2017-18
Counseling Student Handbook
Introduction
  Additional Sources of Information
Mission
  Description of Programs
Program Objectives
Programs of Study
Program of Study Worksheet
Faculty/Staff Directory
Department Policies
  Current Contact Information
  Warner School Student Orientations
  Diversity Policy
  Advisors
  Evaluation, Retention and Dismissal Procedures
  Complaints, Grievances, Petitions
  Classroom Etiquette
  Professional Development Opportunities
  Master’s Thesis or Capstone Project
  Job Placement and Credentials File
  Letters of Recommendation and Endorsements
Master’s Program Policies
  Evaluation, Retention and Dismissal Procedures
  Student Disposition
  Discipline or Remediation
  Grievance Procedure
  Practicum and Internship
  Fingerprinting
  Personal/Professional Development and Counseling Services
  Master’s Practicum/Internship Policies
Counseling Doctoral Program Policies
  Progress Reports
  Portfolio Examination
  Comprehensive Examination
  Doctoral Dissertation and Dissertation Research
  Time Limits
  Evaluation, Retention and Dismissal Procedures
  Personal/Professional Development and Counseling Services
  Professional Organizations
  Residency Requirement (Ph.D.)

Last updated 8/28/2017
Research Apprenticeship Requirement (Ph.D.)
Doctoral Internships
Membership and Licensure
  Professional Membership
  Liability Insurance
  National Counselors Exam
  Certification and Licensure
  School Counselor Certification
  Mental Health Counseling Licensure
Transportability
Counseling Honor Society
Checklist and Timeline-Master’s Students
Checklist and Timeline-Doctoral Students
Student Sign-off Sheet
Dear New Counseling Student,

We are pleased to welcome you to the Counseling and Human Development Department of the Margaret Warner School of Education and Human Development, and we look forward to working with you. The Counseling and Human Development faculty are committed to making this a positive educational experience for you as we assist you to achieve your academic and professional goals. As you begin your program, we wish you success and hope that you take full advantage of the opportunities that are provided for you at the Warner School.

As you read through the contents of the handbook, it will quickly become apparent to you that it contains important details concerning key milestones in your academic studies at the Warner School. Thus, it is important to keep this handbook in a place where it can be an easily accessible reference.

Although this handbook provides vital information, initiating personal contact with Warner staff members, professors, and advisors is an equally important way to gain information and advice about your program. To this end, the staff and faculty of the Counseling and Human Development Program encourage you to request help or information in order to meet your personal, educational, and professional needs.

Sincerely,

The Counseling and Human Development Faculty and Staff

Note:

The Counseling and Human Development Department requires that all counseling students acknowledge in writing (see Student Sign-off Sheet) that they have read the Counseling Student’s Handbook of the Counselor Education Program and that they agree to abide by the policies, procedures, and ethical standards of the Counselor Education Program and the counseling profession. The Warner School reserves the right to make amendments to this handbook and to the rules, requirements and procedures in the Counseling Program at any time. If material changes are made, students will be notified by appropriate means.
ADDITIONAL SOURCES OF INFORMATION

This handbook focuses on the Counseling Program in particular. There is a great deal of other information, including rules and procedures for graduate students, that is provided in other official documents of the Warner School of Education and the University. These are:

- The Warner School’s web site: www.rochester.edu/warner

- University of Rochester's Regulations and University Policies Concerning Graduate Studies (sometimes called the “red book” – containing pages from the Official Bulletin)

- The University of Rochester’s Official Bulletin—Graduate Studies

You should familiarize yourself with the content of these documents and keep them as ready references throughout your graduate study.
The mission of the Counseling Program at the Warner School of Education and Human Development is two-fold:

To educate counselors who will empower their clients and students to create more rewarding and meaningful lives and relationships; become more self-reflective, caring and compassionate persons; and contribute to reform of the systems in which their lives are imbedded.

To prepare counselor educators, researchers, practitioners and leaders in the counseling profession who will educate the next generation of counselors to do all of the above; will contribute new knowledge in the fields of counseling, counselor education and human development; and will be leaders in reforming educational and social systems to promote social justice, healthy human development, and quality relationships.

This mission is based on a an ecological perspective of professional counseling that acknowledges the importance of personal development, but also recognizes that individual lives are imbedded in a variety of personal and extended relationships and social systems. Within this perspective, we:

- see human development, counseling and education in a historical, cultural and social context
- work to foster healthy development across the life course and across a diversity of capabilities
- see the integration of biological, psychological and social intervention as an essential foundation for enduring and just human development and change.
- recognize the counselor's role as an agent of institutional change and social justice as well as personal empowerment
- recognize the diversity of traditions, disciplines, practices and cultures that generate the wealth of counseling resources and welcome difference and innovation
- use the latest research to guide best practice and intervention strategies
Incorporating the principles of this mission, we provide the following graduate programs:

**Master of Science in Counseling and Human Development** (with specialization in school counseling) – provides entry-level preparation and New York State provisional certification for school counselors.

**Master of Science in Counseling and Human Development** (with specialization in school counseling and additional concentration in community counseling) – provides entry-level preparation for counselors who may work in schools (with provisional certification) and qualifies the student for permanent certification in school counseling after two years as a school counselor.

**Master of Science in Counseling and Human Development** (with specialization in school counseling and additional concentration in disability counseling) – provides entry-level preparation for counselors who may work in schools (with provisional certification) and qualifies the student for permanent certification in school counseling after the equivalent of two years as a school counselor.

**Master of Science in Counseling and Human Development** (with specialization in school counseling and additional concentration in diversity counseling) – provides entry-level preparation for counselors who may work in schools (with provisional certification) and qualifies the student for permanent certification in school counseling after the equivalent of two years as a school counselor.

**Master of Science in Counseling and Human Development** (with specialization in school counseling and additional concentration in educational leadership) – provides entry-level preparation for counselors who may work in schools (with provisional certification) and qualifies the student for permanent certification in school counseling after the equivalent of two years as a school counselor.

**Master of Science in Community Mental Health Counseling** – provides entry-level preparation for counselors to become New York State license eligible as mental health counselors. Students graduating from this program are prepared to work in social service agencies, health care settings, child and family service centers, government agencies and other community facilities. Students can choose electives and internships to specialize in gerontological counseling or college counseling, if they so wish. Upon graduation from the program students will be eligible to receive a limited permit that will allow them to amass the 3000 hours of supervised practice required for the state license. Full licensure will be granted once the student has completed the 3000-hour requirement and has passed the state licensure examination.
Doctor of Education (Ed.D.) in Counseling and Human Development with a Concentration in Counseling – prepares counseling professionals to become counselor educators, leaders and advanced practitioners in the counseling field. Graduates of this program will typically work to advance personal development and systems change in schools, community agencies, government or higher education. (Accelerated option available.)

Doctor of Education (Ed.D.) in Mental Health Counseling and Supervision – prepares counseling professionals to become advanced practitioners who will work primarily in agency, medical or university settings, or assume a role in counselor education. This degree allows students, upon completion of the program, to begin the process of applying for a New York State license in Mental Health Counseling. (Accelerated option available.)

Doctor of Philosophy (Ph.D.) with a Concentration in Counselor Education and Human Development – prepares counselor educators, leaders, and researchers who will work in university settings, educating the next generation of counselors and contributing to new knowledge in the fields of counseling, human development, and counselor education.

Program Demographics
Currently, our student body draws from a regional, national and international base. The Master’s programs consist mostly, but not exclusively, of students from the region and nation while our doctoral programs are comprised of a cross-section of regional, national and international students. Consistent with our mission, we serve both a part-time and full-time student body.

Meeting with an advisor to complete a Program of Study
In addition to reading the information provided in this section, you will be required to meet with your advisor to discuss the courses you will be taking throughout your program and to complete and sign a Program of Study to that effect. This is necessary because: (a) It is important to plan a course sequence that fits with the number of courses you intend to take each semester or summer session. Not all courses are offered every semester or even every year, so it is important to develop a program of study with your advisor that takes these scheduling issues into account. (b) Courses and requirements may change over time, so the courses listed on the following pages, or the times they are offered, may have changed since this edition of the Handbook was published. Your advisor should have the latest information about such changes, if any.

Once a Program of Study is completed and approved, be sure to get approval from your advisor for any changes. If it is a significant change, approval of the program chair and the Associate Dean will also be required.
PROGRAM OBJECTIVES

The objectives of the Counseling Program are as follows:

1. To offer a variety of degree programs that are nationally accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP)
2. To educate qualified and state-certified School Counselors
3. To educate qualified and license-eligible Community Mental Health Counselors
4. To educate Doctors of Education and Doctors of Philosophy in Counseling, Counselor Education and Supervision, and Mental Health Counseling.
5. To produce graduates who understand and pursue counseling:
   - as a research-based discipline
   - as a holistic approach to psychological wellness that encompasses multiple approaches to intra-psychic developmental process and integrates micro- and macro-systemic considerations in the individual change process
   - from a perspective that honors and celebrates the multiple dimensions of cultural diversity
   - as a purveyor of social justice working for the health of persons, families, and communities
6. To produce graduates who:
   - have excellent helping, communication, problem-solving, conflict resolution, consultation, leadership, advocacy and other intra-personal and inter-personal skills
   - are self-reflecting, self-renewing, and professionally current and active in the field
   - are committed agents of change
7. To have faculty and students generate useful theory, research, practice and policy in counseling, human development, and counselor education
8. To develop leaders for the counseling field who develop and improve counseling programs and contribute to the counseling field—in districts, agencies, universities, government, and professional organizations, from the local and regional to state, national and international levels
9. To contribute to the local and regional community by:
   - preparing qualified counselors to serve the area
   - training, consulting, and working with local schools and community institutions
   - providing professional development opportunities for practicing counselors and related professionals

Last updated 8/3/2016
Programs of Study for the Counseling and Human Development Department

