



2023-2024  
**Counseling Student  
Handbook**



**WARNER**  
SCHOOL OF EDUCATION  
UNIVERSITY *of* ROCHESTER



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## INTRODUCTION

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](http://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.

## CACREP Accreditation



All of the Counseling programs in the Warner School are accredited by the Council for the Accreditation of Counseling and Educationally-Related Programs (CACREP). For further information regarding CACREP 2016 Standards, the benefits of attending a CACREP-accredited program, and other CACREP-related programs, see the following web address: [www.cacrep.org](http://www.cacrep.org).

## **COUNSELING PROGRAM MISSION**

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 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

## PROGRAM OBJECTIVES

### Core Program Objectives\*\*

1. Students understand how the historical roots of the profession are reflected in the philosophical foundations of present day counseling practices. This understanding extends to a working knowledge of how counseling's orientation to practice is distinguishable from other professions striving to provide services that foster psychological health.
2. Students have a working knowledge of the ethical codes and associated ethical decision-making processes espoused by the range of organizations that regulate professional counseling practices. In addition, students are aware of the various sets of competencies, promulgated by the American Counseling Association and its divisions. Students understand the ways in which knowledge of these competencies governs ethical practice within a multicultural and pluralistic society.
3. Students are aware of their own cultural heritage, including attitudes, beliefs, understandings and acculturative experiences, and how those impact their views of others. They are aware of various dimensions of client cultural diversity, including various dimensions of power and privilege, that impact intervention success. In the context of their awareness of power and privilege, students are familiar with advocacy processes related to identifying and eliminating barriers, prejudices, and processes of oppression and discrimination.
4. Students have gained understanding of a wide range of theories and models of intervention strategy and have developed their own personal approach to counseling, which will be informed by knowledge of theory and best practices.
5. In devising intervention strategies, students have the knowledge and skill to integrate systemic, interpersonal, intrapersonal, and biological approaches to healing.
6. Students demonstrate basic counseling skills and processes necessary to establish rapport, assess problems, identify client goals, and begin to implement and assess prevention and intervention strategies.
7. Students have knowledge of the theories and models of therapeutic group work and an understanding of group process and development. Students also have the ability to function as effective group leaders.
8. Students will have an understanding of the professional roles and functions of counselors across specialty areas, and will have an understanding of inter-agency and inter-organizational collaboration and consultation.

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\*\* Core program objectives reflect knowledge and practice competencies across all master's and doctoral programs.

9. Students engage in self-reflective practices that sustain and build their competence in the profession of counseling and support engagement in continuous professional learning.
10. Students are able to identify emergent theories of career development and counseling and apply theoretically-relevant strategies to facilitate client career development and navigate career transitions.
11. Students have a knowledge of psychological, psychosocial, and socio-structural theories of human development and are able to apply this knowledge to aid in their understanding of common counseling issues (e.g. addictions, anxiety, grief and loss).
12. Students recognize and demonstrate knowledge of basic concepts of standardized and non-standardized testing, norm-referenced and criterion-referenced assessments, and group and individual assessments. They will also be able to identify and describe statistical concepts, including scales of measurement, measures of central tendency, indices of variability, shapes and types of distributions, and correlations.
13. Students understand the importance of membership in professional counseling organizations, professional development, and advocacy for the profession.

### **Clinical Mental Health Counseling**

1. Students are proficient in the processes of current DSM diagnosis and are able to accurately formulate a diagnosis of problems presented by clients; distinguish between common forms of psychological suffering that are generated by contextual challenges and mental disorder, and master the vocabulary and knowledge necessary to discuss diagnosis with collaborating professionals across the helping professions.
2. Students understand the principles, models and documentation formats of biopsychosocial case conceptualizations and treatment planning, including the bio-psycho-social-spiritual model of addiction.
3. Students have the necessary skills to apply principles, models and documentation formats of biopsychosocial case conceptualizations and treatment planning, including the bio-psycho-social-spiritual model of addiction.
4. Developing counselors will demonstrate how to theoretically conceptualize, treat, and assess addictive disorders from an ecological perspective (including but not limited to family, systems of care, societal norms and stigma, and legislative and ethical components) while recognizing the history of addiction treatment, different models of recovery, and different counselor roles across all levels of care.

