and complying to the policies related to plagiarism.

Some Examples of plagiarism if no citation is given (This list is not meant to include all possible examples of plagiarism):

- an idea or opinion, even when put into one's own words(paraphrase)
- a few well-said words, if these are a unique insight
- many words, even if one changes most of them
- materials assembled by others, for instance quotes or a bibliography
- an argument
- a pattern of ideas
- graphs, pictures, or other illustrations
- facts
- all or part of an existing paper or other resource.

Source: NMSU Library (<http://lib.nmsu.edu/plagiarism/>)

### **CEP Department Policy:**

This current policy will outline the consequences for undergraduate and graduate students enrolled in courses in the CEP department. Determining the severity of the plagiarism (e.g., paraphrasing a few sentences without citation versus an entire paper) is up to the discretion of the instructor and can factor in to the chosen consequence.

<b>Options of Consequences for Undergraduates:</b>	<b>Process:</b>
Redo the assignment with a maximum grade of “C”	A <u>first offense with one or two incidences of plagiarism</u> should result in a meeting with the student, documentation of plagiarism to be kept in student’s file/front office and the opportunity to redo the assignment with a maximum grade of “C”

Failure of course assignment	A <u>first offense with more than two incidences of plagiarism</u> should result in a meeting with the student, documentation of plagiarism to be kept in student's file/front office and failure of the assignment
Failure of the course	A <u>second offense</u> should result in a meeting with the department head and student with documentation of plagiarism to be kept in student's file/front office and failure of the course
Academic suspension for one or two semesters	A <u>third offense</u> should result in a meeting with the department head and student with documentation of plagiarism to be kept in student's file/front office and academic suspension for one or two semesters or dismissal or expulsion from the program
Dismissal or expulsion from the program	
<b>Options of Consequences for Graduate Students:</b>	<b>Process:</b>
(same as above)	A <u>first offense</u> should result in a meeting with the student, documentation of plagiarism to be kept in student's program file and a consequence as determined by the instructor contingent on the type of offense and severity of the plagiarism
	A <u>second offense</u> should result in a program review. The faculty of the program will review the offenses and determine the appropriate consequence.

Policy Adopted CEP Department, [4/22/14]

## COVID-19 Expectations and the Crimson Commitment

You are expected to comply with all university requirements and expectations regarding mask-wearing, vaccination, and reporting of a positive test, or you should not enroll in in-person course sections. Please do not come to class if you are feeling sick; communicate with your instructor about making up any missed classes.

### Masks welcome and encouraged for all students

All students, regardless of vaccination status, are welcome to wear a mask while indoors on any NMSU system campus. Any changes or updates to this guidance will be posted online at [now.nmsu.edu](http://now.nmsu.edu).

### Vaccination requirements

Unless you are enrolled in exclusively online courses and will not be on campus for any reason, you must provide proof of COVID-19 vaccination or request an exemption through [Med+Proctor](#). More information about how to submit your proof of vaccination or proof of testing is available at [https://studenthandbook.nmsu.edu/immunizations/immunization\\_policies1.html](https://studenthandbook.nmsu.edu/immunizations/immunization_policies1.html).

### The Crimson Commitment

All students should follow the Crimson Commitment. Your commitment states:

#### I commit to myself and other Aggies. I will:

- ✓ **Get vaccinated** for COVID-19 if I am enrolled in any in-person or hybrid courses, or if I will be on campus for any reason
- ✓ **Monitor myself** for symptoms of COVID-19
- ✓ **Report to the Aggie Health & Wellness Center** or another medical professional if I have symptoms of COVID-19 or other communicable illness
- ✓ **Wash my hands** often with soap and water and/or use hand sanitizer
- ✓ **Wear a mask** if I choose to, or as directed by the latest university guidance
- ✓ **Stay home if I feel ill** or have been around someone ill
- ✓ **Report a positive case** online at [now.nmsu.edu](http://now.nmsu.edu) and participate in contact tracing if called
- ✓ **Keep up to date with the latest guidance** from experts at NMSU, the NM Department of Health, and the CDC.

#### I will abide by these practices throughout the year:

- ✓ I will not use mask-wearing to discriminate against my classmates, instructors, or NMSU staff members in any way.
- ✓ I will follow instructions regarding seating in campus classrooms.
- ✓ If I am unable to attend an in-person class session due to symptoms of COVID-19 or another illness, I will communicate with my instructor ahead of time.

#### If I am unwilling to comply with COVID-safe practices:

- ✓ I will talk to my academic advisor about enrolling in online course sections, if available, or disenrolling from fall coursework. (Disenrolling will impact financial aid, housing, etc.)

### Stay informed about COVID-19 at NMSU

You can find more information about the NMSU system's COVID-19 response at [now.nmsu.edu](http://now.nmsu.edu). In addition, updates are available to students and families through many communication channels. Links to visit or subscribe are available at [now.nmsu.edu/plan/communication-and-information-sharing.html](http://now.nmsu.edu/plan/communication-and-information-sharing.html).

## INSTRUCTOR SUMMATIVE EVALUATION

\_\_\_\_\_ (25 Points)

- \_\_\_\_\_ 1. Incorporates Feedback throughout duration of course
- \_\_\_\_\_ 2. Demonstrates ethical and professional behavior congruent with those expected in the counseling Profession (in and out of the classroom)
- \_\_\_\_\_ 3. Demonstrates reflexivity illustrated by class discussions, and interactions with instructor, site supervisor and/or other colleagues
- \_\_\_\_\_ 4. Class Engagement and Participation this includes attendance, punctuality, interactions with others, active engagement)
- \_\_\_\_\_ 5. Awareness of ethical and multicultural considerations as demonstrated in class discussions, Assignments, and performance at site

\*Up to 10 points can be deducted if student does not meet 1 of the 5 criteria listed above. All 25 points will be deducted if student fails to meet more than 1 of the 5 criteria listed above