Program of Study for CA1  Certificate of Advance Study (School Counseling)
Program of Study for CA2  Certificate of Advance Study (Community Counseling)
Program of Study for CA3  Ed.D. in Counseling
Program of Study for CA4  Ph.D. in Counseling and Counselor Education
Program of Study for CA5  Ed.D. in Mental Health Counseling and Supervision
Program of Study for CA9  Ed.D. in Counseling (Accelerated)
Program of Study for CM1  M.S. in Community Mental Health Counseling
Program of Study for CS1  M.S. in School Counseling
Program of Study for CS2  M.S. in School Counseling (3+2 program for U of R undergraduates)
Program of Study for CS3  M.S. in School and Community Counseling
Program of Study for CS4  M.S. in School Counseling and Diversity
Program of Study for CS5  M.S. in School Counseling and Disability
Program of Study for CS6  M.S. in School Counseling and Leadership
Program of Study for HA1  Program and Specialization in Applied Behavior Analysis
Program of Study for HA2  M.S. in Human Development (Developmental Differences and BCBA Certification)
Program of Study for HA3  M.S. in Human Development (Developmental Differences and BCBA Courses)
Program of Study for HD0  Ed.D. in Human Development (Accelerated)
Program of Study for HD1  M.S. in Human Development (General)
Program of Study for HD2  M.S. in Human Development (3+2 program for U of R undergraduates)
Program of Study for HD3  Ed.D. in Human Development
Program of Study for HD4  Ph.D. in Human Development
Program of Study for HD5  M.S. in Human Development (Early Childhood)
Program of Study for HD6  M.S. in Human Development (Developmental Differences)
Program of Study for HD7  M.S. in Human Development (Family Studies)
Program of Study for HD8  M.S. in Human Development (Gerontology)
Program of Study for HD9  M.S. in Human Development (Research)
**Program of Study - Student Worksheet**

Name: ___________________________ Program: ___________________________

Matriculation Term & Year: ___________________________________________

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1 This is an optional form to use in drafting a program of study that will be discussed and finalized with your advisor.
# Faculty/Staff Directory

## Counseling and Human Development Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
<th>Credentials</th>
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<tbody>
<tr>
<td>Douthit, Kathryn (C)</td>
<td>276-6138</td>
<td><a href="mailto:kdouthit@warner.rochester.edu">kdouthit@warner.rochester.edu</a></td>
<td>486</td>
<td>Ph.D., LMHC, University of Rochester</td>
</tr>
<tr>
<td>Associate Professor, Dept. Chair</td>
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</tr>
<tr>
<td>Donnelly, David (HD)</td>
<td>275-7833</td>
<td><a href="mailto:ddonnelly@warner.rochester.edu">ddonnelly@warner.rochester.edu</a></td>
<td>482</td>
<td>Ph.D., BCBA, University of Rochester</td>
</tr>
<tr>
<td>Assistant Professor</td>
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<tr>
<td>Program Advisor, ABA</td>
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<tr>
<td>Duckles, Joyce (HD)</td>
<td>276-4894</td>
<td><a href="mailto:joyce.duckles@warner.rochester.edu">joyce.duckles@warner.rochester.edu</a></td>
<td>489</td>
<td>Ph.D., University of Rochester</td>
</tr>
<tr>
<td>Assistant Professor</td>
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<tr>
<td>Program Advisor, Human Development</td>
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<tr>
<td>Guiffrida, Doug (C)</td>
<td>275-3964</td>
<td><a href="mailto:dguiffrida@warner.rochester.edu">dguiffrida@warner.rochester.edu</a></td>
<td>490</td>
<td>Ph.D., LMHC, Syracuse University</td>
</tr>
<tr>
<td>Associate Professor</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Linnenberg, Daniel (C)</td>
<td>276-4782</td>
<td><a href="mailto:dlinnenberg@warner.rochester.edu">dlinnenberg@warner.rochester.edu</a></td>
<td>491</td>
<td>Ed.D., LMHC, University of Rochester</td>
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<tr>
<td>Assistant Professor</td>
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<tr>
<td>Program Advisor, Community Mental Health</td>
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<tr>
<td>Lynch, Martin (C)</td>
<td>273-3408</td>
<td><a href="mailto:mlynch@warner.rochester.edu">mlynch@warner.rochester.edu</a></td>
<td>483</td>
<td>Ph. D., LCP, University of Rochester</td>
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<tr>
<td>Associate Professor</td>
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<tr>
<td>Mackie, Karen (C)</td>
<td>275-9557</td>
<td><a href="mailto:kmackie@warner.rochester.edu">kmackie@warner.rochester.edu</a></td>
<td>496</td>
<td>Ph.D., LMHC, University of Rochester</td>
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<tr>
<td>Assistant Professor</td>
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<tr>
<td>Marquis, Andre (C)</td>
<td>275-5582</td>
<td><a href="mailto:a.marquis@warner.rochester.edu">a.marquis@warner.rochester.edu</a></td>
<td>494</td>
<td>Ph.D., LMHC, University of North Texas</td>
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<tr>
<td>Associate Professor</td>
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<tr>
<td>McGee, Meghan (HD)</td>
<td></td>
<td><a href="mailto:Meghan.Mcgee@urmc.rochester.edu">Meghan.Mcgee@urmc.rochester.edu</a></td>
<td>482</td>
<td>Board Certified Behavior Analyst</td>
</tr>
<tr>
<td>Rubenstein, Bonnie (C)</td>
<td>275-5163</td>
<td><a href="mailto:brubenstein@warner.rochester.edu">brubenstein@warner.rochester.edu</a></td>
<td>493</td>
<td>Ed.D., University of Rochester</td>
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<tr>
<td>Professor Program Advisor, School Counseling</td>
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<tr>
<td>Sorensen, Silvia (HD)</td>
<td>273-2952</td>
<td><a href="mailto:ssorensen@warner.rochester.edu">ssorensen@warner.rochester.edu</a></td>
<td>488</td>
<td>Ph.D., Pennsylvania State</td>
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<tr>
<td>Associate Professor</td>
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<tr>
<td>Swanson, Dena (C &amp; HD)</td>
<td>273-3341</td>
<td><a href="mailto:dswanson@warner.rochester.edu">dswanson@warner.rochester.edu</a></td>
<td>492</td>
<td>Ph.D., Emory University</td>
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<tr>
<td>Counseling and Human Development Senior and Emeriti Faculty</td>
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<td>Jefferson, Frederick</td>
<td><a href="mailto:fjefferson@warner.rochester.edu">fjefferson@warner.rochester.edu</a></td>
<td>Ed.D., University of Massachusetts</td>
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<tr>
<td>Kirschenbaum, Howard</td>
<td><a href="mailto:hkirschenbaum@warner.rochester.edu">hkirschenbaum@warner.rochester.edu</a></td>
<td>Ed.D., Temple University</td>
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<tr>
<td>French, Lucia (HD)</td>
<td><a href="mailto:lucia.french@warner.rochester.edu">lucia.french@warner.rochester.edu</a></td>
<td>Ph.D., University of Illinois</td>
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<td>Casamento, Nicole (C)</td>
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<td>Hudson, Deborah (C)</td>
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<td>Kehoe, Lee (C)</td>
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<td>McAdam, David (HD)</td>
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<td>Morris, Andy (C)</td>
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<td>Nittoli, Jay (C)</td>
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<td>Smith, Atiya (HD)</td>
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<th>Administrative Support Office</th>
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<tr>
<td>Cellini, Wendy</td>
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<td>Kaptein, Pamela</td>
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Last updated 8/24/2017
Counseling and Human Development Department Policies

CURRENT CONTACT INFORMATION

Your advisor, the Counseling Program and the Warner School periodically may need to contact students for a variety of reasons. If you change your address, phone number or email, please give the new contact information to the Warner School Registrar at registrar@warner.rochester.edu or 585-273-3383. Thank you.

WARNER SCHOOL STUDENT ORIENTATION

All first year Warner School students are required to attend the Warner School student orientations held throughout the year. This orientation is a valuable experience because you will be able to meet fellow students and faculty members. If you cannot attend a scheduled orientation, you should contact Warner School Student Services Office, 273-2927 for any handouts distributed, and you should talk with another student who did attend to find out what you missed.

In addition to the Warner School orientation, all new Counseling and Human Development students are required to attend the Counseling Program orientation that is held the Thursday or Friday prior to the beginning week of classes (this may be held the week before or the same week as the fall semester Warner School Student orientation). The purpose of the Department Orientation is to address the subjects covered in this handbook in depth. If you cannot attend this orientation, you should obtain the handouts and disks from the Faculty Services Office.

DIVERSITY POLICY

The program understands the importance of addressing the needs of an increasingly diverse society. Toward that end the program strives to attract and increase the educational opportunities of diverse student populations and to create an atmosphere where the values and concerns of diverse populations receive attention and respect. Issues of diversity are integrated throughout program-specific courses and developed more fully through special topics courses.

If any student would benefit from accommodations in accordance with the Americans with Disabilities Act please contact your instructor or Mary Judge, 275-2454. Information on specific accommodations may be found at www.rochester.edu/ada.
PROGRAM ADVISORS

Each student accepted into the Counseling and Human Development Department is assigned an advisor. Upon being notified of your advisor, it is important for you to arrange a meeting with this faculty member in order to develop your program of study. A meeting should be arranged before you register for your first courses to ensure that you approach your coursework in an optimum sequence.

The role of the program advisor is extremely important for your success in your program. Advisors assist in developing programs of study, solving problems, monitoring students’ progress and providing other types of help and support when needed. You should arrange personal meetings with your faculty advisor at regular intervals. Even if you do not have a particular problem, be sure to get together with your advisor at least once a year.

EVALUATION, RETENTION AND DISMISSAL PROCEDURES

Ongoing student evaluations occur, in part, through each course taken. Each student is admitted into the program based on an evaluation of academic, professional and personal characteristics associated with success in the student's program. However, unanticipated issues can emerge or personal crises and difficulties may arise that interfere with a student's continued success in the program. For these reasons, Counseling and Human Development Program faculty continuously monitor students' progress through their program—informally throughout the year and formally once a year for all students. It is Warner School policy that any student who receives two “C” course grades while at the Warner School be dismissed from the program.

