



**Student Handbook  
Graduate Counseling Program**

*Master of Education and  
Master of Arts in Education Programs*

**2016-2017**

**Chadron State College  
Counseling Program**

<http://www.csc.edu/cpsw/counseling>

<https://www.facebook.com/groups/CSC.Coun.Program>

## **WELCOME**

The faculty, administration, and staff of the Department of Counseling, Psychology, and Social Work, welcome you to the Chadron State College Graduate Counseling Program. We hope your academic and professional experiences with us are positive and fulfilling as you embark on your chosen career as a professional counselor and begin one of our degree programs. This student handbook provides information regarding program curricula, faculty, performance outcomes, program and university policies, professional associations, and student services.

We look forward to seeing you in classes and getting to know you better. Should you need further information, please feel free to contact any of us.

Sincerely,  
*Graduate Counseling Program Faculty*

### **Program Address**

Graduate Counseling Program at Chadron State College  
Department of Counseling, Psychological Sciences, & Social Work  
1000 Main Street, Miller Hall  
Chadron, NE 69337  
(1-800-Chadron, 308-432-6000)

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## **INTRODUCTION**

The Graduate Counseling Program is in the Department of Counseling, Psychological Sciences, and Social Work (CPSW) at Chadron State College (CSC). The program was established to prepare professional counselors at the master's level. The counseling program offers two degrees: Master of Arts in Education (MAE) – Clinical Mental Health Counseling, and Master of Education (MEd) – School Counseling. The MAE Clinical Mental Health degree includes coursework that satisfies the academic course requirements for Licensed Professional Counselor (LPC) and Licensed Mental Health Practitioner (LMHP) in Nebraska. Additional coursework that meets the Nebraska Licensed Alcohol & Drug Counselor (LADC) is also offered. The MEd School Counseling degree has three master's level tracks, school counseling-elementary (K-6), school counseling-secondary (7-12), and school counseling (K-12). The three school counseling tracks provide the academic course requirements for Nebraska Certification Endorsement as a School Guidance Counselor (Rule 24 Nebraska Policy). The program aims to prepare professional counselors while closely following the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) standards.

### **Graduate Counseling Program Mission**

The mission of the Graduate Counseling Program of Chadron State College is to prepare quality professional counselors for careers with state, regional, or national public and private mental health agencies, mental health institutions, and educational systems.

We are committed to producing ethically and culturally competent counselors who demonstrate professional leadership with a purposeful commitment to client advocacy, and social justice, for the western High Plains States and the broader pluralistic nation.

### **Graduate Counseling Program Objectives**

As a result of successfully completing the Graduate Counseling Program, graduates will be able to:

1. *Professional Orientation and Ethical Practice*: Develop a professional identity as a counselor, demonstrate an understanding of the counseling profession, and demonstrate a willingness to provide counseling services within the ethical guidelines of the counseling profession.
2. *Social and Cultural Diversity*: Demonstrate an understanding of the social and cultural influences, the effects of power and privilege, and the impact of acculturative experience on the counseling process.
3. *Human Growth and Development*: Develop an understanding of developmental aspects of human growth and appreciation for the nature of human development and its integration within the counseling process.
4. *Career Development*: Develop an understanding of career development and approaches for conceptualizing the interrelationships between work, mental wellbeing, and other life roles within counseling.

5. *Counseling and Helping Relationships*: Gain significant knowledge and application of major counseling theories in the context of individual, family, group, and crisis counseling. Demonstrate effective individual counseling techniques that facilitate client growth and the ability to evaluate progress toward treatment goals.
6. *Group Counseling and Group Work*: Develop both experiential and theoretical understandings of group purpose, development, dynamics, counseling theories, group counseling methods and skills, and other group approaches.
7. *Assessment and Testing*: Gain knowledge and skills in assessment techniques and apply basic concepts to individuals and group appraisal.
8. *Counseling Research and Program Evaluation*: Develop the ability to read, critique, evaluate, and contribute to professional research literature.

### **Accreditations**

The Chadron State College Graduate Counseling Program (MAE & MEd degrees) is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA) to confer the residential and online Master of Education degree and the Master of Arts in Education degree.

The CSC Graduate School Counseling Program (MAE degree) is accredited by the Council for the Accreditation of Educator Preparation (CAEP) and formally approved by the State of Nebraska.

### **Diversity Statement**

The CSC Counseling program actively recruits students from a variety of backgrounds, experiences, and cultural influences. Faculty value diversity among its student population and in society at large. This commitment to and appreciation of individual differences can be found in all aspects of our program, including student selection and admissions, faculty hiring, classroom instruction, texts and teaching materials, clinical practice and supervision, departmental administration, day-to-day operations, and policy formation.

The CSC Graduate Counseling Program views recruiting and retaining a diverse group of students from the western High Plains States as a major focus. We define the term diverse group broadly, including ethnic, racial, and cultural identities as well as in personal world views, gender identity, sexual preference, age differences, and the challenges associated with disabilities of various kinds. To attract and support a diverse student population, we have taken several initiatives including but not limited to the following:

**Flexibility** - Our courses are scheduled to meet the needs of a diverse non-traditional student population. Most of our courses are delivered in an online format, while others are blended and scheduled in the evenings. This varied instructional delivery format provides better options for those students who may need to complete their program in stages or on a part-time basis.

**Affordability** - Our graduate tuition is highly competitive with other institutions in Nebraska and is significantly less than many online programs offered by private and for-profit institutions.

**Financial Support** - Our University offers a financial assistance program (FAFSA), which is open to all students without discrimination. Our Counseling program provides three graduate assistantships, which cover tuition and provide a stipend. Assistantships are available for students enrolled in a graduate degree program and designed to provide opportunities for supervised educational experiences at the graduate level.

**Advertising** - actively advertising that our program has a strong emphasis on diversity. The program website and mission statement highlight diversity.

## **Counseling Program Faculty**

### **Core Faculty**

Laura Gaudet, PhD, BCETS, BCFT  
 Professor of Counseling and Psychological Sciences  
 Department Chair, Dept. of Counseling, Psychological Sciences, & Social Work  
 (308-432-6332, [lgaudet@csc.edu](mailto:lgaudet@csc.edu))  
*Research Interests:* School Counseling, Traumatic Brain Injury (TBI), and Critical Incident Management.

Susan Schaeffer, PhD, LMHP, LPC  
 Associate Professor of Counseling  
 (308-432-6335, [susschaeffer@csc.edu](mailto:susschaeffer@csc.edu))  
*Research Interests:* Rural Counseling Issues and Advising and Supervision Development.

Kathleen Woods, PhD, LPC, NCC,  
 Associate Professor of Counseling  
 (308-432-6239, [kwoods@csc.edu](mailto:kwoods@csc.edu))  
*Research Interests:* Program Development, Assessment, and Feminist Theory.

Tara Wilson, PhD, LMHP  
 Assistant Professor of Counseling  
 (308-432-6043, [twilson@csc.edu](mailto:twilson@csc.edu))  
*Research Interests:* Rural Counseling Issues including recruitment and retention strategies for counselors serving rural environments.

### **CSC Adjunct Instructors**

Mary Jo Carnot, PhD,  
Associate Professor of Psychology

Christin Covello, PhD, LPC  
Director of Equine Therapy at St. Joseph's Children's Home

Catherine Jones-Hazeldine, PhD,  
Founder, Western Nebraska Behavioral Health, Rushville, NE

Russ Seger, PhD, D.Min,  
Pastor and Counselor, First Congregational Church, Chadron, NE

## **ADMISSION REQUIREMENTS**

Applications for admission to the Graduate Counseling Program are accepted for the fall, spring, and summer semesters. The following parts of the application are required:

- Complete online application form on the CSC website.
- A bachelor's degree from a four-year regionally accredited college, showing a minimum GPA of 2.75 on a 4.0 scale. Domestic students who do not meet the minimum entry GPA, but meet all other requirements, may be conditionally accepted; however, they must have a GPA of 3.25 or better upon completion of the first 12 credits in their degree program to be considered for formal acceptance. Failure to meet this threshold may result in dismissal from the graduate program.
- One official transcript of all institutions where undergraduate and graduate study were completed. This includes the official graduate transcript(s) showing courses which are being transferred to Chadron State College to count toward the Master's degree (maximum of 9 semester hours taken within the past 5 years).
- Successful completion of an interview for the purpose of assessing candidate qualities in the areas of motivation for professional development, communication skills, self-awareness, confidence, and experience working with diverse populations.
- Successful completion of the counseling program's New Student Orientation.