5. Students have gained knowledge of etiological theories/models of addictions, including research and information on environmental factors that affect both normal and abnormal behavior.
6. Students can skillfully employ counseling and psychotherapy interventions, including evidence-based protocols for phased treatment across individual, dyadic, and group modalities.

### **School Counseling**

1. Students have a vision of school counseling that fosters conditions ensuring educational equity, access and academic success for all students.
2. Students have developed a perspective on school counseling that is based on the National (ASCA) standards and New York State (NYSSCA) model for the development of a comprehensive school counseling program K-12. Using this perspective, students have the skills to design and implement comprehensive school programs.
3. Students understand the characteristics, risk factors and warning signs of students at risk for mental health and behavioral disorders commonly seen in school settings.
4. Students understand and employ school counselor roles and responsibilities in relation to school emergency management plans, crises, disasters and trauma.
5. Students understand and utilize principles and counseling skills of a comprehensive, developmental model to shape their practice, which consists of service and advocacy for all students in the areas of evidence-based school counseling and school counselor leadership.
6. Students are able to articulate a comprehensive, developmental strategy for implementation in school counseling programs.

### **Doctoral Program**

1. Students have an interdisciplinary understanding of the connection between human psychological suffering and exposure to adversity across the life course.
2. Students understand the basic principles of quantitative and qualitative research designs.
3. Students have knowledge and skill to apply advanced research methods and program evaluation to their research agenda.
4. Students have the ability to utilize an advanced understanding of counseling theory to formulate integrative, holistic approaches that lead to developmental, strengths-based counseling practices, and support a healthy developmental trajectory.

5. Students have knowledge and demonstrated competency in models of advocating for clients at the individual, system and policy levels.
6. Students have knowledge and demonstrated competency regarding classroom and digital pedagogical practices, roles, responsibilities and ethics attendant to the training and education of counselors.
7. Students demonstrate the writing and presentation skills necessary to communicate scholarship with academics and practitioners in the field of counseling.
8. Students have advanced understanding of practitioner roles in group counseling.
9. Students demonstrate understanding, ethicality and capability as counseling supervisors.

### **Administrative and Evaluative Processes**

1. Input regarding student evaluation, as it pertains to both knowledge and practice, reflects the perspective of core faculty, non-core faculty, students, field supervisors, and clinical supervisors.
2. Evaluation of programs more broadly reflects the perspectives of core faculty, non-core faculty, current students, former students, clinical supervisors from cooperating agencies and clinics and field supervisors from school settings.

## **ADVISORS AND PROGRAMS OF STUDY**

Each student accepted into the Counseling and Human Development Department is assigned an advisor. The role of the academic 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.

You are 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.

## DESCRIPTION OF PROGRAMS

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.

**Advanced Certificate Bridge from Mental Health to School Counseling-** for students who have already completed a master's degree leading to NYS licensure in mental

health counseling, the Warner School offers an expedited way to meet the coursework and internship requirements for NYS provisional and permanent certification for school counselors. This 12-credit program requires only two school counseling courses and two internships. Please be aware that the Warner School cannot provide any financial aid for this advanced certificate if you have already graduated with an MS in Mental Health Counseling. Should you need financial assistance, you will need to acquire private funding for this advanced certificate.

**Advanced Certificate Bridge from School to Mental Health Counseling-** for students who have already completed a master's degree leading to NYS certification as a school counselor, the Warner School of Education and Human Development offers an expedited way to meet the coursework and internships required for NYS licensure as a mental health counselor. This 24-credit program requires only six mental health counseling courses and two internships. Please be aware that the Warner School cannot provide any financial aid for this advanced certificate if you have already graduated with an MS in School Counseling. Should you need financial assistance, you will need to acquire private funding for this advanced certificate.