The University’s Regulations and University Policies Concerning Graduate Studies (the “red book”) and the University’s Official Bulletin—Graduate Studies contain additional information on how dismissal may also result from harassment, academic misconduct, or violation of other university rules. Both documents are available on the University of Rochester's website: http://www.rochester.edu/gradstudies/

COMPLAINTS, GRIEVANCES, PETITIONS

The program advisor is the first person whom students should normally consult about all matters pertaining to their academic experience in the Warner School. If students have further questions or concerns – or simply wish to express their views about various issues in the Warner School – they should next consult the Counseling and Human Development Program Chair, Kathryn Douthit, 276-6138. Beyond that, students may contact the Associate Dean Brian Brent (275-3930).
CLASSROOM ETIQUETTE

The age of technology has brought significant improvements to the classroom, yet it has also brought some problems that can seriously disrupt the learning environment. Problems counterproductive to optimal classroom functioning include ringing cell phones, texting and twittering, checking e-mail, searching the Internet and playing computer games. Technological distractions along with standard issues of etiquette (e.g., private discussions with classmates, more than one person talking at a time, lack of civility towards fellow students, napping and other disruptive behavior) during an intellectual or sensitive discussion or class lecture can create a toxic environment or compromise the learning experience of classmates. In light of the importance of maintaining a healthy, safe and productive learning environment, all students will adhere to the following guidelines during class time:

1. Cell Phones will either be turned off or put into a silent mode
2. Students who receive emergency or "on call" phone calls will exit the room to answer them.
3. No texting or twittering during class time.
4. Watch and phone alarms will be turned off.
5. Computers will be used for note taking only (no e-mail, web searches, or other class projects).
6. Students will be civil to each other and to the faculty at all times (i.e., avoid talking over others, having private conversations, yelling at others, using disrespectful and/or using profane language outside of an appropriate context).
7. Students will be prepared to participate in class discussions and activities (fully immersed in assigned readings) by no later than the second class period. Information on the assigned books can be found at the University Bookstore website.

Students will be warned of inappropriate behavior or language and will be subject to disciplinary action or ultimate dismissal if warranted by their persistent violation of these policies.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

There are many professional opportunities available to you at the Warner School, the University, in the Rochester area, and beyond. These opportunities include workshops that are designed to help you meet your professional and educational needs, lectures, workshops, conferences and educational opportunities offered within the Warner School, the University, and the community that can contribute to your personal and professional development.

These opportunities include workshops that are designed to help you meet your professional and educational needs, including a Master's thesis workshop, an NCE
exam workshop for counseling students, and others that will be announced. Another valuable opportunity is the Warner School lunch hour colloquia that are given on a regular basis by professionals in the field of counseling, education and human development. In addition, the School Counselors’ Conference sponsored by the Western New York School Counselor Consortium, in which the Warner School is a partner, is held each year. Likewise the Counseling and Human Development Department has sponsored a film series that highlights the differing aspects of human development and family interaction.

Some of these opportunities may be announced in classes and some by notices placed in your mail folder. Another excellent place for learning about such opportunities is on the Counseling and Human Development Program bulletin board in the counseling office wing of LeChase Hall. You are encouraged to check the bulletin board regularly for information on upcoming conferences, professional workshops and educational events.

**MASTER’S THESIS OR CAPSTONE PROJECT**

Candidates for the Master’s degree engage in a culminating project. They may choose between a Master’s thesis or Master’s capstone project. The Master’s thesis demonstrates their ability to deal with an intellectual issue in a rigorous and scholarly fashion and focuses on a critical review of a researchable problem in theory or practice that is relevant to counseling. It can extend a line of inquiry initiated in a regular course of study, e.g., an elaboration of a summative paper in a course, or it can be a freshly designed paper. The Masters project also engages the student in a review of the literature in a particular topic in counseling or human development, but it culminates in the student giving a presentation or workshop or developing a learning resource related to that topic. Students typically complete this requirement during their last semester of study.

There is a short publication describing the Master’s thesis and projects in counseling that can be picked up at the Administrative Support Office in 405 LeChase Hall. Thesis/Capstone project workshops will be held in connection with EDF458 master’s internship class during the academic year.

**JOB PLACEMENT AND CREDENTIALS FILE**

The University of Rochester Career Center assists students in their search for professional positions. As students near graduation, it is a good idea to contact the Career Center in order to obtain information on recommended procedures to follow in searching for a job. Students have the option of creating a professional file that includes their academic record, resume, letters of recommendation, and any other information that is needed when applying for jobs or further graduate study. By establishing a file, you are able to keep all the information needed in the application process together and it is available to be sent to prospective graduate schools, credentialing bodies, and
employers upon your request. The Career Center also has helpful information about resume writing, interviewing, job searching and other career-related information. The University of Rochester Career Center is located at 302 Meliora Hall.

**LETTERS OF RECOMMENDATION AND ENDORSEMENTS**

Students may request letters of recommendation and endorsement from program faculty for credentialing, doctoral program applications, or employment purposes. Ethically, graduate faculty may endorse students for employment only in the area(s) for which they have been trained. Students should not list faculty members as references on job applications, university applications, or resumes/vitae without first obtaining the consent of the faculty member.

The more familiar a faculty member is with the students’ academic work, professional experience, character, and other qualifications, the better reference or recommendation they can give. Neither the program nor the faculty members are obliged to serve as references or write letters of recommendation for students, but when faculty members can do so in a way that can be meaningful and helpful to students, they are usually happy to do so. Please give faculty members ample notice when requesting letters of recommendation.
COUNSELING MASTER’S POLICIES

EVALUATION, RETENTION AND DISMISSAL PROCEDURES

When a student graduates from the Warner School with a Master’s degree in School Counseling, School and Community Counseling, School and Disability Counseling, School and Diversity Counseling, School Counseling and Leadership or Community Mental Health Counseling, we are certifying that student is ready to begin serving the public as a qualified professional counselor. We take this responsibility very seriously, and in this spirit formal and informal evaluation occurs continuously throughout each student’s program.

In part, evaluation takes place in each course, and it is Warner School policy that any student who receives two “C” course grades while at the Warner School be dismissed from the program. The University’s Regulations and University Policies Concerning Graduate Studies (the “red book”), and the University’s Official Bulletin—Graduate Studies contain additional information on how dismissal may result from harassment, academic misconduct, or violation of other university rules.

Aside from these issues, not everyone is suited to the profession of counseling. We do our best during the admissions process to accept students who appear to have the academic, professional and personal characteristics that would lead to success in counseling. However, such judgments are unavoidably based on limited data. Moreover, personal crises and difficulties subsequently may arise that interfere with a student’s continued success in the program. For these reasons, the faculty of the Counseling and Human Development department continuously monitor students’ dispositions, behaviors and general progress through the program—informally throughout the year and formally once a year—for all students. To ultimately be awarded a degree, the following dispositions are required of all Graduate Students in the Counseling Programs of the Warner Graduate School of Education.
Student Dispositions

A. Students must consistently and reliably display a level of emotional strength and balance that allows them to effectively carry out the duties of a competent school or mental health counselor. Indicators of emotional health and fitness would include the following:

- Capacity for sound clinical and interpersonal judgment and the ability to deal with critique and conflict in a healthy and productive manner, including work with:
  - Classmates, in and out of the classroom
  - Staff at the university and at clinical sites
  - Professors, supervisors and graduate assistants
- Reliable completion, even under conditions of stress and emotional challenge, of expected clinical and academic responsibilities including:
  - Meeting all obligations to staff and clients at the clinical site
  - Completing all necessary documentation and communication commitments at the internship or practicum placement
  - Completing class assignments and being an active learner in the classroom.
- A respect for diversity of beliefs, practices, appearances, and orientations, and a commitment to, and capacity for self-reflection regarding issues related to diversity
- The ability, even in times of extreme stress, to convey empathy and compassion.

B. Students must display sound moral and ethical judgment including the following:

- Full disclosure to supervisors or appropriate faculty of any difficulties with clients or delivery of client services
- Accurately and honestly recording case notes
- Strictly adhering to the rules of confidentiality including both client information and personal information shared by classmates in the classroom
- Becoming familiar with the ACA Code of Ethics and adhering to its principles
- Avoiding plagiarism and other forms of academic dishonesty
Discipline or Remediation

The 2014 ACA Code of Ethics states that faculty members in counseling programs should help students and supervisees to obtain remedial assistance when needed, and that students should be dismissed from the training program who are unable to provide competent service due to academic or personal limitations.

If it appears to the program faculty that a student is having difficulty developing the professional knowledge, attitudes, skills, and essential behaviors expected of professional counselors, the faculty will intervene. If a student’s fitness or suitability for the program is in question, the following steps will be taken:

1. **Meeting with faculty:** A request will be made for the student to meet with the appropriate faculty member or the advisor.

2. **Documentation:** Following discussion with the faculty member or advisor, assuming that the faculty member or advisor still deems the conduct or disposition unacceptable, the behavior or disposition will be documented and placed in the student’s record.

3. **Remediation:** Steps will be proposed by the faculty/advisor for remediation of the problem. It is expected that the student will commit to the remediation process. If the student fails to commit, actions for dismissal may be taken.

4. **Continued Pattern of Misconduct:** If the student’s pattern of misconduct or inappropriate disposition persists in spite of remediation efforts, the following will take place:
   a. The student will receive a letter from the department chair informing them that their continuation in the program is in jeopardy.
   b. Full-time program faculty and other faculty relevant to the case will meet to decide whether: i) further remediation should be considered, in which case the student will receive a written detailing of the remediation steps, ii) the student will be told to take a mandatory leave of absence, or iii) the student will be dismissed from the program.
   c. A letter will be sent to the student stating the decision of the faculty committee.

5. **Counseling:** The student will be asked to meet with the advisor who will provide counseling regarding suggested remediation along with a contract to that effect, which will be signed by the student. In the case of dismissal, in accordance with the ACA Code of Ethics, the student will be provided with counseling regarding alternative career or program options.
Please note: Students may be required to engage in personal counseling as part of a remediation process. In addition, students may occasionally be asked to submit to a psychological evaluation to determine that they can function effectively in a clinical setting.

Grievance Procedure

The student may appeal any of these decisions to the Warner School’s Associate Dean, who will then follow Warner School procedures for mediating and adjudicating student complaints, protests and dismissal actions.