All graduate programs are under the auspices of Chadron State College Graduate Studies. Visit the Graduate Studies website at (<http://csc.edu/graduate/degree.csc>). It is the responsibility of students to become familiar with the policies and regulations of the Graduate School. For this reason, students are required to access the *Chadron State College Graduate Catalog* at <http://www.csc.edu/publications/catalog.csc> for an electronic version.

All prospective students are encouraged to visit CSC's website. To apply for college admittance, visit: <http://www.csc.edu/admissions/apply.csc>. For general admissions information, visit: <http://www.csc.edu/admissions/>. And to find out more about fees and matriculation, visit: <http://www.csc.edu/admissions/>.

## **CSC PROGRAM OFFERINGS**

The CSC Graduate Counseling Program provides training in clinical mental health counseling, and school counseling. We offer a Master of Arts in Education (MAE) degree-Clinical Mental Health Counseling, and a Master of Education (MEd) degree-School Counseling.

Additionally, students may complete additional coursework leading to licensure as a Licensed Alcohol and Drug Counselor (LADC). For further information on this license please see [http://dhhs.ne.gov/publichealth/Pages/crl\\_mhcs\\_adc\\_adc.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_mhcs_adc_adc.aspx)

### **Master of Arts in Education (MAE)**

#### **Clinical Mental Health Counseling (CMHC)**

Graduates of the MAE Clinical Mental Health Counseling Program are equipped with entry-level skills to work as counselors in a variety of community settings such as counseling centers, drug and substance abuse centers, career counseling centers, clinical mental health programs, employee assistance programs in business and industry, adult probation offices, MHMR agencies, corrections, and private counseling practice. Completion of the master's degree in clinical mental health counseling provides the graduate with the coursework requirements to obtain the Nebraska Licensed Professional Counselor (LPC) and Nebraska Licensed Mental Health Practitioner (LMHP). Currently, Nebraska DHHS requires 60 credit hours of academic coursework to be eligible for licensure as an LPC or LMHP. In addition, the program requires successful completion of the Counselor Preparation Comprehensive Examination (CPCE), Orals Examination, and Graduate Portfolio. Counseling students have a maximum of seven (7) years to complete the MAE degree. All licensure requirements for the LPC and LMHP are regulated by the state.

#### ***CMHC Program Curriculum***

The Clinical Mental Health Counseling program requires the successful completion of 60 credit hours, of academic work beyond the baccalaureate degree and includes four major components: Counseling Core, Clinical Mental Health Specialization, Assessment and Research, and Clinical Experience. Students are responsible for meeting academic program requirements and deadlines and are therefore advised to meet with their faculty advisor on a regular basis. The program curricula and requirements are subject to change at any time.

<b>COUNSELING CORE (33 Credits)</b>		<b>Credit Hours</b>
COUN 531	Counseling and Communication Skills	3
COUN 533	Counseling Ethics and Professional Identity	3
COUN 535	Multicultural Counseling	3
COUN 536	Family Development	3
COUN 541	Counseling Theories	3
COUN 629	Counseling Children	3

COUN 630	Crisis Counseling	3
COUN 632	Career and Lifestyle Development	3
COUN 634	Group Counseling	3
COUN 636	Family Counseling	3
COUN 637	Advanced Human Development	3
<b>SPECIALIZATION (9 Credits)</b>		
COUN 523	Diagnosis and the DSM	3
COUN 532	Treatment Issues in Addiction	3
COUN 631	Principles and Practices of Mental Health Counseling*	3
<b>MEASUREMENT &amp; RESEARCH (6 Credits)</b>		
COUN 534	Fundamentals of Assessment	3
EDCI 631	Research Design and Data Analysis	3
<b>CLINICAL EXPERIENCES (12 credits)</b>		
COUN 639	Practicum in Counseling	6
COUN 640	Internship in Counseling	6
<b>MAE-Total Minimum Semester Hours—non-thesis</b>		<b>60</b>
<b>Nebraska Licensed Alcohol &amp; Drug Counselor (LADC) (6 credits)</b>		
In addition to the courses above, the following courses are required for LADC		
COUN 520	Psychopharmacology, Social and Medical Issues in Addictions	3
COUN 545	Essentials of Addictions Counseling and Case Management	3
<b>LADC-Total Minimum Semester Hours—non-thesis</b>		<b>66</b>

\*COUN 631: Consultation and Program Development can be substituted for COUN 631: Principles and Practices of Mental Health Counseling if completed prior to Fall 2013.

### **CMHC Recommended Beginning Courses**

Students are encouraged to enroll in a minimum of 9 semester hours during the fall and spring semesters, as this is considered full-time. Students beginning an MAE degree may wish to initially enroll in COUN, 533, 541, and EDCI 631 because these courses provide a foundation for many other counseling courses. **EDCI 631 should be taken within the first 12 hours of the program of study.**

COUN 533 Counseling Ethics and Professional Identity  
 COUN 534 Fundamentals of Assessment  
 COUN 541 Counseling Theories  
 COUN 631 Principles and Practices of Mental Health Counseling  
 COUN 632 Career and Lifestyle Development  
 COUN 634 Group Counseling  
 COUN 637 Advanced Human Development  
 EDCI 631 Research Design and Data Analysis (*should be taken within the first 12 hours of the program of study*)

## Master of Education (MEd)

### **School Counseling**

The Master of Education (MEd) School Counseling degree provides the academic training to apply for endorsement as a school counselor in Nebraska. The program prepares students to work professionally as school counselors. Graduates seeking endorsement as school counselors in Nebraska must have at least two years of teaching experience and a valid teaching certificate. The Nebraska Department of Education (NDE) makes final approval of the school counseling endorsement. This program also meets the requirements for the Nebraska State Board of Education (NSBE) for endorsement in one of the following:

**School Counseling-Elementary** prepares public and private school counselors to work at the elementary (K-6) grade levels and provides the academic training for graduates to apply for endorsement as a school counselor in Nebraska at the (K-6) level. For (K-6) school counseling endorsement, students must take one 450-hour elementary school counseling internship.

**School Counseling-Secondary** prepares public and private school counselors to work at the (7-12) grade levels and provides the academic training for graduates to apply for endorsement as a school counselor in Nebraska at the (7-12) level. For (7-12) school counseling endorsement, students must complete one 450-hour secondary school counseling internship.

**School Counseling (K-12)** prepares public and private school counselors to work at the K-12 grade levels and provides the academic training for graduates to apply for endorsement as a school counselor in Nebraska at the (K-12) level. Students seeking K-12 school counseling endorsement must complete a 900-hour internship (450 hours in an elementary setting and 450 in a secondary setting).

### **SC Program Curriculum**

The School Counseling specialty requires the successful completion of 39 credit hours of academic work beyond the baccalaureate degree. Additionally, students *must* possess a valid teaching certification/endorsement prior to enrolling into the program. Please note that many other states and accrediting organizations such as the Council for Accreditation of Counseling & Related Educational Programs (CACREP) require a greater minimum number of academic credit hours for school counseling endorsement. Please review your state standards for specific policy. The MEd program includes four major components: Counseling Core, School Counseling Specialization, Assessment and Research, and Clinical Experience.

### **School Counseling Program of Study**

All students admitted to the School Counseling Program will follow the program of study outlined below. Students are responsible for meeting academic program requirements and deadlines and are therefore advised to meet with their faculty advisor on a regular basis. The program curricula and requirements are subject to change at any time.