**Advanced Certificate in Mind/Body Healing and Wellness-** for masters and doctoral students who are seeking to deepen their clinical practice, including hospital social workers, behavioral health specialists, mental health counselors, psychologists, nurses, physicians, physical therapists, and massage therapists.

**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.

[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 CB1 Advanced Certificate in Mental Health to School Counseling](#)

[Program of Study for CB2 Advanced Certificate in School Counseling to Mental Health Counseling](#)

[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 MB1. Advanced Certificate in Mind/Body Healing and Wellness](#)

[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 \(Research\)](#)



<b>FACULTY/STAFF DIRECTORY</b>				
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## **COUNSELING AND HUMAN DEVELOPMENT DEPARTMENT POLICIES**

### **Matriculation Requirements**

1. Official admission to an established program within the Warner School
2. Continuous enrollment in Fall and Spring semesters
3. Evidence of health insurance
4. A transcript, while enrolled in the Warner School Program, that has neither:
  - An E grade (E grades denote failure)
  - Two C grades
5. For full-time students born after 1956, evidence within one month of matriculation that they have received a measles, mumps, rubella (MMR) immunization.

### **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](mailto: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 near the beginning of the fall semester. The purpose of the Department Orientation is to address the subjects covered in this handbook in depth. If you cannot attend this orientation, an on-line version will be available to view. Please contact your advisor for more information.

## Diversity and Inclusion at Warner

The Warner Graduate School of Education and Human Development is dedicated to fostering a learning community that represents and builds on the rich diversity of human experiences, backgrounds, cultures, histories, ideas, and ways of living. Consistent with our dedication to education, leadership, counseling, and human development that can transform lives and make the world more just and humane, we recruit, support and learn with and from students, staff, and faculty from the broadest spectrum of human diversity. Likewise, we seek the same through our interactions with the broader local and global community.

### Title IX

All members of the University community have the right to learn and work in a safe environment free from all forms of harassment, including harassment on the basis of sex or gender. Students who have been subjected to sexual harassment, including sexual assault, dating/domestic violence or stalking, have the right to receive academic, housing, transportation or other accommodations, to receive counseling and health services and to make a report about such behavior to the University and to law enforcement. For more information please visit [www.rochester.edu/sexualmisconduct](http://www.rochester.edu/sexualmisconduct) or contact Mary Judge Diegert, Deputy Title IX coordinator ([mjudge@warner.rochester.edu](mailto:mjudge@warner.rochester.edu)); (585) 275-2454; or LeChase Hall 390.

### Disability Resources

The University of Rochester respects and welcomes students of all backgrounds and abilities. In the event you encounter any barrier(s) to full participation in this course due to the impact of a disability, please contact the Office of Disability Resources. The access coordinators in the Office of Disability Resources can meet with you to discuss the barriers you are experiencing and explain the eligibility process for establishing academic accommodations. You can reach the Office of Disability Resources at: [disability@rochester.edu](mailto:disability@rochester.edu); (585) 276-5075; Taylor Hall. You may also contact Mary Judge, Warner's Disability Resource Coordinator at [mjudge@warner.rochester.edu](mailto:mjudge@warner.rochester.edu); (585) 275-2454; or LeChase Hall 390.

## Career Services

Your career success is important to us. Whether you are just embarking on your academic program or are actively looking for employment, the Warner School can assist you. Looking for a professional position can be daunting, particularly if you are working or caring for your family, in addition to pursuing your degree. We understand your challenges and have designed a comprehensive and personalized career program with you in mind.

Working collaboratively with your faculty, the staff, and Alumni Career Services, we offer a full range of services, including:

- Career Materials: Readings, Templates, Videos
- Personal Consultations/Coaching
- Small Group Strategy Sessions & Consultations
- Customized Training/Workshop Sessions\*
- Speakers & Content Expert Connections
- Job Empowerment Teams
- Referrals to Alumni/Professionals for Networking Opportunities
- Career & Employer Programs
- Current Job Postings
- Career-Relevant Employment Databases

*\*Topics of workshops include: Personal Branding, Resume/CV Writing, Networking, Cover Letters, Interviewing, Follow-up Strategies, and Negotiating Offers.*

More information about the Warner School's Career Services can be found at <https://www.warner.rochester.edu/students/career> or by contacting Harriette Royer at [hroyer@warner.rochester.edu](mailto:hroyer@warner.rochester.edu) or (585) 276-7427.