Practicum and Internship

If the faculty determines that a student is not ready to begin the Practicum in Counseling, a written, remedial plan will be proposed to enable the student to gain the knowledge, attitudes, skills or behaviors expected of students entering the Practicum. Upon successful completion of the plan, the student can proceed to the Practicum. Similarly, if the faculty determines that a student is not ready to begin the Supervised Internship I or II, a written, remedial plan will be proposed to enable the student to gain the knowledge, attitudes, skills or behaviors expected of students entering the Supervised Internship. Upon successful completion of the plan, the student can proceed to the Internship. If the student does not successfully complete the remediation plan, either dismissal proceedings will ensue or further remediation will be required. Finally, if the faculty determines that the student has failed, during the Internship, to demonstrate the knowledge, attitudes, skills or behaviors expected of beginning counselors, the student will not receive credit for the Internship and may: a) be required to repeat it, b) be required to complete recommended remediation proceedings or 3) face dismissal. Dismissal would be considered as an option if it becomes apparent that the student, even with professional counseling or a remediation plan, is not able to meet standards related to the academic, professional or personal characteristics needed for successful work as a counselor.
Should a referral for services be deemed appropriate, students may access campus resources including:

1. University Counseling Center, (3rd Floor of the UHS Building), [www.rochester.edu/ucc](http://www.rochester.edu/ucc), (585) 275-3113, (Monday thru Friday 8:30 am – 5:00 pm for appointment);

2. Writing Support Services, (LeChase 372), (for appointment access through the website link [www.rochester.edu/warner/programs/writing/](http://www.rochester.edu/warner/programs/writing/));

3. Career Center (302 Meliora Hall), [www.rochester.edu/careercenter](http://www.rochester.edu/careercenter), (585) 275 2366;

4. Campus Ministry (Interfaith Chapel), [www.rochester.edu/chapel](http://www.rochester.edu/chapel), (585) 275-4321.

**FINGERPRINTING AND IMMUNIZATIONS**

State law requires that School Counseling employees be fingerprinted before being allowed to work in a school. Community mental health counselors who will be working with children in clinic and school settings are also required to be fingerprinted prior to employment. Mental health counselors working in hospital clinic settings will also need proof of immunizations. (This does not pertain to students doing their Practicum or Internship.) Near the end of your program, you will receive further information about fingerprinting, but we wanted you to be aware of this ahead of time in case there is something on your record that might disqualify you for work in a school. For further information, please refer to the Fingerprint information on our website and for further details, contact Pam Kaptein, Certification Officer, at pkaptein@warner.rochester.edu or 585-276-5405.

**PERSONAL/PROFESSIONAL DEVELOPMENT AND COUNSELING SERVICES**

During the course of the program, students will engage in certain exercises and experiential activities to learn clinical techniques and promote self-awareness. These activities are not intended as therapy or counseling for the student. However, any exploration into the self has the potential to invoke emotions, memories or personal insights that may prove unpleasant or disconcerting.
Participating as a client in individual or group counseling fosters professional growth for future counselors to the extent that counseling helps us grow as persons, gain insight into our own lives and the relationships and systems in which we operate, and resolve our own conflicts. Even if we are experiencing no particular conflicts or problems ourselves, counseling can be a means of further growth and learning. Counseling is a form of inquiry, a mode of research. Once we have experienced counseling from the perspective of a client, the deeper understanding we will have of the counseling process and the institutional practice of counseling. For all these reasons and others, we strongly encourage all students to take the opportunity of receiving even a limited number of counseling sessions—for their own personal development and to help them to become successful in their future careers as professional counselors.

You may know of professional counselors with whom you might work as a client. However, to make this opportunity more readily available to our counseling students, we have arranged with a number of Warner School’s Counselor Education Program alumni, now experienced counselors, who have volunteered to provide current students with counseling services at minimal cost. Students will be given a list of such professional counselors in the community to contact. Students can also use the services of the University Counseling Center (UCC) (www.rochester.edu/ucc, (585) 275-3113). UCC will provide evaluation and counseling sessions for full-time students and will do evaluations and referral for part-time students. Students who are having any academic, professional, or personal problems are encouraged to utilize one of these services, and students who are having none of these difficulties are equally encouraged to do so. Students engaged in such counseling are assured that not only are their sessions completely confidential, but Warner School faculty will not even know who is availing themselves of this service.

Aside from the need or opportunity for formal counseling, students may demonstrate attitudes or behavior that counseling program faculty perceive as potentially problematic for professional counselors. The faculty reserves the right to provide feedback to students regarding communication skills, interpersonal relations, attitudes and behavior that seem relevant to the role of professional counselor, if they believe the student may benefit from this information.
MASTER’S PRACTICUM AND INTERNSHIP POLICIES

Full-time Master’s students in counseling generally enter the Practicum in the spring semester of their first full year of study. In order to enter Practicum class, **school counseling students** must have an S in Theory and Practice I; and **community mental health counseling students** must have a B or better in Pre-practicum and Problem Identification and Intervention I and an S in Theory and Practice I. The Practicum is the students’ first experience working with clients and students are therefore carefully screened before they are allowed to begin Practicum clinical work. The faculty in any program course may occasionally deem that a student is 1) dispositionally unprepared to enter Practicum or that 2) the student has not mastered enough basic skill or knowledge of ethical issues to begin working with clients in a Practicum setting. In some cases faculty may require that students engage in personal counseling as a condition of their being admitted to the Practicum class.

INTERNSHIP POLICIES

For all Master’s programs in counseling, the internship is normally done in the last academic year of study. For School Counseling students, Internship I is taken in the fall semester and Internship II taken the following spring semester. For Community Mental Health Counseling Students, one of two options is available. Option one divides the internship experience into 2 semesters, fall and spring, with each semester entailing 300 hours of work; while option two allows the student to gain hours over the summer to either compute final hours or to start early at the request of the site. This positioning of Internship at the end of the program allows students to have taken as many courses as possible before beginning this intensive clinical experience. The following are special internship policies and practices that address questions and requests that sometimes arise. Faculty also reserves the right to ask a student to submit to a psychological evaluation to determine if they can function effectively in a clinical setting.
Prerequisites, Sequencing, Incompletes, Counseling

In order to enter Internship I, II or III (please note that Internship III is only an option for Community Mental Health students) school counseling students must have an S in Counseling Practicum and Theory and Practice II and must not have any outstanding incomplete grades in any other course on their program of study; and community mental health counseling students must have an S in Counseling Practicum, and Theory and Practice II and a B- in Problem Identification II. The faculty in any program courses may occasionally deem that a student is 1) dispositionally unprepared to enter Internship or that 2) the student has not mastered enough basic skill or knowledge of ethical issues to begin working with clients in an Internship setting. Likewise, faculty may occasionally (case by case situation) deem that a student is prepared to move ahead even if the student’s grades have not met the academic criteria due to extraordinary circumstances. Faculty will require remedial work concurrently as the student participates in the internship. In some cases faculty may require that students engage in personal counseling as a condition of their being admitted to the Internship class. Faculty also reserves the right to ask a student to submit to a psychological evaluation to determine if they can function effectively in a clinical setting.

Changing Internships

The expectation is that Internships are year-long experiences at the same site.

However, it is possible to change internship sites if (a) your current placement really isn’t working and attempts to improve it have failed, or (b) a too-good-to-pass-up opportunity arises. Therefore, an internship site may be changed if the following conditions are met:

1. Your current internship site supervisor accepts the change. In light of the fact that you will already have a signed contract with an existing supervisor, it is important to honor that contract so that the supervisor maintains an amicable working relationship with the Warner School Counseling Department. Changes in site supervisor must not hurt the counseling program or opportunities for future practicum and internship students. If site supervisors feel abandoned, they may no longer be willing to take on that role. The needs of your current individual clients and groups must also be taken into consideration. Once you have talked to your site supervisor and you inform the Counseling Program’s Clinical Coordinators (for School Counselors, Bonnie Rubenstein; for Community Mental Health Counselors, Karen
Mackie) that you have reached an agreement with your current site supervisor, the Clinical Coordinator will call him/her to confirm that an agreement has indeed been reached.

2. You have completed a significant number of hours at your current site, and your current site supervisor completes a "Joint Assessment Form" so that we have her/his evaluation of your work at that site.

3. Your new site is an appropriate setting for your continued internship.

4. There is a qualified supervisor at your new site who agrees to provide site supervision for you. This means a professional with at least a Master’s degree in counseling or a closely related field and at least two years experience at the site.

5. You develop a new “Internship Contract” with the new supervisor before or as soon as you begin at the new site.

6. You continue to meet all the requirements of the internship, such as tapes and attending classes and supervision.

Paid Internships

Occasionally, in a small minority of cases, the opportunity occurs for an intern to be paid by the internship site. This may happen if a counselor at the site goes on maternity or sick leave or leaves abruptly, and since the Intern is already working successfully at the site, she is asked to fill in for the departing employee. It may also occur that a student already working as a counselor (typically a community counselor) sees an opportunity to do the Internship at her work site while continuing to be employed there.

Can a Student Do Her Internship at Her Current Work Site?

The answer is “Yes,” under the following three conditions, as well as conditions A, B, & C below:

1. The Internship will involve a substantially new learning experience in which the student engages in a new type of counseling or works with a new population. The student cannot simply continue her/his normal work and receive Internship credit for it.

2. There is appropriate supervision. Appropriate supervision means that a site supervisor meets all the usual qualifications expected of a site supervisor, and also has expertise in the new type of counseling or with the new population and can therefore support and facilitate the student’s learning experience. This supervisor should not be the
Can an Intern Receive Pay as a Substitute or Part-time or Full-time Employee? During the Internship?

In past experience, an intern shifting from practicum student or intern to employee at the internship site has often created problems. When an intern is an employee, school districts and agencies often forget that the intern is there for a learning experience and assign the intern to duties that might be beyond the intern’s capability, reduce supervision of the intern, and/or neglect to facilitate new learning experiences for the intern. Simultaneously, the intern is often more reluctant to ask for help or to say she is not ready for a particular assignment, because after all, she is being treated as and paid as a regular counselor or because she hopes to be offered a permanent position at the site and does not want to appear inexperienced.

Therefore, if you will be paid at the internship site (e.g., as a substitute or part-time or full-time counselor), these additional requirements apply:

A. Your supervisor recognizes that you are still doing your internship, which means that weekly supervision, provision of new learning experiences, and on-going support are still important and expected. It does not mean that since you are now a paid member of the staff you can be “left alone”, which has sometimes happened in the past when interns became employees. To be sure that this criterion is met, the Clinical Coordinator will speak with the Site Supervisor and, if needed, the site administrator (principal, director, etc.), and the site supervisor or administrator will sign an addendum to the Internship Contract agreeing that a) the Intern will receive on-going supervision, b) the Intern will not be asked to engage in activities that are beyond her professional capacity, and c) the site will honor the intern’s program needs, including work hours that enable the intern to get to classes on time.