<b>COUNSELING CORE (24 Credits)</b>		<b>Credit Hours</b>
COUN 531	Counseling and Communication Skills	3
COUN 533	Counseling Ethics and Professional Identity	3
COUN 535	Multicultural Counseling	3
Choice of:	Choose one of the following 3 courses for 3-hrs:	3
COUN 536,	Family Development*	
COUN 629,	Counseling Children	
or COUN 630	Crisis Counseling	
COUN 541	Counseling Theories	3
COUN 632	Career and Lifestyle Development	3
COUN 634	Group Counseling	3
COUN 637	Advanced Human Development	3
<b>SPECIALIZATION (3 Credits)</b>		
COUN 635	School Counseling	3
<b>MEASUREMENT &amp; RESEARCH (6 Credits)</b>		
COUN 534	Fundamentals of Assessment	3
EDCI 631	Research Design and Data Analysis	3
<b>CLINICAL EXPERIENCES (6 credits)</b>		
COUN 639	Practicum in Counseling	3
COUN 640	Internship in Counseling	3
<b>MEd-Total Minimum Semester Hours-Non-Thesis</b>		<b>39</b>

**\*COUN 631: Consultation and Program Development can be substituted for COUN 536: Family Development if completed prior to Fall 2013.**

<b>Counseling Support Courses (Non-required Electives)</b>		<b>Credit Hours</b>
COUN 520	Psychopharmacology, Social and Medical Issue in Addictions	3
COUN 523	Diagnosis and the DSM	3
COUN 532	Treatment Issues in Addiction	3
COUN 545	Essentials of Addictions Counseling and Case Management	3
COUN 629	Counseling Children	3
COUN 630	Crisis Counseling	3
COUN 631	Principles and Practices of Mental Health Counseling	3
COUN 636	Family Counseling	3

### **Recommended Beginning Courses**

Students are encouraged to enroll in a minimum of 9 semester hours during the fall and spring semesters, as this is considered full-time. Students beginning an MEd degree may wish to initially enroll in COUN, 533, 541, and EDCI 631 because these courses provide a foundation for many other counseling courses. **EDCI 631 should be taken within the first 12 hours of your program of study.**

COUN 533 Counseling Ethics and Professional Identity

COUN 534 Fundamentals of Assessment

COUN 541 Counseling Theories

COUN 632 Career and Lifestyle Development

COUN 634 Group Counseling

COUN 635 School Counseling

COUN 637 Advanced Human Development

EDCI 631 Research Design and Data Analysis (*should be taken within the first 12 hours of your program of study*)

### **Dual Focus**

It is possible for School Counseling students to complete the requirements for Licensure as a Mental Health Practitioner (LMHP). Students pursuing both areas will be required to complete all courses required for both School Counseling and Clinical Mental Health degrees. Additionally, students must complete three (3) separate classes in practicum (COUN 639) and three (3) separate classes in internship (COUN 640). Two (2) practica must be in a community agency, and the other practicum must be in a school setting in which a certified school counselor supervises the student. Likewise, two (2) internship classes (COUN 640) must be completed in a community agency and one (1) internship class must be completed in a school setting in which a certified school counselor supervises the student. Students may not enroll in more than three (3) hours of internship during any semester.

## **COUNSELING PROGRAM INFORMATION**

### **Counseling Program Degree Requirements**

**Once admitted to the counseling program students must:**

- 1. File a Plan of Study.** Students will receive an official plan of study from the Graduate Office upon admission to the Counseling Program. This plan must be filed between 9 and 18 hours into the program with a 3.0 grade point average or higher. In cooperation with your faculty advisor, you must complete your plan and choose a graduate committee. Your faculty advisor will obtain committee signatures and submit it to the Graduate Office. See appendices at the end of this handbook for an unofficial draft of each plan of study. Following approval, changes may be made in the degree plan by contacting the Graduate Office. A

signed plan of study must be on file prior to applying for graduation.

2. **Apply for graduation.** Candidates who plan to graduate in December must file formal application prior to April 15th. Those who plan to graduate in the spring must file prior to November 15th. Students who plan to graduate in the summer (with the option to participate in December commencement) must file prior to June 1st. The online application is located at <http://www.csc.edu/records/graduation/graduate/index.csc>. All fees and indebtedness to the College must be submitted with the application.
3. **Apply for oral examination.** All counseling students must pass a final oral examination. The oral examination must be taken at least FOUR (4) weeks prior to the date of graduation. Following successful completion of the oral examination, approval forms will be signed by the student's committee and presented to the Dean of Graduate Studies. See appendices for the Counseling Oral Exam Rubric.
4. **Complete a Graduate Counseling Portfolio.** The counseling e-portfolio is an electronically submitted compilation demonstrating the students' ability to create a holistic, summative expression of how the counseling program has prepared them for entry into the counseling profession. Students will submit a completed electronic portfolio to his/her advisor a **minimum of two (2) weeks** prior to the oral exam date. **An incomplete portfolio will NOT be accepted and could postpone your oral exam and graduation.** Please speak to your faculty advisor for clarification. See appendices for Counseling E-Portfolio Instructions.
5. **Clinical Mental Health students must complete the Counselor Preparation Comprehensive Exam (CPCE)** prior to graduation.
6. **School Counseling students must complete the Praxis II Exam** prior to graduation. The PRAXIS II must be completed for each application for endorsement (i.e., should you apply for an endorsement and plan to return for another endorsement at a later date, you will be required to retake the PRAXIS II upon completion of the second endorsement). It is recommended that students study for the exam. An ETS study guide is available at <http://www.ets.org/praxis/prepare/materials/5421>. Further information on school counselor endorsement may be obtained from the Chadron State College Certification Officer Ms. LaWayne Zeller, at 308-432-6032, [lzeller@csc.edu](mailto:lzeller@csc.edu).

To assist you with this process, please see appendices for the *Graduate Degree Process Checklist*.

All graduate programs are under the auspices of Chadron State College Graduate Studies. Visit the Graduate Studies website at (<http://csc.edu/graduate/degree.csc>). It is the responsibility of students to become familiar with the policies and regulations of Graduate Studies. For this reason,

students are required to access the *Chadron State College Graduate Catalog* at <http://www.csc.edu/publications/catalog.csc> for an electronic version.

## Financial Assistance

Financial assistance is available to graduate students usually via student loans and graduate assistantships. Students interested in financial aid should contact the START Financial Aid Office, Crites Hall First Floor 1-800-CHADRON (1-800-242-3766). <http://www.csc.edu/finaid/>.

**Nebraska Student Loan Program (NSLP)** awards forgivable student loans to Nebraska medical, dental, physician assistant, and graduate-level clinical mental health students who agree to practice in an approved specialty in a state-designated shortage area. Applications are accepted April 1 through June 1 of each year to Nebraska Department of Health & Human Services, Office of Rural Health, P. O. Box 95026 Lincoln, NE, 68509-5026, (402) 471-2337.

**Graduate Assistantships.** A limited number of Graduate Assistantships, which cover tuition and provide a stipend, are available for students enrolled in a graduate degree program. Assistantships offer assignments designed to provide opportunities for supervised educational experiences at the graduate level. Graduate assistants should maintain full time status while serving as assistants. Students interested in Graduate Assistantships should contact the Graduate Office or see <http://www.csc.edu/graduate/grad.csc> for further information.

## Advising

The START Office will be assigned for initial advising before a student is accepted into the graduate counseling program. Once accepted, a permanent faculty advisor will be appointed. Students are required to meet with their assigned advisor upon admission and each semester afterward. It is the student's responsibility to contact their advisor and initiate these meetings. The student's advisor can assist in planning coursework, alert the student to developments in the program or profession, and provide the student with support and encouragement.

## Graduate Committee

Following acceptance into the counseling graduate program, and prior to completing the plan of study, the student, in consultation with the faculty advisor, will select a graduate committee consisting of the student's advisor, and two (2) additional members of the graduate faculty. The Clinical Mental Health Counseling student's committee will consist of the student's advisor, and two (2) members of the counseling faculty. The School Counseling student's committee will consist of the student's advisor, one (1) additional counseling faculty, and one (1) Education Dept. faculty. The student's counseling program advisor, committee, and counseling faculty will review the student's progress throughout the program and consult with the student on the *Plan of Study* and conduct the *Oral Examination*.