## 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.

## Liability Insurance

All students enrolled in the Counselor Education Program are required to obtain professional liability insurance before they begin any clinical fieldwork (practicum or internships). You will be required to show proof of insurance before you may work with counseling clients at any clinical or school site.

Professional liability insurance is readily available to master's students who become American Counseling Association (ACA) student members. Doctoral students are not eligible for no-cost ACA liability insurance but can access affordable coverage through the Health Providers Service Organization (HPSO) at student rates. See [www.hpso.com](http://www.hpso.com)

Alternately, students may become members of the American Mental Health Counselors Association (AMHCA) or the American School Counselors Association (ASCA) and as a benefit of student membership be eligible for free or low cost liability coverage through CPH & Associates [www.cphins.com](http://www.cphins.com) or a similar association-linked provider. Further information about Liability insurance options for students will be posted on Blackboard under the Continuous Course organization for Counseling Fieldwork.

## Audio/Video Recording of Sessions

All counseling students are required to record some of their counseling and/or supervision sessions for classes such as Counseling Theory and Practice, Practicum, Internships, and Clinical Supervision. You do not need a specific recording device (password protected phones and computers are generally acceptable) provided the device will allow you to either store the session on an encrypted flash drive or upload it

to our HIPAA compliant UR BOX account. You are responsible for making sure the recordings are secure on your laptops or phones, saving the recordings to a secure flash drive or uploading them as soon as possible to our HIPAA compliant UR box site, and deleting them from your personal devices as soon as they saved or uploaded. Information from your sessions, including your practice sessions in class, should never be uploaded to any other form of cloud-based storage (including private YouTube accounts) or discussed with anyone outside of your formal educational and supervisory relationships. More details about recording sessions is available on Blackboard in the "Course Materials" section.

### **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 tweeting, 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 student, 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 need to receive emergency or "on call" phone calls during class should alert the instructor and students ahead of time and will exit the room to answer them.
3. No texting or tweeting during class time.
4. Watch and phone alarms will be turned off.
5. Some instructors may ask for laptops and other personal computing devices be turned off during class time. Other instructors may allow laptops during class time 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.

## **Personal 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, students can also use the services of the University Counseling Center (UCC) ([www.rochester.edu/ucc](http://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.

Additionally, consistent with the American Counseling Association Code of Ethics, the faculty may recommend or require students to seek counseling services as part of a remediation plan.

## **Evaluation, Remediation, and Dismissal Procedures**

When a student graduates from the Warner School with a counseling degree, 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:

- Throughout the academic year at regular Counseling Program faculty meetings (a meeting that is exclusively for Counseling Program faculty occurs monthly, as does another meeting with Counseling and Human Development Program faculty)
- Throughout the semester in individual courses and clinical placements, and
- Formally once a year for all students are reviewed in the context of their academic, clinical, and personal developmental (i.e., dispositional) progress.

It is Warner School policy that any student who receives two “C” course grades while at the Warner School be dismissed from the program and not allowed to reapply. Likewise, students who receive an “E” course grade (E designates failure) are immediately dismissed from the program. In light of this strict policy, to avoid dismissal, Counseling Program faculty strive to establish a remediation process in a case where a student has received a single “C” grade. 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 web site: <http://www.rochester.edu/gradstudies/>. Occasionally, students are in jeopardy of receiving a “C” or “E” grade in a course due to dispositional issues. Additionally, faculty may note concerns about student dispositional issues during any of our departmental review processes that may not have been indicated in the student's letter grade for the class. In other words, there are cases where a student could fulfill the academic requirements of a course, but still require remediation for dispositional issues. It is also important to note that faculty reserve the right to discuss all assignments and classroom exercises and experiences during our annual departmental review process.