B. You will still be willing to ask your site supervisor and others for help, say “I’m not yet qualified to do that,” or “I’m going to need some help and support to fulfill that assignment.” Again, in the past, interns who became employees have felt they could not say “no” or ask for
help because they were being paid or because they hoped to be offered a permanent position at the site and did not want to appear inexperienced. The first goal of the internship is still learning.

C. You are still required to participate in the Internship course for its entire length. By working full-time, for example, an intern could accumulate 600 hours in one semester. The intern must still participate fully in the Internship throughout the spring semester in order to benefit from the ongoing supervision, learning experiences, and reflection opportunities that the Internship provides.

Summer Community Counseling Internship & Community Mental Health Counseling Internship

The summer Community Mental Health Counseling internship is designed for dual program (School and Community) students after they have completed their full School Counseling internship. The summer Community Counseling Internship cannot be taken before the two semester School Counseling Internship because the School Counseling fall-spring internship also contains important learning experiences that give needed structural and intellectual support to first and second semester internship students. In addition, the fall-spring internship has more levels of supervision than the summer internship, and is inappropriate for a first semester internship experience. Students who are staying at the same site for practicum and internship can start in the summer session, however, summer starts must still register and attend the fall-spring sequence for EDF458. Students who are taking an additional 300 hours of fieldwork as their elective course can also complete this by utilizing the 12 week summer session either before or after the internship year.

The summer internship in Community Mental Health Counseling is designed to be a Fall-Spring-Summer Internship sequence, taken at the end of the student’s program in Community Mental Health Counseling. This enables the student to have taken as many courses as possible before or during the internship. Students who are completing the CMHC Internship who wish to stay at the same site for Practicum and Internship are permitted to start accumulating field-based hours towards the Internship requirement during the intervening summer session (12 weeks).
COUNSELING DOCTORAL PROGRAM POLICIES

PROGRESS REPORTS

All doctoral students are asked to submit an annual progress report every January. The reports provide information about students' course and research experiences in order to ensure that any challenges or concerns are addressed. They are reviewed by Student Services, faculty advisors, and program faculty. Reminders are sent from Student Services in late fall.

PORTFOLIO EXAMINATION

All full-time doctoral students are required to submit a “portfolio” by a September deadline following their completion of 18 credit hours of doctoral coursework at the Warner School. Coursework must have included ED 506: Concepts and Issues in Social Science Research and at least one of the following doctoral-level counseling and human development courses: Contemporary Trends in Mental Health Assessment, Intervention and Research; Advanced Counseling Theory, Research and Practice; Counselor Education; Research in Life Course Studies; Contemporary Learning Theories; Research in Cognitive Development, and Development of Selves.

The purpose of the portfolio is to provide students with the opportunity to reflect upon where they are in their academic career; specifically focusing on how they have grown as doctoral students and the proposed direction of their research. Items that are included in the portfolio are a narrative statement, an approved Program of Study; two papers from courses, grades, and a professional vita (see https://www.warner.rochester.edu/students/matriculated/dissertation/ for more information). An orientation to the portfolio process is usually offered in the spring semester.

Faculty members review the portfolios to ensure that students are integrating their learning, developing their writing skills, narrowing their research interests, and thinking about their future directions. The portfolios also allow faculty members to provide students with feedback regarding their progress in the program and suggestions for further development. If your portfolio is judged unsatisfactory, you must submit a revised one the next year. If the portfolio is judged unacceptable on the second attempt, you are withdrawn from the doctoral program.
COMPREHENSIVE EXAMINATION

The comprehensive examination comes at the point in your program when you have passed the portfolio assessment and completed all the coursework for the degree (except for your internships). You should consult with your advisor to determine if you are ready to begin the “comps”. There is an important orientation offered on the topic of comprehensive exams and dissertations.

Purposes of the Comprehensive Examination

1. To demonstrate a breadth of knowledge in the area of counseling and/or human development.
2. To demonstrate the ability to critically review literature
3. To demonstrate an understanding of research methodology.
4. To demonstrate a depth of understanding of your own research area and to situate your area of expertise within a wider, theoretical framework.

PROCEDURE FOR DESIGNING THE EXAM

The comprehensive examination can take one of two forms depending upon your degree program. You should meet with your faculty committee to discuss the design of the examination, i.e., fields to be examined and manner of examination. Warner School faculty have stipulated that at least one part of the examination must be in written form. After consulting with your committee and submitting the appropriate paperwork, you will have one year to complete the examination. Successful completion of your comprehensive examination should put you well on the path toward writing your dissertation proposal.

Option 1: COUNSELING & HUMAN DEVELOPMENT STUDENTS, Ed.D. or Ph.D.:

For all Ph.D. students, and for Ed.D. students who choose to adopt this method of examination, the comprehensive examination will take the form of three essays (20-25 pages) written in response to three questions related to your research area. The three questions will most typically deal with the following areas (variations on the three areas of examination can be discussed with the chair of your comprehensive examination committee):
Theory: This paper examines the various theoretical orientations that might be used to frame understanding of a particular problem in counseling and/or human development.

Research: This paper demonstrates an understanding of the empirical and other research literatures in the student’s area of interest. An important aim of this paper is for the student to reveal, for the purpose of future inquiry, specific gaps in the existing literature.

Methodology: The methodology paper demonstrates knowledge of a research methodology relevant to the student’s area of interest. The paper should include a proposal for how the student would design a research project relevant to their interest area and a scholarly justification for the use of that design.

Option 2: COUNSELING & HUMAN DEVELOPMENT STUDENTS, Ed.D. Only

For Ed.D. students (either Accelerated or Traditional Ed.D. tracks) the comprehensive examination will take the form of two essays (30-35 pages) written in response to two questions related to your research area. The two questions will deal with the following areas:

Counseling or Development question/problem literature review and theory exposition: This paper introduces a general area of inquiry that will become the focus of the student’s dissertation. The introduction to the area of inquiry will include: a) a critical literature review articulating the depth and breadth of existing research investigating issues central to the student’s identified area of inquiry, and b) the major theoretical considerations raised by the area of inquiry that will be the focus of the dissertation. Must be related to your dissertation.

Considerations of professional practice and research methodology: This paper consists of an elaboration of the student’s specific research question and includes: a) an articulation of the specific research question; b1) an explanation of the relevance of the area of inquiry to improving practice, b2) a presentation of evidence that supports the student’s claims of relevance to practice; c) a comprehensive scholarly description of a methodology to address this area of inquiry, and d) a rationale for the use of the student’s chosen methodology. Must be related to your dissertation.
Process

1. Obtain from the Warner School’s Office of Student Services or web site the instructions for forming a comprehensive examination committee. The instructions also include a form on which the examination questions are typed and which the committee members sign agreeing to serve on the committee.

The three-question examination committee is composed of three faculty members. **For Ph.D. committees**, at least two of the three committee members must be full-time, tenured or tenure-track Warner School faculty members. One of those Warner faculty members must be from the student’s program area, and the other from either inside or outside the program area. The third committee member may be a full-time, tenured or tenure-track faculty member from the Warner School, but also may be a full-time tenure track faculty member from another school/college in the University. For **Ph.D. committees** the third member may come from a college or university other than the University of Rochester. In this case, the student must obtain a curriculum vita from the third proposed member and submit it to the Associate Dean of the Warner School for his approval. The proposed committee member must have an earned doctorate, be tenured or tenure-track faculty, must have a rank of at least assistant professor, and be actively engaged in research.

**For Ed.D. committees** evaluating a three-question exam, at least two of the three committee members must be a Warner School faculty member who either is on a tenure-track with a rank of at least assistant professor, or is a Warner School clinical faculty member with a rank of assistant professor or higher. The third committee member may be a faculty member from the Warner School, but also may be a faculty member, with either a Ph.D. or Ed.D., from another school/college in the University. For **Ed.D. committees**, the third committee member may also come from a college or university other than the University of Rochester. Alternatively, the third committee member for Ed.D.’s may be a non-university or college-based practicing professional from the candidate’s area of specialization. In all cases, the third committee member for an Ed.D. must have an earned doctorate.
For Accelerated and Traditional Ed.D committees evaluating the two question format, the two committee members must be a Warner School faculty member who either is on a tenure-track with a rank of at least assistant professor, or is part of the Warner School clinical faculty with a rank of assistant professor or higher.

2. Meet with your program advisor or another faculty member with whom you have developed a relationship; discuss and clarify your area of research interest; begin to plan two/three questions that might be appropriate for the comprehensive exam; and discuss potential members for your comprehensive exam committee.

3. Meet with other potential members of the committee. Discuss your research interest with them. Show them the tentative questions you have generated. Get their input or suggestions. If there seems to be compatibility, invite them to serve on the committee.

Note that the writing of the two/three questions is a co-construction process between you and your committee members. The net result is three questions that fulfill the purposes of the examination and make sense to you and the committee members.

4. Complete the Comprehensive Examination form, have it signed by all three committee members, and submit it to the Office of Student Services.

DOCTORAL DISSERTATION AND DISSERTATION RESEARCH

The dissertation is a culminating, scholarly research project that is informed by theory and, in some cases, contributes to theory. The dissertation should reflect your professional interests, and it should contribute to the field of counseling and human development or counselor education. In determining your dissertation topic, it is vital for you to consult with your advisor or another faculty member who agrees to sponsor your dissertation. Engaging in this consultation early in the process will ensure that you are following correct procedures and avoiding any unnecessary and time consuming inefficiencies. At least three faculty members must serve on your dissertation committee. Again there are specific requirements for committee composition, which are different for the Ed.D. and Ph.D. degrees. When you finish your comprehensive examination, it is time to pick up the information packet on forming a dissertation committee, which can be found on the Warner web site under Student Services at:
http://www.rochester.edu/wamer/studentservices/dissertation/index.html
In preparing to work on their dissertation and while working on their dissertation, doctoral students are required to take a certain number of “dissertation research credits.” Ed.D. students are required to take a minimum of 9 credit hours of dissertation research; however, 15 credit hours are strongly recommended. Ph.D. students are required to take a minimum of 27 credit hours of dissertation research and an additional 3 credits of an advanced methods course (options for the advanced methods requirement are listed on the Program of Study). “Dissertation Research” can mean any of the following:

- a required or elective course that bears directly on one’s dissertation topic
- an independent study course that bears directly on one’s dissertation topic; students may opt to take an independent study that allows them to focus on their comprehensive examination
- a research apprenticeship or field study that either bears directly on one’s dissertation topic or develops methodological skills needed for one’s dissertation research (research apprenticeship is required for all Ph.D. students)
- ED 593/Ed.D. Dissertation Research or ED 595/Ph.D. Dissertation Research, which involves students working independently on their dissertation proposal and/or dissertation under the guidance of their faculty sponsor and committee members (a minimum of 15 credits is strongly recommended for Ph.D. students and a minimum of 9 credits for Ed.D. students).