## **Course Load**

Nine semester hours constitute full time graduate enrollment in fall, spring, and summer semester terms. The maximum load for fall and spring terms is twelve (12) hours of graduate coursework. Most loans, scholarships, and assistantships require enrollment of six (6) to nine (9) hours a semester. It is the student's responsibility to be aware of the semester hours required for his/her scholarship or financial aid package.

## **Transfer Credit**

All courses obtained from another counseling program (9 credit hours maximum) will be considered for transfer with the exception of COUN 639, and 640. Each transfer credit must carry a grade of **B** or higher and those with grades of **P** or **S** will not be accepted. Acceptance of transfer credit is contingent upon approval of the Graduate Committee and Dean of Graduate Studies. It is the student's responsibility to supply information that establishes any course for transfer as equivalent to a course at Chadron State College. Usually the equivalency can be established by meeting with the faculty advisor at Chadron State College and providing a course description and syllabus for the course under consideration.

## **Disability Services**

Services for students with disabilities (learning, ADHD, physical and/or psychological) include counseling, tutoring and assisting students to discuss their academic needs with professors, as well as providing additional resources, referral services and/or special accommodations as appropriate. Disabled students who are in need of special accommodations must begin their request through the Advising office. A student-initiated conference with the Disability Services Contact Person is required. In addition, documentation of the disability(ies) by a qualified professional must be on file in the Disability Services Contact Person's office in order to honor requests. Students are encouraged and supported in understanding their disabilities and in expressing any subsequent needs to their professors. The goal of Disability Services is to provide a learning environment with as equal access as possible.

## **Student Services**

Chadron State College offers various services for students. Among many are disability, mental, and physical health services through Student Health Services, Career & Academic Planning Services, International Student Services, Notary Services and Veteran Affairs, See CSC's Student Handbook for more information.

## **PROFESSIONAL LICENSURE, ENDORSEMENT, & EMPLOYMENT**

The Counseling Program faculty will consider requests for four recommendations: (a) Licensed Mental Health Practitioner (LMHP) (b) licensure as a Licensed Professional Counselor (LPC), (c) Endorsement as a School Counselor, and Licensed Alcohol & Drug Counselor (LADC). The faculty will only endorse students for those

professional certifications, endorsements, licenses, and placements for which they have been adequately trained and have demonstrated both the academic and non-academic attributes required for competence. To ask the faculty to support licensure or certification for which the student has not been trained is to ask the faculty to engage in unethical behavior.

### **Licensed Mental Health Practitioner (LMHP) & Licensed Professional Counselor (LPC)**

Counseling students seeking a Licensed Mental Health Practitioner (LMHP) or Licensed Professional Counselor (LPC) with Nebraska DHHS, must complete a degree program consisting of 60 credit hours of academic counseling coursework. Please note the program is not designed for individuals who already hold a master's degree and are seeking to complete eligibility requirements for the LMHP or LPC. In addition to academic training, post-master's supervision is also required for licensure. Students planning to be licensed should contact the Nebraska Department of Health & Human Services (DHHS) Licensure Unit, PO Box 94986, Lincoln, NE 68509-4986 (402) 471-3121, <http://dhhs.ne.gov/Pages/default.aspx>. Students are responsible for obtaining copies of the counselor licensing law and license board regulations. The DHHS Board in Lincoln grants licensure (not CSC).

### **School Counselor Endorsement**

Upon completion of the 39-semester hour Master's Degree in School Counseling, students have the academic training for endorsement as a school counselor. Under the requirements of the Nebraska Department of Education (NDE), all prospective school counselors must have a valid Nebraska Teacher Certificate, two years of full-time teaching experience, and have successfully completed the **PRAXIS II**. The PRAXIS II must be completed for each application for endorsement (i.e., should you apply for an endorsement and plan to return for another endorsement at a later date, you will be required to retake the PRAXIS II upon completion of the second endorsement). It is recommended that students study for the exam. An ETS study guide is available at <http://www.ets.org/praxis/prepare/materials/5421>. These requirements are in addition to the requirements of the Counseling Program. Further information on school counselor endorsement may be obtained from the Chadron State College Certification Officer Ms. LaWayne Zeller, at 308-432-6032, [lzeller@csc.edu](mailto:lzeller@csc.edu).

### **Licensed Alcohol & Drug Counselor (LADC)**

Students who have met the requirements to apply for an LMHP or LPC, may also complete 2 additional courses offered by the CSC Counseling program in order to apply for a Licensed Alcohol & Drug Counselor (LADC) in Nebraska. For more information regarding this license please visit [http://dhhs.ne.gov/publichealth/Pages/crl\\_mhcs\\_adc\\_requirements.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_mhcs_adc_requirements.aspx)

## **PROFESSIONAL DEVELOPMENT AND PERFORMANCE EVALUATION**

### **Ethical Standards**

The Counseling Program faculty endorses and implements the American Counseling Association *Code of Ethics* (2014). Students and supervisees preparing to become counselors are required to adhere to the *ACA Code of Ethics* (<http://www.counseling.org/knowledge-center/ethics>), with the same obligations to clients as are required of professional counselors.

### **CSC Standards of Student Conduct**

The CSC Graduate School Catalog specifies the circumstances under which students may be placed on probation, suspension, or dismissal.

1. Dishonesty (cheating, plagiarism, etc.).
2. Disclosure of client confidential information with unauthorized individuals.
3. Negligence or misconduct.
4. Mistreatment of and/or disrespect for clients, fellow students, research participants, or faculty.
5. Abusing a client, fellow student, faculty member, or staff member, (including abusive language).
6. Violations of the rules, regulations, and principles in the ACA Code of Ethics and Chadron State College Student Handbook.  
([http://www.csc.edu/publications/csc\\_student\\_handbook.pdf](http://www.csc.edu/publications/csc_student_handbook.pdf))
7. Receipt of a Fail grade in Techniques, Practicum or Internship.
8. Willful submission of false information or alteration of any official records, counseling reports, papers, examinations, or graduate portfolios.
9. Willful conduct that may cause injury to self or others.
10. Unethical behavior as defined by ethical guidelines and practice (e.g., ACA).
11. Sexual harassment as defined by Chadron State College.

Students who have been charged with violating the Student Code of Conduct shall be subject to the policies, procedures, and sanctions for processing such charges. However, a charge under the Student Code of Conduct may also be the basis for a referral on separate academic grounds under the Dispositional Standards. Similarly, an observation under the Referral Process may be the basis for a Student Code of Conduct charge.

### **Academic Performance**

All students enrolled in the Counseling Program are expected to achieve and maintain a high level of academic performance. A Grade Point Average (GPA) of 3.0 (4.0 = A) is required for graduation. A student may earn up to 2 C's in any required course in the 60-hour Clinical Mental Health Counseling degree plan, with the exception of COUN 531, 533, 541, 639, & 640, as long as the student maintains an overall GPA of 3.0. **If a grade of C or lower is earned in COUN 531, 533, 541, 639, or 640 you must repeat the course and earn at least a B.** In instances

where the student's GPA falls below 3.0 at anytime during the student's enrollment, the student can expect to have their graduate status lowered to that of a non-degree seeking student. Students earning a grade of C or below in a practicum/internship will be terminated from the counseling program.

### **Dispositional Standards**

The following Dispositional Standards apply to all students in the CSC Graduate Counseling Program. The standards address a student's affective attributes and disposition to be a counselor. A corresponding Professional Dispositional Standards Rubric provides further guidance. A student's ability to meet the Dispositional Standards is continually reviewed by, and subject to, the academic judgment of campus faculty, staff, and administration.