The following outlines program expectations regarding **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:
  - B. In the event that an instructor is concerned about a student's ability to work effectively and ethically with clients, faculty reserve the right to discuss any student assignment/experiential activity as part of the student's annual review process.
- 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

## Remediation

The 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 stills 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 or program chair 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 submit to a psychological evaluation to determine that they can function effectively in a clinical setting.***

## Disputing a Grade

It is Warner School policy that in cases where there the student feels the need to dispute the grade earned in a particular course, the following steps, consistent with institutional policy, would occur:

1. The student would submit a written letter of appeal to the course instructor clearly articulating why, from the student's perspective, the basis for a particular grade should be re-evaluated.
2. The course instructor will either change the grade based on the appeal or submit a written communication articulating why the disputed grade should stand.
3. The student, at this juncture, may choose to accept the instructor's determination or choose to appeal further.
4. If the student opts for further appeal, they would then submit a written communication to the Program Chair explaining the reason(s) why they find the instructor's interpretation of the circumstances around the grade to be in error.
5. The Program Chair then reviews the case materials, including all written communications, and makes a ruling.
6. The Program Chair will either change the grade based on the appeal or submit a written communication articulating why the disputed grade should stand.
7. The student, at this juncture, may choose to accept the instructor's determination or choose to appeal further.

8. If the student opts for further appeal, they would then submit a written communication to the Associate Dean explaining the reason(s) why they find the Program Chair's interpretation of the circumstances around the grade to be in error.
9. The Associate Dean then reviews the case materials, including all written communications, and makes a ruling in the form of a written communication.
10. The student, at this juncture, may choose to accept the Associate Dean's determination or choose to appeal further.
11. Further appeal can involve either the Dean of Graduate Studies or the University Intercessor.

Students are told that the program advisor is the first person whom students should normally consult about all matters pertaining to their more general 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. Beyond that, students may contact the Senior Associate Dean.

## **PROFESSIONAL ASSOCIATIONS, MEMBERSHIP, AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

All Counseling 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/](http://www.counseling.org/)

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals. The American Counseling Association (ACA) is an educational, scientific, and professional organization whose members work in a variety of settings and service in multiple capacities.

### **Association for Counselor Education and Supervision (ACES)**

[www.acesonline.net/](http://www.acesonline.net/)

The Association for Counselor Education and Supervision (ACES) is the premier organization dedicated to quality education and supervision of counselors in all work settings. ACES members are counselors, supervisors, graduate students, and faculty members who strive to improve the education and supervision of counselors in training and in practice.

### **North Atlantic Region Association for Counselor Education and Supervision (NARACES)**

[www.naraces.org](http://www.naraces.org)

NARACES promotes Counselor Education and Supervision master's and doctoral students, faculty, and site supervisors in the District of Columbia, Europe, Puerto Rico, Virgin Islands, Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont; encouraging quality education and supervision of professional counselors who specialize in addictions counseling, career counseling, clinical mental health counseling, college student affairs counseling K-12 school counseling, and marital, couple, and family counseling

### **American Mental Health Counselors Association (AMHCA)**

[www.amhca.org/home](http://www.amhca.org/home)

The American Mental Health Counselors Association (AMHCA) is the leading national organization for licensed clinical mental health counselors. AMHCA strives to be the go-to organization for licensed clinical mental health counselors for advocacy, education, leadership, and collaboration. Our organization provides the backbone of resources needed for clinical mental health counselors to thrive in today's world.

### **New York Mental Health Counselors Association (NYMHCA)**

[www.nymhca.org/](http://www.nymhca.org/)

NYMHCA is the professional organization that represents the interests of practicing mental health counselors, and students in New York State. NYMHCA continues our work to build working relationships with legislators and state agencies that will assist us in passing legislation vital to our profession.

### **American School Counselor Association (ASCA)**

[www.schoolcounselor.org/](http://www.schoolcounselor.org/)

The American School Counselor Association (ASCA) is the foundation that expands the image and influence of school counselors through advocacy, leadership, collaboration and systemic change. ASCA empowers school counselors with the knowledge, skills, linkages and resources to promote student success in the school, the home, the community and the world.