**TIME LIMITS**

Students must complete their degrees within seven years of being accepted into the doctoral program (six years if you transfer 15 credits or more into your doctoral program). The University’s continuous registration policy requires that doctoral students register each semester until graduation, whether or not they are taking courses. If the student has completed all of the coursework on their Program of Study but has not completed the dissertation, they will be required to pay a continuation of enrollment fee, in lieu of fees for course credit, when they register for the semester. For more information, consult the Graduate Studies Bulletin.
EVALUATION, RETENTION AND DISMISSAL PROCEDURES

When a student graduates from the Warner School with a doctoral degree in counseling, we are certifying that student is ready to begin serving the public as a qualified counselor educator and doctoral-level practitioner and supervisor. We take this responsibility very seriously, and in this spirit formal and informal evaluation occurs continuously throughout each student’s program.

In part, evaluation takes place in each course, and it is Warner School policy that any student who receives two “C” course grades while at the Warner School be dismissed from the program. Likewise, a grade of an “F” is considered adequate grounds for dismissal. The University’s Regulations and University Policies Concerning Graduate Studies (the “red book”), and the University’s Official Bulletin—Graduate Studies contain additional information on how dismissal may result from harassment, academic misconduct, or violation of other university rules.

Aside from these issues, not everyone is suited to the profession of counseling and counselor education. We do our best during the admissions process to accept students who appear to have the academic, professional and personal characteristics that would lead to success. However, such judgments inevitably are based on limited data. Moreover, personal crises and difficulties subsequently may arise that interfere with a student’s continued success in the program. For these reasons, the faculty of the Counseling and Human Development department continuously monitor students’ dispositions, behaviors and general progress through the program—informally throughout the year and formally once a year for all students. To ultimately be awarded a doctoral degree, the following dispositions are required of all Graduate Students in the Counseling Programs of the Warner Graduate School of Education.
Student Dispositions

A.  Students must consistently and reliably display a level of emotional strength and balance that allows them to effectively carry out the duties of a competent counselor or counselor educator.  Indicators of emotional health and fitness would include the following:
   • Capacity for sound clinical and interpersonal judgment and the ability to deal with critique and conflict in a healthy and productive manner, including work with:
     o Classmates, in and out of the classroom
     o Supervisees
     o Staff at the university and at clinical sites
     o Professors, supervisors and graduate assistants
   • Reliable completion, even under conditions of stress and emotional challenge, of expected clinical and academic responsibilities including:
     o Meeting all obligations to staff and clients at the clinical site
     o Meeting all obligations to master’s-level supervisees
     o Completing all necessary documentation and communication commitments at the internship placement
     o Completing all necessary documentation and communication commitments relating to supervision responsibilities
     o Completing class assignments and being an active learner in the classroom.
   • A respect for diversity of beliefs, practices, appearances, and orientations, and a commitment to, and capacity for self-reflection regarding issues related to diversity
   • The ability, even in times of extreme stress, to convey empathy and compassion.

B.  Students must display sound moral and ethical judgment including the following:
   • Full disclosure to supervisors or appropriate faculty of any difficulties with clients or delivery of client services
   • Full disclosure to supervisors or appropriate faculty of any difficulties with supervisees or delivery of supervision
   • Accurately and honestly recording case notes or notes regarding supervision
   • Strictly adhering to the rules of confidentiality including both client information and personal information shared by classmates in the classroom
   • Becoming familiar with the ACA Code of Ethics and adhering to its principles
   • Avoiding plagiarism and other forms of academic dishonesty
Discipline or Remediation

The 2016 ACA Code of Ethics states that faculty members in counseling programs should help students and supervisees to obtain remedial assistance when needed and that students should be dismissed from the training program who are unable to provide competent service due to academic or personal limitations.

If it appears to the program faculty that a student is having difficulty developing the professional knowledge, attitudes, skills, and essential behaviors expected of professional counselors, the faculty will intervene. If a student’s fitness or suitability for the program is in question, the following steps will be taken:

1. **Meeting with faculty:** A request will be made for the student to meet with the appropriate faculty member or the advisor.
2. **Documentation:** Following discussion with the faculty member or advisor, assuming that the faculty member or advisor still deems the conduct or disposition unacceptable, the behavior or disposition will be documented and placed in the student’s record.
3. **Remediation:** Steps will be proposed by the faculty/advisor for remediation of the problem. It is expected that the student will commit to the remediation process. If the student fails to commit, actions for dismissal may be taken.
4. **Continued Pattern of Misconduct:** If the student’s pattern of misconduct or inappropriate disposition persists in spite of remediation efforts, the following will take place:
   a. The student will receive a letter from the department chair informing them that their continuation in the program is in jeopardy.
   b. Full-time program faculty and other faculty relevant to the case will meet to decide whether: i) further remediation should be considered, in which case the student will receive a written detailing of the remediation steps, ii) the student will be told to take a mandatory leave of absence, or iii) the student will be dismissed from the program.
   c. A letter will be sent to the student stating the decision of the faculty committee.
5. **Counseling:** The student will be asked to meet with the advisor who will provide counseling regarding suggested remediation along with a contract to that effect, which will be signed by the student. In the case of dismissal, in accordance with the ACA Code of Ethics, the student will be provided with counseling regarding alternative career or program options.
Please note: Students may be required to engage in personal counseling as part of a remediation process. In addition, students may occasionally be asked to submit to a psychological evaluation to determine if they can function effectively in a clinical setting.

Should a referral for services be deemed appropriate, students may access campus resources including:

1. University Counseling Center, (3rd Floor of the UHS Building), www.rochester.edu/ucc, (585) 275-3113, (Monday thru Friday 8:30 am – 5:00 pm for appointment);
2. Writing Support Services, (LeChase 372), (for appointment access through the website link www.rochester.edu/wamer/programs/writing/);
3. Career Center (302 Meliora Hall), www.rochester.edu/careercenter, (585) 275 2366;

Grievance Procedure
The student may appeal any of these decisions to the Warner School’s Associate Dean, who will then follow Warner School procedures for mediating and adjudicating student complaints, protests and dismissal actions.

PERSONAL/PROFESSIONAL DEVELOPMENT AND COUNSELING SERVICES

During the course of the program, students may engage in certain exercises and experiential activities to learn clinical techniques and promote self-awareness. These activities are not intended as therapy or counseling for the student. However, any exploration into the self has the potential to invoke emotions, memories or personal insights that may prove unpleasant or disconcerting.
Participating as a client in individual or group counseling fosters professional growth for future counselors and counselor educators. To the extent that counseling helps us grow as persons, gain insight into our own lives and the relationships and systems in which we operate, and resolve our own conflicts, the better a counselor we will be. Even if we are experiencing no particular conflicts or problems ourselves, counseling can be a means of further growth and learning. Counseling is a form of inquiry, a mode of research. The more we have experienced counseling from the perspective of a client, the deeper understanding we will have of the counseling process and the institutional practice of counseling. For all these reasons and others, we strongly encourage all students to take the opportunity of receiving even a limited number of counseling sessions—for their own personal development and to help them to become successful in their future careers as professional counselors.

You may know of professional counselors with whom you might work as a client. However, to make this opportunity more readily available to our counseling students, we have arranged with a number of Warner School’s Counselor Education Program alumni, now experienced counselors, who have volunteered to provide current students with counseling services at minimal cost. Students will be given a list of such professional counselors in the community to contact. Students can also use the services of the University Counseling Center (UCC) (www.rochester.edu/ucc, (585) 275-3113). UCC will provide evaluation and counseling sessions for full-time students and will do evaluations and referral for part-time students. Students who are having any academic, professional, or personal problems are encouraged to utilize one of these services, and students who are having none of these difficulties are equally encouraged to do so. Students engaged in such counseling are assured that not only are their sessions completely confidential, but Warner School faculty will not even know who is availing themselves of this service.

Aside from the need or opportunity for formal counseling, students may demonstrate attitudes or behavior which counseling program faculty perceive as potentially problematic for professional counselors. The faculty reserves the right to provide feedback to students regarding communication skills, interpersonal relations, attitudes and behavior which seem relevant to the role of professional counselor, if they believe the student may benefit from this information.
PROFESSIONAL ORGANIZATIONS

All Counseling Doctoral Students are expected to reflect a full professional stature which includes membership and participation in the counseling professional organizations at the local, regional and national level. Some relevant links to important professional organizations include:

American Counseling Association (ACA)
www.counseling.org

Association of Counselor Educators and Supervisors (ACES):
www.acesonline.net

North Atlantic Regional Association of Counselor Educators and Supervisors (NARACES):
www.naraces.org

RESIDENCY REQUIREMENT (Ph.D.)

It is a University of Rochester requirement that Ph.D. students complete a full year of residency. The purpose is to encourage the student to spend at least one academic year fully immersed in the intellectual life of the campus and the program. Residency means taking 12 credits per semester for consecutive fall-spring or spring-fall semesters. (Students on assistantships will be considered full-time when taking 9 credits per semester.)

RESEARCH APPRENTICESHIP REQUIREMENT (Ph.D.)

All Ph.D. students are required to arrange a research apprenticeship with a faculty member. The research apprenticeship typically involves working with a faculty member on his/her research. Students have the option of registering for formal course hours for the apprenticeship (up to 6 credits), or doing the apprenticeship without any formal course hours attached to it. Students register for research apprenticeship credits by registering for ED 591: “Independent Study: Research Apprenticeship.” These credits typically can count toward the Ph.D. student’s 30 required “dissertation research” credits.
Optional Research Apprenticeship for Ed.D. students. Ed.D. students who decide to do the research apprenticeship can count the credits as “electives” or as “dissertation research” if the topic or methodology is related to one’s dissertation research.