1. The student contributes to a positive climate in all College classrooms, practicums, and internships.
2. The student demonstrates mastery of written and spoken language for self-expression, as well as for effective interaction in all settings.
3. The student is a thoughtful and responsive listener.
4. The student is committed to reflection, assessment, and learning as an ongoing process.
5. The student is willing to give and receive help.
6. The student is sensitive to community and cultural norms for the degree program, College classroom, practicums, and internships.
7. The student appreciates and values human diversity and shows respect for others' varied talents and perspectives.
8. The student values the development of critical thinking, independent problem solving, and performance capabilities in himself/herself and those with whom he/she interacts.
9. The student demonstrates a commitment to keeping abreast of new ideas and understanding in the counseling field.
10. The student demonstrates a level of responsibility and ethical judgment consistent with professional guidelines developed for the counseling field.
11. The student maintains the highest ethical standards in interactions with faculty, students, staff, and clients as well as in preparation and submission of required course work, and the completion of tests.
12. The student maintains a pattern of exceeding minimal requirements in courses, practicums, & internships.

Should a campus faculty, staff, or administrator determine a student does not meet any of the above Dispositional Standards, they may file a "Referral Form" with the Counseling, Psychological Sciences, & Social Work (CPSW) Department Chair. Any student who receives one or more referral(s) shall be counseled, remediated, or withdrawn from their program, as appropriate.

Students who have been charged with violating the Student Code of Conduct shall be subject to the policies, procedures, and sanctions for processing such charges. However, a charge under the Student Code of Conduct may also be the basis for a referral on separate academic grounds under the Dispositional Standards. Similarly,

an observation under the Referral Process may be the basis for a Student Code of Conduct charge.

### **Procedure for Processing Referral Forms**

The CSC Counseling Program has instituted a process to ensure that faculty regularly evaluates students and provides access to advisement on professional requirements. These processes are a collaboration of campus faculty, staff, and administration who understand the profession and can offer constructive feedback. The intention of the Referral Process is to identify a student's deficiencies and promote dialogue on how the student can improve and move forward in their program.

Faculty members will monitor a student's academic progress, during the course of their program, through a review of grades and dispositions. The CPSW Department Chair, or designee, will serve as the primary point of contact in instances where a remediation plan and/or Student Retention Committee (SRC) are deemed necessary.

#### **1) One Referral**

- a) The CPSW Department Chair, or designee, identifies the student's deficiencies in meeting the above Dispositional Standards and sends written notification of a Referral Form to the student.
- b) The student must meet with the CPSW Department Chair, or designee, to discuss why the referral occurred and if corrective action is needed.
- c) Or the CPSW Department Chair or designee may convene a meeting of the Student Retention Committee (SRC) if deemed necessary. Should the SRC be convened, the student will receive a notification specifically describing the issues to be discussed and possible recommendation options available to the SRC.
- d) Should the SRC be convened, the student will receive ten (10) days to respond to the notification.
- e) Should the SRC meeting be held, the Committee members will discuss with the student the issues that appear to be hindering their academic progress and make one of the following recommendations:
  - i) Take no action;
  - ii) Institute a formal remediation plan; or
  - iii) Withdraw the student from the program.
- f) The SRC will issue a report explaining the basis for its recommendation.

#### **2) Two or More Referrals**

- a) The CPSW Department Chair, or designee, identifies the student's deficiencies in meeting the above Dispositional Standards and sends written notification of a Referral Form to the student.
- b) Notification will specifically describe the issue(s) to be discussed and the possible recommendation options available to the SRC.
- c) The student will receive ten (10) days to respond to the notification.
- d) After the student has the opportunity to respond, the CPSW Department Chair or designee shall convene a meeting of the SRC.

- e) The SRC members shall discuss with the student the issues that appear to be hindering their academic progress and make one of the following recommendations:
    - i) Take no action;
    - ii) Institute a formal remediation plan; or
    - iii) Withdraw the student from the program.
  - f) The SRC will issue a report explaining the basis for its recommendation.
- 3) Student Retention Committee
- a) The SRC is comprised of the CPSW Department Chair or designee and at least two faculty members.
  - b) The student will be expected to participate in a dialogue with the Committee to exchange ideas on remediation or withdrawal from the program.
  - c) The student will not be permitted to have representation by an attorney or any other third party in this academic meeting.
  - d) If the SRC recommends that the student be withdrawn from the program, and the Campus Director of Student Affairs endorses this recommendation, the student has the right to appeal this decision under Board Policy 3100: Right to Due Process specified in the CSC Student Handbook. [http://www.csc.edu/publications/csc\\_student\\_handbook.pdf](http://www.csc.edu/publications/csc_student_handbook.pdf). The student must appeal within 10 days of receipt of the decision to the CSC Appeals Committee. The CSC Appeals Committee usually consists of the School of Education, HP, and CPSW Dean, Graduate Studies Dean, and the Director of Student Affairs. This committee will review the SRCs actions for fairness.
  - e) The decision of the CSC Appeals Committee is final.

**Please Note:** Students will not have access to the referral form submitted by the staff or faculty and shall not be entitled to meet with the referring faculty or staff. Please see the Dispositional Standards Rubric in Appendices.

### **Annual Evaluation of Student Progress**

Student progress through the program will be assessed annually. The standards for satisfactory performance include the following: successful passing of courses, progress through the program requirements in a timely manner, appropriate professional and personal growth, and appropriate interpersonal behavior. If a faculty member has a concern about a student's progress, course performance, or behavior, a referral form will be completed to document the concerns. A student will receive a Notice of Concern (in a letter) if progress or behavior is not considered to be appropriate; the student will be asked to meet either with the advisor and/or the counseling faculty for a discussion of the issues and to determine a course of action. Students can assume that their performance is satisfactory and that they are in good standing in the program if they receive no written notification to the contrary after the annual review.

## **PROFESSIONAL PRACTICE: FIELD EXPERIENCES**

Students should be advised that a substantial amount of time is spent in fieldwork to meet practicum and internship requirements. Although most of the courses are offered in the evening, the fieldwork experiences are most commonly completed during daytime hours. **Program completion is not typically compatible with full time employment.**

Eligibility for enrollment in Practicum (COUN 639) and Internship (COUN 640) requires admission to the Counseling Program and completion of all prerequisites. Because space is limited, students must apply for both practicum and internship at least one semester prior to enrolling in each of these courses. See appendices for practicum and internship applications. Depending upon course availability, students who have submitted an application and completed the forms required will be registered for the course. Students cannot register themselves for practicum or internship and may not enroll in more than 3 semester hours of Internship credit each semester without prior approval.

### **Professional Liability Insurance**

Before you can enroll in practicum or internship, you must have professional liability insurance. Please be sure that you have proof of insurance to show your professor the first day of class making certain the agreement lists your name as policyholder. You may obtain insurance from any provider; however, liability insurance is available at no cost with an American Counseling Association (ACA) student membership (1-800-347-6647 x284, [www.counseling.org](http://www.counseling.org)).

### **Clinical Mental Health Counseling**

The Clinical Mental Health clinical field experience consists of a full-time practicum (COUN 639) consisting of 100 hours, 40 of which will be in direct client contact and a full-time internship (COUN 640) consisting of 600 hours, 300 of which will be in direct client contact. The nature of this experience should be in a mental health counseling setting and similar to that of a regular counseling position, but with closer supervision. The field experiences will occur at the end of the training program, and the intern is expected to put into practice the knowledge and skills acquired in the program.

All prerequisites must be completed before students may enroll in Practicum Counseling: COUN 639. Prerequisites are COUN 531, COUN 533, and COUN 541. With regard to co-requisites, students may enroll in a maximum of two (2) co-requisite courses when they enroll in COUN 639. All other co-requisite courses must be completed before enrolling in 639. Students must have completed all course work prior to enrolling in Internship Counseling: COUN 640. Prerequisites are strictly enforced.

**At least one (1) semester prior to enrolling in Practicum (COUN 639) or Internship (COUN 640), the student will obtain approval for an internship site from the appropriate field experiences instructor.** A major criterion for selecting a site is the credentials of the agency's on-site supervisor, namely possession of at least a master's degree in counseling, psychology, or clinical social work, licensure in such discipline, and two (2) year's experience working in the field. The student must send a resume, and arrange a meeting with the potential site contact for an interview. The student, Site Supervisor and Faculty Supervisor, will then complete an internship contract once the site is agreed upon.