### **New York State School Counselor Association (NYSSCA)**

[www.nyssca.org/](http://www.nyssca.org/)

A qualified, dedicated board committed to advocating for School Counselors and their professional role throughout New York State

### **National Board of Certified Counselors (NBCC)**

<http://www.nbcc.org/>

As a National Certified Counselor (NCC), you recognized the importance of completing national standards in education, experience and conduct as established by counseling professionals. Board certification through NBCC helps clients, colleagues, and the public recognize your achievement and indicates that you value high professional standards, compliance with ethical standards and improvements in practice and skills through continued professional development.

### **Chi Sigma Iota (CSI)**

[www.csi-net.org](http://www.csi-net.org)

CSI is an international honor society that values academic and professional excellence in counseling. We promote a strong professional identity through members (professional counselors, counselor educators, and students) who contribute to the realization of a healthy society by fostering wellness and human dignity

The Counseling Program at the Margaret Warner School of Education sponsors a local chapter of Chi Sigma Iota, the National Honor Society for counselors. Our local chapter is named Upsilon Rho Iota. 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 Karen Mackie is the faculty Advisor for the Chapter and will be happy to speak with you about it.

### **American Association of Pastoral Counselors**

[www.aapc.org/](http://www.aapc.org/)

AAPC is a membership organization open to all individuals who embrace its mission and desire to increase their professional capacity to provide spiritually informed and integrated care. Through its regions, AAPC offers vital continuing education opportunities; encourages networks for professional support and enrichment; and facilitates growth and innovation in the profession.

## **Local 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; conferences; and educational opportunities offered within the Warner School, the University, and the community that can contribute to your personal and professional development.

Examples of workshops that are designed to help you meet your professional and educational needs include a Master's thesis workshop, an National Counselor's Exam workshop, a resume writing and mock interview workshop, an "elevator speech" practice session before presenting posters at our annual symposium, and academic writing workshops that are offered throughout the year by the Warner School Writing Support Program. Other valuable opportunities for professional development include the Warner School lunch hour colloquia that are given on a monthly basis by professionals in the field of counseling, education, and human development; and the URM Department of Psychiatry Grand Rounds Series. In addition, there are several annual local professional counseling conferences that students can attend for free or reduced rates, which include the Western New York School Counselor Consortium Conference (in which the Warner School is a partner), the UR Annual Diversity Conference, the New York School Counseling Association conference, the New York Mental Health Counseling Association Conference (including monthly chapter meetings held at Warner), and the University of Rochester Secondary Schools Issue Conference (sponsored by the Department of Admissions), to name just a few.

Some of these opportunities may be announced in classes; by notices placed in your mail folders; by email list serve; or in the Warner Word, which is our monthly Warner School newsletter. 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.

We also strongly encourage our students to submit proposals to present their work at professional conferences or publish their work in professional journals.

## **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. It is important to note that the only programs leading to NYS Mental Health Counseling Licensure are the Master's degree in Mental Health Counseling and the Ed.D. in Mental Health Counseling. The Ph.D. program in Counselor Education does not lead to NYS certification and cannot be used to fulfill internship hours for mental health counseling. 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 as you approach program completion. Information about how to apply for NYS certification can be found on our website. The Certification Officer will send clear instructions to students as they near the end of their program.

The following are required for provisional certification:

1. 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).
2. Completion of a workshop on recognizing the signs of child abuse.
3. Completion of a workshop on violence prevention in schools.
4. Completion of the DASA (Dignity for All Students Act) workshop

The provisional certificate is valid for employment as an elementary, middle, or secondary school counselor. Upon issue of 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:

- 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;
- Passed a Mental Health Counseling Examination approved by New York State. This must be taken after completing the Masters degree; and
- Amassed three thousand (3000) supervised hours of post-master's experience in an approved mental health counseling setting.
- 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, or the Ed.D. in Mental Health Counseling 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/Reciprocity**

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. For more information, please consult the following hyperlink:

<https://www.counseling.org/knowledge-center/licensure-requirements>

## **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 for the credential, National Board Certified Counselors, granted by the National Board of Certified Counselors (NBCC). Board Certification 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. More information about the NCE can be found at the following hyperlink:

<http://www.nbcc.org/Exams/NCE>

## **National Clinical Mental Health Counselor Exam**

Students with a Master's degree in Community Counseling or Mental Health Counseling may be eligible to apply to for the credential, National Certified Clinical Mental Health Counselor (NCCMHC), granted by the National Board of Certified Counselors (NBCC). In New York, the NCMHCE is the examination a counselor must pass to attain state licensure. More information about the NCMHCE exam can be found at the following hyperlink: <http://www.nbcc.org/Exams/NCMHCE>.

## **COUNSELING MASTERS PROGRAM**

### **Clinical Experiences and Capstone Project**

#### **Practicum**

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**

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 start early at the request of the site or to distribute one's time commitments over a longer period to accommodate work or family obligations. 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 designates the summer session option for CMHC 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, at least a B- in Problem Identification II, and must not have any outstanding incomplete grades in any other course on their program of study. 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, at least two years' experience at the site, and has obtained the appropriate credentials or licenses for practice.
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 student's co-worker/buddy who may find it difficult to act or be perceived as a supervisor with one's peer or friend.
3. There are no other potentially serious role conflicts or problematic situations at the site

### *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.

The summer **Community Counseling** internship is designed for students enrolled in the School Counseling with additional specialization in Community Counseling Program. Students enroll in this 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 in any program 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).

### **Practicum and Internship Evaluation**

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, (3<sup>rd</sup> 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. Warner School Career Services (LeChase 2361). For more information visit [www.warner.rochester.edu/students/career](http://www.warner.rochester.edu/students/career) or contact Harriette Royer at [hroyer@warner.rochester.edu](mailto:hroyer@warner.rochester.edu) or (585) 276-7427
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 or impact your application for a limited permit license. For further information, please refer to the Fingerprint information on our website and for further details, contact Pam Kaptein, Certification Officer, at [certification@warner.rochester.edu](mailto:certification@warner.rochester.edu) or 585-276-5405.

### **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 accessed via Blackboard in the "Continuous Course Materials" section. Thesis/Capstone project workshops will be held in connection with EDF458 master's internship class during the academic year.

## 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 you 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 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).

- \_\_\_\_\_ **Obtain equipment and software that allows you to securely record your counseling sessions and upload them to our HIPAA compliant site.**
- \_\_\_\_\_ **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 beginning 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
- \_\_\_\_\_ **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.** During the Practicum in Counseling course, the Clinical Coordinator and placement assistant will 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.** This is a requirement for state certification and state licensure. Information on the workshops is sent from our student services office. 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.
- \_\_\_\_\_ **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.
- \_\_\_\_\_ **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 January 15.** 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 March 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:  
<http://www.warner.rochester.edu/files/certification/TEACHApplicationInstructions.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 obtain NYS certification. For further questions regarding certification, contact Pam Kaptein, Certification Officer at [certification@warner.rochester.edu](mailto:certification@warner.rochester.edu) or 585-276-5405.
  
- \_\_\_\_\_ **Complete your Master's Thesis/Capstone Project.** The final version needs to be submitted *and accepted* four 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.
  
- \_\_\_\_\_ **Conduct a transcript audit to be sure all courses are complete and grades are submitted.**
  
- \_\_\_\_\_ Attend Master's Symposium and Site Supervisor Reception to showcase your scholarly efforts to the professional practice community and also honor the support of your family, friends and supervisors for your counseling journey.
  
- \_\_\_\_\_ **Attend Graduation.** It's really a lovely occasion, built around the graduates.

## **COUNSELING DOCTORAL PROGRAM: EXAMINATIONS, CLINICAL SEQUENCE, AND RESEARCH EXPERIENCES**

### **Portfolio Examination**

All full-time doctoral students are required to submit a "portfolio" in the fall semester 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; 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). Students who are eligible for the portfolio will receive instructions from Warner School student services that outlines the process for completing the portfolio.