DOCTORAL INTERNSHIPS

All doctoral students are required to do 700 clock hours of internship experiences (900 hours in some instances where: 1) students are attempting to fulfill the internship requirements for the New York State Licensed Mental Health Counselor [LMHC] limited permit, 2) students enter the program with insufficient counseling experience to competently supervise master’s level students).

Supervised Internship in Teaching and Clinical Supervision consists of 300 hours and provides students with teaching and supervisory experience in counselor education and supervision. Students registered in this internship may engage in classroom teaching or participate in supervision of master’s level counseling students. In addition, this particular internship has a significant didactic portion that addresses such issues as professional publication and presentation, disaster mental health, and program evaluation. This didactic portion spans the entire academic year even though students only register for the course once (registration is in either fall or spring depending upon which fits better into the students’ schedule). All students are required to attend the full spring-fall didactic sequence of this course. In addition, all students will undergo supervision as a part of this course. All students amassing practice hours in teaching and clinical supervision are required to have faculty supervision of those hours.

Supervised Internship in Counseling Practice also consists of 400 clock hours (600 hours for LMHC limited permit candidates). The focus of this internship is direct clinical experience to deepen and broaden one’s counseling skills. For this course, students select their own internship site, with the help of the Clinical Coordinator. Doctoral interns recently have worked at the University Counseling Center, the psychiatric outpatient clinic at the University’s Medical Center, a local church doing pastoral counseling, Mount Hope Family Center, and other community agencies. In each setting there must be a qualified site supervisor who provides weekly individual supervision. Students also meet periodically with a university faculty instructor for individual and group supervision. Students are
able to obtain internship hours at their place of work only if: 1) they participate in new activities that are beyond the scope of their regular job duties and 2) have a qualified site supervisor. For doctoral students with extensive clinical experience, in consultation with the advisor, up to 200 of these hours can be substituted with research activities.

The doctoral Internships may be taken in either order, with approval of your program advisor and the Clinical Coordinator (Dr. Karen Mackie). If it is deemed necessary that a student with insufficient clinical experience have additional counseling experience before teaching and supervising the Masters’ students, an expanded Supervised Internship in Counseling Practice of 600 hours, devoted entirely to clinical practice, is taken before the Supervised Internship in Teaching and Clinical Supervision.
MEMBERSHIP AND LICENSURE

PROFESSIONAL MEMBERSHIP

All students are strongly encouraged to join the American Counseling Association (ACA) and other professional associations in counseling. As a professional, it is important to remain current in your professional field by keeping updated on new trends and issues. Joining ACA or another organization is an effective method for staying current in the counseling field. Members receive professional newsletters, journals, and announcements of professional activities. ACA has several divisions that members can join to stay current in and receive information about their specific area of career interest.

Membership in ACA is also an excellent way to obtain low cost professional liability insurance (for doctoral students and at no cost for master's students), which is required of students doing the Practicum and Internship courses. Students can take advantage of the student discounted membership rates. To obtain information on ACA and its divisions, call 1-800-347-6647. Information will also be distributed to you near the end of your Introduction to School/Principles and Practices in Community and Mental Health Counseling course.

LIABILITY INSURANCE

All students enrolled in the Counselor Education Program are required to obtain professional liability insurance. You must purchase this insurance before you begin your clinical sequence. Therefore, you will be required to show proof of insurance before beginning clinical practicums or internships.

Professional liability insurance is readily available to students who are American Counseling Association members at a very reasonable cost or even no cost. Information about ACA and student liability insurance will be distributed to you near the end of your Introduction to School/Community Counseling course. Information and applications are also available from ACA, at 1-800-347-6647, x284.
NATIONAL COUNSELORS EXAM
NATIONAL BOARD OF CERTIFIED COUNSELORS

Students with a Master’s degree in School Counseling, Community Counseling or Mental Health Counseling may be eligible to apply to for the credential, National Certified Counselors (NCC), granted by the National Board of Certified Counselors (NBCC). The NCC is a valuable asset for counselor educators and leaders in the field of counseling. You will learn about the National Board of Certified Counselors in one or more of your courses. Information on signing up for the NCE and notice of a workshop to help you prepare for taking the exam will be distributed via the CHD listserv and posted on the Counseling and Human Development Program Bulletin board at the appropriate times each year. Professor Andre Marquis coordinates the NCE and is the person to go to with questions about national certification and about the exam.

CERTIFICATION and LICENSURE

If you are interested in becoming certified as a school counselor in New York State or as a Licensed Mental Health Counselor the State of New York, you will be able to use your master’s or doctoral program to help you obtain certification or licensure. The doctoral program will also help you meet the requirements for advanced certification in supervision through NBCC. For further information, contact your program advisor.

SCHOOL COUNSELOR CERTIFICATION

In order for you to work as a counselor in schools in the State of New York, the University of Rochester must recommend you for state certification. Please be aware that recommendation for certification does not happen automatically upon completion of the graduate program in school counseling. It is your responsibility to obtain, complete, and submit application forms and related materials. This is normally done in the semester before you graduate.
Application materials may be obtained from the department of Student Services.

The following are required for provisional certification:

- Completion of the Master of Science degree in School Counseling from a program that has been approved by the New York State Board of Education (University of Rochester is approved).
- Completion of a workshop on recognizing the signs of child abuse.
- Completion of a workshop on violence prevention in schools.

The provisional certificate is valid for employment as an elementary, middle, or secondary school counselor. If you are newly certified and are not employed full-time in a school, or if you do not have an offer of full-time employment in a school, you will be issued the Certificate of Qualification. The CQ is valid for five years, during which time you may take coursework to be applied toward permanent certification. Holders of the CQ may substitute in schools until a permanent job is secured. When you accept a regular position in a school, the CQ must be exchanged for the Provisional Certificate. You then have five additional years in which to complete the requirements for permanent certification, which include completion of 12 additional graduate credits, which can be taken at the Warner School, bringing the total to 60 graduate credits.

**MENTAL HEALTH COUNSELING LICENSURE**

As of January 1, 2006, the State of New York requires that all who practice as Mental Health Counselors be licensed. The New York State law dictates that without a license a person: 1) cannot call themselves a mental health counselor (i.e., use that particular title), and 2) cannot perform psychotherapy and other duties (i.e., participate outside their scope of practice). To be a licensed mental health counselor (LMHC) in New York State, counselors must have met three requirements:

1. Obtained a Master’s degree from a mental health counseling program registered with New York State or independently amass educational requirements detailed by the state. The Warner School’s **Community**
Mental Health Counseling Program (including gerontological and college specializations) are registered with New York State for licensure purposes;

2. Passed a Mental Health Counseling Examination approved by New York State. This must be taken after completing the Masters degree; and

3. Amassed three thousand (3000) supervised hours of post-master’s experience in an approved mental health counseling setting.

4. Students must complete coursework or training on the identification and reporting of child abuse offered by a NYS provider

Following completion of the Community Mental Health Counseling master’s degree at the Warner School, students are eligible to receive a limited permit to practice under supervision at a clinical site acceptable to the NYS Office of Professions. Students must request the Warner School Certification Officer to provide verification of their education and their degree conferral date on Form 2 of the licensure application. The limited permit is required to begin and complete the 3,000 hours of post-master’s supervised practice. More information concerning the LMHC licensure process can be found on the website of the Office of the Professions of New York State: http://www.op.nysed.gov/mhp.htm. Although Warner faculty make every effort to keep students updated regarding the licensure process, it is the responsibility of the student to familiarize themselves with the Office of the Professions web site and to stay current with changes dictated by the State. Local and state groups such as the New York Mental Health Counselors Association (NYMCHA) and the Rochester chapter of NYMCHA invite student participation and are excellent sources of information regarding changes to the law being considered and implemented by the State.

TRANSPORTABILITY

Requirements for licensure vary dramatically from state to state. Currently the State of New York does not have reciprocal agreements with other states that would grant automatic licensure to New York LMHC’s relocating to other states.
Hence if you plan to practice outside of New York, it is imperative that you become aware of the licensure laws in the new state.

**COUNSELING HONOR SOCIETY**

The Counseling Program at the Margaret Warner School of Education sponsors a local chapter of Chi Sigma Iota (ΧΣΙ), the National Honor Society for counselors. Our local chapter is named Upsilon Rho Iota (ΥΡΙ). Membership in the chapter is open to faculty, program alumni, and students who have demonstrated academic and professional excellence. Along with national recognition as a counseling professional, your involvement with our local chapter will allow you to network with other counselors as well as contribute to your own growth and development within an organization that is dedicated to maintaining exemplary standards of practice. You will receive further information about the chapter and about eligibility in the spring semester of your first year in the program. Professor Bonnie Rubenstein is the faculty Advisor for the Chapter and will be happy to speak with you about it.
MASTER’S CHECKLIST AND TIMELINE

This checklist will help you keep track of some of your responsibilities as you progress through the Counseling Program. The items below do not reflect every step, form, and hurdle in your path; rather the list highlights some of the benchmarks that we particularly want to call to your attention—so you have a sense of the flow of events and so you don’t forget any important steps. You should consult the other handbooks and pay attention to other information that comes your way throughout the program to be sure you are current with other responsibilities or deadlines that the Counseling Program, the Warner School, or the University may have established.

Before or at the beginning of your program

_____ Attend the Warner School Student Orientation. These are offered periodically on different topics and are required for all new students. If you cannot attend the scheduled orientations, you should contact your advisor about information that you may have missed. Additionally, you will need to complete the Student Sign-Off Sheet and submit it to the Warner School as indicated on the form.

_____ Attend the Counseling Program Student orientation. This is a mandatory meeting held prior to the start of the fall term. During this orientation, all of the information located in this handbook is discussed. During this time, you are afforded the opportunity to ask your initial questions concerning the handbook contents.

_____ Meet with your assigned program advisor and develop a program of study. This should be done as soon as possible upon beginning your program. It is important to plan your course of study with your advisor right from the beginning, so you are sure to take your courses in the most logical order. Your graduation could be delayed for as much as a year if you take some of the courses in the wrong sequence.