### **School Counseling**

The School Counseling clinical field experience consists of a full-time Practicum (COUN 639) consisting of 100 clinical hours, 20 of which will be in direct client contact and a full-time Internship (COUN 640) consisting of 450 hours, 180 of which will be in direct client contact. The nature of this experience should be in a school counseling setting and similar to that of a regular school counseling position, but with closer supervision. The field experiences will occur at the end of the training program, and the intern is expected to put into practice the knowledge and skills acquired in the program.

All prerequisites must be completed before students may enroll in Practicum Counseling: COUN 639. Prerequisites are COUN 531, COUN 533, COUN 541 and COUN 635. With regard to co-requisites,

students may enroll in a maximum of two (2) co-requisite courses when they enroll in COUN 639. All other co-requisite courses must be completed before enrolling in 639. Students must have completed all course work prior to enrolling in Internship Counseling: COUN 640. Prerequisites are strictly enforced.

**At least one (1) semester prior to enrolling in Practicum (639) or Internship (COUN 640), the student will obtain approval for an internship site from the appropriate field experiences instructor**

A major criterion for placement is the credentials of the school's on-site supervisor, namely possession of at least a master's degree in school counseling, a school counseling endorsement, and two (2) year's experience working in the field. The student must send a resume, and arrange a meeting with the potential site contact for an interview. The student, Site Supervisor and College Supervisor, will then complete an internship contract once the site is agreed upon.

## **PROFESSIONAL IDENTITY**

### **National Credentials**

Once one has fulfilled the requirements for certification at the state level, it would be prudent to seek additional credentials. There are two organizations at the national level where you can obtain additional credentials: The National Board of Certified Counselors, Inc. (NBCC) and the National Board of Professional Teaching Standards (NBPTS). The benefits of national certification are three-fold: by participating in the certification process you will be acknowledged for your competencies and accomplishments as a nationally certificated counselor, you will be elevating your professional identity which could be important to your building principal and your community stakeholders, and you may receive financial incentives from your state and/or local school board. To receive more information about these two certifications, visit the NBCC website at [www.nbcc.org/](http://www.nbcc.org/) and the NBPTS website at [www.nbpts.org/](http://www.nbpts.org/).

### **Professional Organizations**

Students are encouraged to join a variety of professional associations that promote the interests of counselors. The counseling faculty actively participates as members of these groups. Membership applications can be obtained directly from the organization or from faculty.

American Counseling Association  
5999 Stevenson Ave.  
Alexandria, VA 22304-3303  
1-800-347-6647  
[www.counseling.org](http://www.counseling.org)

American School Counselors Association (ASCA)  
801. N. Fairfax St., Suite 310  
Alexandria, VA 22314  
703-683-ASCA  
[www.schoolcounselor.org](http://www.schoolcounselor.org)

American Mental Health Counselors Association (AMHCA)

675 North Washington Street, Suite 470  
Alexandria, VA 22314  
800-326-2642 or 703-548-6002  
[www.amhca.org](http://www.amhca.org)

Nebraska Counseling Association  
P.O. Box 283  
Kearney, NE 68848-0283  
402-509-8080 or 800-758-3010  
[www.necounseling.org](http://www.necounseling.org)

Nebraska School Counselor Association  
PO Box 81863  
Lincoln, NE 68501  
[www.neschoolcounselor.org](http://www.neschoolcounselor.org)

### **Activities Appropriate For Students**

Students enrolled in the Counseling Program may be interested in obtaining experiences in the field to further their education or exposure to counseling settings. Students are encouraged to seek out opportunities that allow for skill development and allow them to gain familiarity with counseling settings. However, students are encouraged to not accept positions, paid or volunteer, for which they are not qualified or trained. Students are advised to seek out positions where supervision and guidance will be provided and to make sure that there are licensed practitioners on site.

## **APPENDICES**

### **Appendix A: Counseling Program Course Descriptions**

#### **COUNSELING PROGRAM COURSE DESCRIPTIONS**

COUN 501: Topics in Counseling, 1-3 Course Credits.

To meet the individual needs of students, it may become necessary to offer seminars or special topics that are not within the range of counseling courses described in this publication. Requirements: None. Prerequisites: None.

COUN 520: Psychopharmacology, Social and Medical Issues in Addictions, 3 Course Credits.

This course will explore and review issues of medical and psychological aspects of alcohol/drug use, abuse and addiction. This course is designed to meet the requirements to apply for addictions counseling licensure. Special emphasis is placed on psychopharmacology within the context of addiction. Requirements: None. Prerequisites: None.

COUN 523: Diagnoses and the DSM, 3 Course Credits.

Within the context of normal human growth and development, mental health and behavioral disorders are studied using the current Diagnostic and Statistical Manual of Mental Disorders. Requirements: None. Prerequisites: None.

COUN 531: Counseling and Communication Skills, 3 Course Credits.

Introduction to counseling techniques and interviewing skills for the counseling profession. Note: Satisfactory completion of this course is a prerequisite for COUN 639A. Requirements: None. Prerequisites: None.

COUN 532: Treatment Issues in Addictions, 3 Course Credits.

Substance abuse issues are explored in a variety of counseling settings. Requirements: None. Prerequisites: None.

COUN 533: Counseling Ethics and Professional Identity, 3 Course Credits.

Surveys the ethical, legal and professional issues facing the counseling professional. Topics on professional conduct, decision-making and the legal requirements for licensure will be studied. Note: Satisfactory completion of this course is a prerequisite for COUN 639A. Requirements: None. Prerequisites: None.

COUN 534: Fundamentals of Assessment, 3 Course Credits.

Introduction to the uses of assessment in counseling and school counseling. Understanding the uses of validity and reliability in assessment instruments will be presented. Exploration offered in types of assessment and what is needed to construct assessments. Requirements: None. Prerequisites: None.

**COUN 535: Multicultural Counseling, 3 Course Credits.**

Topics include issues of diversity, cultural characteristics, culturally appropriate and sensitive interventions imperative for those entering the counseling profession. Requirements: None. Prerequisites: None.

**COUN 536: Family Development, 3 Course Credits.**

This course will explore the different stages of family development. Also examined are the multicultural issues of family development and the different definitions and trends of family. Requirements: None. Prerequisites: None.

**COUN 541: Counseling Theories, 3 Course Credits.**

Review of the major theoretical constructs in counseling and psychotherapy with incorporation of multicultural relevance in the treatment of each theory. Note: Satisfactory completion of this course is a prerequisite for COUN 639A. Requirements: None. Prerequisites: None.

**COUN 545: Essentials of Addictions Counseling and Case Management, 3 Course Credits.**

This course is designed to review specific needs and approaches in alcohol/drug assessment, case planning and management. Requirements: None. Prerequisites: None.

**COUN 600: Independent Research or Study, 1-3 Course Credits.**

Guided independent research or study in the area of counseling. The number of course credits varies in accordance with the topic and the amount of work required. Requirements: Permission of instructor, Dean of Graduate Studies, and Academic Vice President. Prerequisites: None.

**COUN 629: Counseling Children, 3 Course Credits.**

The purpose of this course is to prepare the student to understand the development aspects and levels that children proceed through and apply them to the counseling process with children. Requirements: None. Prerequisites: None.

**COUN 630: Crisis Counseling, 3 Course Credits.**

The purpose of this course is to prepare students in developing their own crisis management skills and work within institutions to respond to the personal and professional crisis and disaster situations that can happen in the world today. Requirements: None. Prerequisites: None.

**COUN 631: Principles and Practices of Mental Health Counseling, 3 Course Credits.**

This course addresses professional principles and practices of mental health counseling. It includes history, identity, roles, and trends affecting the field and practice of mental health counseling in community and agency settings. Requirements: None. Prerequisites: None.

**COUN 632: Career and Lifestyle Development, 3 Course Credits.**

Takes a developmental approach to career and lifestyle choices throughout the lifespan. Leading theories of occupational choices and the process of career decision making is discussed. Requirements: None. Prerequisites: None.

**COUN 634: Group Counseling, 3 Course Credits.**

The theories, research and application of group counseling will be offered in this course. Applying techniques for group process will be done through an experiential group setting. Requirements: None. Prerequisites: None.