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."

#### **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 be completed in a two or three question format depending upon your 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 paper work, 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/warner/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 courses (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](#).

### **Residency Requirement (Ph.D.)**

Full-time and part-time PhD students are required to meet a residency requirement.

Defined: A student is defined as being in residence at the University of Rochester if they are registered and engaging with the University (laboratories, consultations with faculty members, or course attendance) with sufficient frequency and regularity to establish this status clearly.

Full-time PhD: A minimum of one-year (two consecutive semesters) in residence while enrolled as a full-time student is required. Doctoral Dissertation (“999”) may not be used to meet the one-year residency requirement. Full-time residence requirements may be completed either during the academic year or during the summer.

Part-time PhD: A minimum of two years (four consecutive semesters) in residence while enrolled as a part-time student is required. The minimum registration will be two courses per semester, each carrying at least three credit hours, per calendar year. A student receiving grades lower than B (or S) in more than one-quarter of the courses for a given academic year may not be permitted to continue in the part-time program. Part-time residence requirements may be completed either during the academic year or during the summer.

### **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 participate in internship experiences in professional practice and clinical practice.

*Supervised Internship in Professional Practice* consists of 400 hours and provides students with teaching, research, advocacy and leadership, and clinical supervision in counselor education and supervision. In addition, this particular internship has a significant didactic portion that addresses such issues as professional publication and presentation, disaster mental health, and grant writing. The course spans the entire academic year even though students only register for the course once (either fall or spring depending upon which fits better into the students' schedule; students should register for 0 credits the other semester). In addition, all students will participate in supervision of their professional practices. *Students amassing hours are required to have faculty supervision of their professional practice.* Prior to registering for this course, students should complete a pre-practicum in teaching, which allows students, typically in their first or second years, to assist a counseling faculty member with course instruction. **All students must complete a minimum of 50 hours of pre-practicum** (which can count toward the internship requirement). Courses include Theory and Practice 1 & 2 (25 hours), Pre-practicum (4-5 hours), Counseling Skills for helping professionals (4-5 hours), family systems (10 hours), career counseling (5 hours), and crisis counseling (5 hours). Students should discuss these courses with the advisor when developing their programs of study.

*EDF 559 Advanced Practicum and Supervised Doctoral Internship in Counseling Practice* consists of 300 clock hours. An Advanced Practicum of 100 hours is integrated into this Internship course. Student in the licensure qualifying program (Ed.D. in Mental Health Counseling; CA5) must also register for *EDF560 Supervised Doctoral Internship in Mental Health Counseling* and are required to have 600 hours of clinical internship hours plus 100 hours of advanced practicum (total 700 hours). The focus of this internship is direct clinical experience to deepen and broaden one's counseling skills. For this course, students work with the internship coordinator to identify a qualified internship site. In each setting there must be a qualified site supervisor who provides weekly individual or triadic supervision. Students also meet with a university faculty instructor for supervision on a regular schedule throughout the academic year as part of the internship course. Students may be 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. This option needs to be discussed with the student's advisor and the internship coordinator.

The doctoral Internships may be taken in either order, with approval of your program advisor and the Clinical Coordinator. 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 (EDF559) of 600 hours, devoted entirely to clinical practice, is taken before the Supervised Internship in Teaching and Clinical Supervision.

## 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 you 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 your 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 and the clinical coordinator.
  
- \_\_\_\_\_ **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.
  - \_\_\_\_\_ **Conduct a transcript audit to be sure all courses are complete and grades are submitted.**
  - \_\_\_\_\_ **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.



Master's Student

Doctoral Student

## STUDENT SIGN-OFF SHEET

Students must complete and submit this form by September 30 in their first fall semester in the program. Forms should be submitted to Administrative Support Office located in 405 LeChase Hall.

\_\_\_\_\_  
Date

I, \_\_\_\_\_, have read the *Counseling Students*  
Student Name (print)

*Handbook* of the Warner School 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