_____ Read this Handbook; and sign and return the sign-off sheet (at the end of this handbook). The form needs to be completed and turned into the Administrative Support Office by September 30.
During your program

— **Learn about the Practicum in Counseling.** In your first fall semester, near the end of your Introduction to School/Principles and Practices of Community and Mental Health Counseling course, the department’s Clinical Coordinator will visit your class to describe the Practicum in Counseling. (Students completing the program in two years will be doing the practicum in the coming spring semester. Students completing the program in a longer time frame will do the practicum in their next-to-last year.) At this time you will receive ACA membership and insurance forms and information about arranging your practicum (see below).

— **Purchase a Digital Recorder (Kodak Play Touch with SD card).** All masters counseling students are required to have one with which to record your practice sessions. You do not need a specific model, provided that it can either plug into a computer or produce a DVD that can be played on a computer. The SD card provides storage for video that the student can keep but also allows you to plug the card into a computer and play back the video for a group if needed.

— **Join ACA and obtain professional liability insurance.** This must be done before beginning the Practicum in Counseling. Proof of insurance will be required before beginning the practicum experience.

— **Arrange your practicum site.** Again information on the practicum and assistance in identifying a site will be provided near the end of your Introduction to School/Principles and Practices of Community and Mental Health Counseling course. If you are a part-time student who already took this course, you should again attend the session of the introductory courses devoted to the practicum

— **Attend the annual Counseling Program Fall Review.** Further information will be provided.

— **Participate in personal counseling.** This is optional but highly recommended. It can take place at any time during your program. See section on Personal/Professional Development and Counseling Services for more discussion and information on this subject.
Learn about the Supervised Counseling Internship. Near the end of your Practicum in Counseling course, the Clinical Coordinator will visit your class to describe the Supervised Counseling Internship. (The Internship takes place the following fall in your last year in the program.) At this time you will receive information about arranging your internship site.

Continue your ACA membership and professional liability insurance. Proof of continued insurance coverage will be required before beginning Internship I and Internship II.

Arrange your internship site. Again information on this and assistance in identifying a site will be provided near the end of your Practicum in Counseling course.

During the last year of your program

Fall

Begin planning your job search. If you will be looking for a new job upon graduation, begin planning in the fall of your last year. Job seeking, resume writing, and interviewing will be subjects for one or more sessions in the Supervised Internship course. Now is the time to start talking to people about and informally visiting potential schools or agencies where you might want to work.

Complete a child abuse workshop (school counselors only). This is a requirement for state certification. Information on the workshops is posted on the Counseling and Human Development program bulletin board. Workshops are offered throughout the year, but if you haven’t taken it already, it makes sense to do so this fall, as there are so many other things to do before graduation in the spring.

Attend the Master’s Thesis/Project Workshops. These are offered by the Department of Counseling and Human Development in both fall and spring terms. If you miss the workshop, request the written information that was distributed at the workshop from the Counseling and Human Development office.
Discuss your Master’s thesis/Capstone Project with your faculty advisor. It is important to begin thinking of ideas for your master’s thesis/capstone project as early as possible.

Contact the Career Center. October or November of your final year is a good time to contact the Career Center and begin setting up your placement file. Even if you have a job or have one lined up, you may very well be looking for a job in the future. Establishing a file at the Career Center now is free and may prove to be a valuable resource in years ahead.

Discuss the National Counselor Exam with your advisor. If interested, obtain an application packet from the Counseling and Human Development Office.

Spring

Have your Master’s Thesis/Capstone Project Plan Approval Form completed by February 1. Your thesis/capstone project advisor signs this and submits it to the Administrative Support Office. Note that these deadlines might change, in which case we will notify students in the relevant fall semester.

Complete a violence prevention workshop (school counselors only). This, too, is a requirement for state certification. Information on the workshops will be distributed in class and/or posted on the Counseling and Human Development program bulletin board. Workshops are offered throughout the year through the local BOCES. Typically the Warner School offers one for free to its matriculated students in the spring semester.

Have your detailed outline of the Master’s Thesis or next stage of your Master’s Project approved by your thesis advisor by March 1. Again, if this deadline changes, students will be notified the previous fall.

Attend the NBCC exam workshop. This is held in February or March to prepare students for the April examination.

Submit the first complete draft of your Master’s Thesis/Capstone Project by April 1. This will allow time for your thesis advisor to read it and make suggestions and for you to make any necessary changes before submitting what hopefully will be your final copy. If more changes are needed, you don’t want to run out of time before graduation. Final deadlines are different for Master’s projects, depending on the project.
Take the NCE exam. This of course is optional. See the section above.

Apply for provisional certification (school counselors only). As you near the end of your program, you can begin the process of applying on TEACH for certification. Refer to the Instructions For University Of Rochester Teach Online, which you can find here https://www.wamer.rochester.edu/files/studentservices/forms/online_cert_app.pdf. If you didn’t complete the fingerprinting process as part of your practicum or internship experience, you’ll need to do that before you can be recommended for certification. For further questions regarding certification, contact Pam Kaptein, Certification Officer at pkaptein@wamer.rochester.edu or 585-276-5405.

Complete your Master’s Thesis/Capstone Project. The final version needs to be submitted and accepted two weeks before graduation in order for you to graduate in May. Readings by your thesis advisor and revisions by you take time. Waiting until the last minute can jeopardize your intended graduation date. The same is true for Masters’ projects, although the deadlines are different.

Complete your last course(s). Be sure your internship site supervisor sends the Collaborative Assessment Form in by the end of the semester, so you can receive your grade for the course and be able to graduate.

Attend Graduation. It’s really a lovely occasion, built around the graduates.
DOCTORAL CHECKLIST AND TIMELINE

This checklist will help you keep track of some of your responsibilities as you progress through the doctoral program in counseling. The items below do not reflect every step, form, and hurdle in your path; rather the list highlights some of the benchmarks that we particularly want to call to your attention—so you have a sense of the flow of events and so you don’t forget these important steps. You should consult the other handbooks and pay attention to other information that comes your way throughout the program to be sure you are current with other responsibilities or deadlines that the Counseling Program, the Warner School, or the University may have established.

BEFORE OR AT THE BEGINNING OF YOUR PROGRAM

___ Attend the Warner School Student orientation. These are offered periodically, cover many topics essential to doctoral study, and are required for all new students. If you cannot attend the scheduled orientations, it is your obligation to contact your advisor about information that you may have missed. Additionally, you will need to complete the Student Sign-Off Sheet and submit it to the Warner School, as indicated on the form.

___ Attend the Counseling Program Student orientation. This is a mandatory meeting held prior to the start of the fall term. During this orientation, all of the information located in this handbook is discussed. During this time, you are afforded the opportunity to ask your initial questions concerning the handbook contents.

___ Meet with your assigned faculty advisor and develop a program of study. This should be done as soon as possible upon beginning your program. It is important to plan your course of study with your advisor right from the beginning, so you are sure to take your courses in the most logical order. Your graduation could be delayed for as much as a year if you take some of the courses in the wrong sequence.
Read this Handbook; and sign and return the sign-off sheet (at the end of this handbook). The form needs to be completed and turned into the Administrative Support Office no later than September 30.

DURING YOUR PROGRAM

Join ACA or other professional organization and obtain professional liability insurance. Professional liability insurance is required before beginning your clinical sequence.

Join NARACES and ACES.

Discuss the NCE with your advisor. If interested, obtain an application packet from the Counseling and Human Development Office.

Attend the NCE workshop. This is held in February or March to prepare students for the April examination.

Take the NCE. The exam is given twice a year, in October and April. It is probably best to take it in April of your last year, when you knowledge from the past years’ courses is most current.

Arrange your internship site. Information on this and assistance in identifying a site should be discussed with your faculty advisor.

Participate in Personal Counseling. This is optional but highly recommended. It can take place at any time during your program. See section on Personal/Professional Development and Counseling Services for more discussion and information on this subject.

Submit your portfolio for review. You must submit your portfolio for review after you have completed 18 credits of coursework.

Plan your research apprenticeship with a faculty member. This is required for Ph.D. students, and is optional for Ed.D. students.
DURING THE LAST YEAR OF YOUR COURSEWORK

_____ Discuss your comprehensive examination with your faculty advisor. You cannot begin your exams until your required coursework is near completion, but it is a good idea to be thinking about your questions for the exam.

_____ Complete and submit your comprehensive examination form. You will need your three faculty committee members’ signatures on the form (two signatures are required for the two credit option).

_____ Discuss your dissertation proposal with your faculty advisor. It is important to begin thinking of your dissertation as early as possible.

_____ Complete your last formal course(s). Be sure your internship site supervisor sends the Joint Assessment Form in by the end of the semester, so you can receive your grade for the course and be able to graduate.

_____ Establish your comprehensive examination committee. Your committee must consist of three (two for the two question option) faculty members, two may be from the Counselor Education program while the third is from an area outside of Counselor Education.

 Work on your comprehensive examination. You have one year to complete your exams.

FOLLOWING COMPLETION OF YOUR COMPREHENSIVE EXAMINATION

Form your dissertation committee. Your dissertation committee must consist of at least three faculty members. Typically, the dissertation committee consists of the three faculty members that were on students’ comprehensive examination committee. Ph.D. students must find a fourth faculty member from outside the Warner School.

_____ Write your dissertation proposal.

_____ Conduct your dissertation research.

_____ Begin planning your job search. If you will be looking for a new job upon graduation, begin planning in the fall of your last year. Now is the time to start talking to people about this process and informally visiting potential schools or agencies where you might want to work.
Contact the Career Center. Early in your final semester you should contact the Career Center and begin setting up your placement file. Even if you have a job or have one lined up, you may very well be looking for a job in the future. Establishing a file at the Career Center now is free and may prove to be a valuable resource in years ahead.

Complete your Dissertation. Regulations for completion are quite different for the Ed.D. versus the Ph.D. Be sure to familiarize yourself with these regulations.

Attend Graduation. It’s really a lovely occasion, built around the graduates.
STUDENT SIGN-OFF SHEET

After reading the Counseling Student's Handbook, please complete this form. Students must complete and submit this form by September 30 in their first fall semester in the program. Forms can be submitted to any one of the following:

- Administrative Support Office located in 405 LeChase Hall
- Dr. Daniel Linnenberg, (Faculty), located in 491 LeChase Hall

____________________
Date

I, ____________________________, have read this Counseling Students Handbook of the Counselor Education Program. I understand its contents, and I agree to abide by the policies, procedures, and ethical standards of the Counselor Education program and the counseling profession.

____________________
Signature