**COUN 635: School Counseling, 3 Course Credits.**

Introduces topics to prepare potential school counselors to function effectively at the elementary or secondary level. The American School Counseling National Comprehensive Model as applied to school counseling is addressed. Requirements: None. Prerequisites: None.

**COUN 636: Family Counseling, 3 Course Credits.**

Examines the dynamics of family counseling and family systems. Satisfactory completion of this course gives students a fundamental understanding of family systems theory and other leading theories of family counseling, and their application in the counseling process. Requirements: None. Prerequisites: None.

**COUN 637: Advanced Human Development, 3 Course Credits.**

Case studies interwoven with empirical findings, theory, research methodology, explanations of technical concepts and practical issues are presented to clarify biological, perceptual, cognitive, social and emotional development. Requirements: None. Prerequisites: None.

**COUN 639A: Practicum in Counseling I, 3 Course Credits.**

Provides students with opportunities to work with clients in on-going counseling situations, under the direct supervision of a qualified faculty member. Students will see individual clients and/or group clients in counseling clinic setting and will accumulate a minimum of 20 hours of direct client contact. This course may be repeated to satisfy the 6 course credit requirement for those students in the Community Mental Health Counseling Program. Requirements: Permission of instructor. Prerequisites: Successful completion of COUN 531, 533, 541 and School Counseling students COUN 635.

**COUN 639B: Practicum in Counseling II, 3 Course Credits**

A continuation of Practicum which provides students with opportunities to work with clients in on-going counseling situations, under the direct supervision of a qualified faculty member. Students will see individual clients and/or group clients in counseling clinic setting and will accumulate a minimum of 20 hours of direct client contact. This course may be repeated to satisfy the 6 course credit requirement for those students in the Community Mental Health Counseling Program. Requirements: Permission of instructor.

Prerequisites: COUN 531, 533, 541 and School Counseling students COUN 635.

COUN 640: Internship in Counseling, 1-6 Course Credits.

Professional fieldwork experience in counseling to refine and enhance the basic counseling or student developmental skills and integrate professional knowledge and skills appropriate to the student's specialization. This will be done in accordance with the Nebraska state law requirements for licensure and/or certification of the student's specialization. Requirements: Permission of instructor. Prerequisites: Successful completion of COUN 639A for School Counseling majors and COUN 639A and COUN 639B for Community Mental Health Counseling majors.

COUN 655: Scholarly Project, 1-3 Course Credits.

For students selecting Plan II, as listed under Program Requirements. The student engages in a major project related to their area of specialization. The design of the paper and the project is in cooperation with the student's graduate committee. Requirements: Must complete three (3) course credits. Prerequisites: Permission of the advisor.

COUN 660: Thesis, 1-6 Course Credits.

For students selecting Plan I, as listed under Program Requirements. The student designs and implements an extensive research project. The research and the paper are designed in cooperation with the student's graduate committee. Requirements: Permission of advisor and the Dean of Graduate Studies. Must complete six (6) course credits. Prerequisites: Permission of the advisor.

Section numbers are as follows:

- *Section 01*—on-campus and ITV courses.
- *Section 40*—offered by ITV to Scottsbluff.
- *Section 65*—offered by ITV to North Platte.
- *Section 79*—delivered via the Internet: no classroom attendance required.
- *Section 99*—require periodic traditional face-to-face classroom or ITV attendance with additional instruction offered online. Students are expected to participate in both modes.

## Appendix B: Graduate Counseling Checklist

### GRADUATE COUNSELING DEGREE PROGRESS CHECKLIST

#### Application Process for Graduate Study and the Counseling Program:

- \_\_\_ 1. Submit completed *Application for Admission* form.
- \_\_\_ 2. Request OFFICIAL Transcripts from completed Bachelor's degree to be sent to CSC Admissions, 1000 Main St, Chadron NE 69337 (exception: CSC graduates will be obtained automatically).
- \_\_\_ 3. Request OFFICIAL Transcripts from all institutions attended after receiving Bachelor's degree, if applicable.
- \_\_\_ 4. Attend Counseling Program Interview and receive acceptance into the program. Counseling Program interviews will be offered in December and in July. **Please contact Joy Pitts, OA II at [jpitts@csc.edu](mailto:jpitts@csc.edu) or 308-432-6330 to schedule interview.** Video Conferencing is available when necessary and must be arranged with initial scheduling. Following the interview, applicants will be notified of acceptance or denial into the CSC Counseling Program. The 2016-2017 Interview opportunities are:

August 31 or  September 7, 2016:

9:00 am     1:00 pm

10:00 am    2:00 pm

11:00 am    3:00 pm

January 18, 2017 &  January 25, 2017:

9:00 am     1:00 pm

10:00 am    2:00 pm

11:00 am    3:00 pm

#### Accepted Students must complete the following:

- \_\_\_ 1. **Receive notice of acceptance** into Graduate Study via your student EagleMail account. With this notice you will receive a draft Plan of Study.
- \_\_\_ 2. **Attend the New Student Counseling Program Orientation.** The orientation is offered at the CSC Campus twice a year (typically on the 4th

Monday in March and October) and at the North Platte Community College Campus twice a year (typically on the 4th Thursday in February & September). Students who fail to complete this orientation will be designated as non-degree seeking and will not be admitted into the Counseling Program.

\_\_\_3. **File a Plan of Study:**

- a. SUBMIT a proposed Plan of Study prior to the completion of 18 credit hours and in cooperation with your faculty advisor.
- b. RECEIVE a copy of the approved Plan of Study via EagleMail from the Graduate Studies Office.

\_\_\_4. **Application for Graduation:** Students must submit an online Application for Graduation form one (1) semester prior to their anticipated graduation date.

\_\_\_5. **Final Semester:**

- a. Submit a completed *Application for Oral Examination* to the Graduate Office.
- b. Graduate Portfolio to your advisor no later than two (2) weeks prior to the oral examination date.
- c. Successfully complete an oral examination with Graduate Committee
- d. Clinical Mental Health Students must complete the Counseling Preparation Comprehensive Exam (CPCE).
- e. School Counseling Students must complete the Praxis II.

## Appendix C: Master of Education (MEd)—School Counseling Plan of Study

STUDENT'S NAME \_\_\_\_\_

NUID \_\_\_\_\_

### REQUIREMENTS FOR THE 39 HOUR DEGREE PROGRAM

PREFIX	#	COURSE TITLE	TERM	GRADE	HOURS	TRANSFER /SUBSTITUTION if applicable
EDCI	631	Research Design & Data Analysis			3	
COUN	531	Counseling & Comm. Skills			3	
COUN	53	Counseling Ethics & Prof Identity			3	
COUN	534	Fundamentals of Assessment			3	
COUN	535	Multicultural Counseling			3	
COUN	536*	Family Development			3	
COUN	541	Counseling Theories			3	
COUN	632	Career and Lifestyle Development			3	
COUN	634	Group Counseling			3	
COUN	635	School Counseling			3	
COUN	637	Advanced Human Development			3	
COUN	639A	Practicum I			3	
COUN	640	Internship in Counseling			3-6	

### ADDITIONAL 12 HOURS – OPTIONAL

PREFIX	#	COURSE TITLE	TERM	GRADE	HRS	TRANSFER /SUBSTITUTION if applicable
COUN	532	Treatment Issues in Addictions			3	
COUN	631	Consultation and Program Dev			3	
COUN	636	Family Counseling			3	
COUN	639B	Practicum II			3	

\*COUN 536 - Family Development OR COUN 629 - Counseling Children OR COUN 630 - Crisis Counseling

### REQUIRED SIGNATURES

SIGNATURE OF STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

APPROVAL OF ADVISOR \_\_\_\_\_

DATE \_\_\_\_\_

APPROVAL OF COMMITTEE MEMBER \_\_\_\_\_

DATE \_\_\_\_\_

APPROVAL OF COMMITTEE MEMBER \_\_\_\_\_

DATE \_\_\_\_\_

SIGNED FOR GRADUATE COUNCIL \_\_\_\_\_

DATE \_\_\_\_\_

## Appendix D: Master of Arts in Education (MAE) –Clinical Mental Health Counseling

STUDENT'S NAME \_\_\_\_\_

NUID \_\_\_\_\_

PREFIX	#	COURSE TITLE	TERM	GRADE	HOURS	TRANSFER/SUBSTITUTION if applicable
EDCI	631	Research Design & Data Analysis			3	
COUN	523	Diagnoses and the DSM			3	
COUN	531*	Counseling & Comm. Skills			3	
COUN	532	Treatment Issues in Addictions			3	
COUN	533*	Counseling Ethics & Prof Identity			3	
COUN	534	Fundamentals of Assessment			3	
COUN	535	Multicultural Counseling			3	
COUN	536	Family Development			3	
COUN	541*	Counseling Theories			3	
COUN	629	Counseling Children			3	
COUN	630	Crisis Counseling			3	
COUN	631	Princ. & Pract. of Mental Health Couns.			3	
COUN	632	Career and Lifestyle Development			3	
COUN	634	Group Counseling			3	
COUN	636	Family Counseling			3	
COUN	637	Advanced Human Development			3	
COUN	639A	Practicum I			3	
COUN	639B	Practicum II			3	
COUN	640	Internship in Counseling			6	

\*Student must obtain an A or B in this course to be eligible for enrollment in the Practicum.

**REQUIRED SIGNATURES**

SIGNATURE OF STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

APPROVAL OF ADVISOR \_\_\_\_\_

DATE \_\_\_\_\_

APPROVAL OF COMMITTEE MEMBER \_\_\_\_\_

DATE \_\_\_\_\_

APPROVAL OF COMMITTEE MEMBER \_\_\_\_\_

DATE \_\_\_\_\_

SIGNED FOR GRADUATE COUNCIL \_\_\_\_\_

DATE \_\_\_\_\_

## Appendix E: Counseling Oral Exam Rubric

Date: \_\_\_\_\_

Graduate Counseling Student: \_\_\_\_\_

Committee: (Advisor) \_\_\_\_\_

(Member) \_\_\_\_\_

(Member) \_\_\_\_\_

**Instructions:** Please indicate your perception of the candidate's competence with a mark in the appropriate column on the Counseling Oral Exam Rubric. All responses, except personal comments, will be computerized with all identifying information removed. The graduate committee will complete this form at the conclusion of the oral exam and forward to the Graduate Office.

### **Definition of Scores:**

#### **4. Advanced:**

The graduate counseling student demonstrates a broad and deep understanding of the knowledge and skills of clinical or school counseling. The student initiates opportunities to implement his/her knowledge and skill. Additionally, the student seeks and engages in opportunities to participate in activities leading to development as a strong clinical or school counselor. The student completes tasks on time with little or no supervision, yet seeks advice and answers to appropriate problems. You would not hesitate to refer family to the student both in the clinical or school setting.

#### **3. Proficient:**

The graduate counseling student demonstrates an adequate understanding of the knowledge and skills of clinical or school counseling. The student initiates opportunities to implement his/her knowledge and skill. Additionally, the student seeks and engages in opportunities to occasionally participate in activities leading to development as a strong clinical or school counselor. The student completes tasks on time with minimal supervision while occasionally seeking advice and answers to appropriate problems. This graduate Counseling student would be an adequate clinical or school counselor.

#### **2. Progressing:**

The graduate counseling student demonstrates a minimal understanding of the knowledge and skills of clinical or school counseling. The student initiates single opportunities for implementing knowledge or skill. Additionally, the student demonstrates a top-down paradigm of clinical and/or school counseling. The student exhibits passive modes of behavior when participating in the role of the clinical and/or school counselor. The student does not complete tasks on time and rarely seeks advice or answers to appropriate problems. At this current level of development, you would hesitate or defer from referring family to the student both in the clinical or school setting.

#### **1. Unacceptable:**

This graduate counseling student exhibits a distinct lack of understanding for the counseling process. The student exhibits serious deficiencies in demonstrating the knowledge and skills of clinical or school counseling. The student does not seek advice or answers to appropriate problems. This graduate counseling student should be remediated and counseled regarding their choice of a career in clinical or school counseling.

<i>Standard</i>	<i>Advanced (4)</i>	<i>Proficient (3)</i>	<i>Progressing (2)</i>	<i>Unacceptable (1)</i>
<b><i>Professional Orientation/Identity:</i></b>				
Exhibits active involvement in professional counseling associations (SC.1.1-2).				
Evidence supporting the application of ACA, and other relevant, codes of ethics in professional practice (SC.1.1).				
Evidence supporting the application of ethical and legal requirements in professional practice (SC1.1-2).				
Demonstrates knowledge of professional limits (SC1.1-2).				
Demonstrates knowledge of the professional/school counselor role (SC1.1.1-2).				
Exhibits an awareness of state licensure/certification requirements (SC1.1.1-2).				
<b><i>Social and Cultural Diversity:</i></b>				
Demonstrate knowledge of the characteristics/concerns of client's from diverse backgrounds (SC.1.3).				
Utilizes appropriate clinical skills when counseling culturally diverse clients (SC.1.3,5,9).				
Sensitivity to gender issues (SC.1.1.3).				
<b><i>Human Growth and Development:</i></b>				
Expresses knowledge of lifespan developmental issues (SC.1.4).				
Demonstrates knowledge of individual and familial developmental stages (SC.1.4,5).				
<b><i>Career Development:</i></b>				
Exhibits knowledge of a career development theory (SC.1.7).				
Evidence of the application of career assessment instruments (SC.1.7, 11).				
Demonstrates the ability to utilize computer-assisted career information systems (SC.1.11).				
Demonstrates the ability to implement a career development program (SC.1.12).				
<b><i>Helping Relationships:</i></b>				
Exhibits knowledge of two or more counseling theories (SC.1.3,5,6,9).				
Exhibits knowledge of the interaction between counselor and client characteristics/behaviors (SC.1.7,11).				
Demonstrates and utilizes counseling skills/techniques within the context of theory (SC.1.5,6,9).				
Evidence supporting the utilization of basic interviewing, assessment, and				

<i>Standard</i>	<i>Advanced (4)</i>	<i>Proficient (3)</i>	<i>Progressing (2)</i>	<i>Unacceptable (1)</i>
counseling skills (SC.1.6,8,10,11).				
Demonstrates knowledge of consultation practices (SC.1.8).				
<b><i>Group Work:</i></b>				
Demonstrates knowledge of group dynamics (SC.1.9).				
Demonstrates knowledge of group therapeutic factors (SC.1.9).				
Exhibits knowledge of ground rules, structure, and other principles of group leadership (SC.1.9).				
Exhibits the ability to choose appropriate groups for various settings (SC.1.9).				
<b><i>Appraisal/Assessment:</i></b>				
Demonstrates utilization of assessment instruments (SC.1.11).				
Demonstrates knowledge of statistical concepts (i.e., validity, reliability, errors of measurement) (SC.1.11).				
<b><i>Research and Program Evaluation:</i></b>				
Demonstrates use of needs assessments for program evaluation (SC.1.12).				
Demonstrates the ability to utilize computers for data management and analysis (SC.1.11,12).				
Expresses knowledge and application of qualitative and quantitative research (SC.1.11).				
<b><i>Total</i></b>				
<b><i>Additional Comments:</i></b>				

## Appendix F: Counseling E-Portfolio Instructions

The counseling e-portfolio is an electronically submitted project demonstrating the students' ability to create a holistic, summative expression of how the Chadron State College Counseling Program has prepared them for entry into the Counseling Profession. A completed, approved, portfolio is a requirement for graduation.

*This portfolio must include:*

*Section 1. Identifying and Content Information:*

- a. A title page (e.g., portfolio notebook, for...student name, degree sought, date of graduation),
- b. A table of contents
- c. A current resume
- d. A copy of your Plan of Study.

*Section 2. Course Documentation:*

- a. The syllabus for each course completed,
- b. A stellar example of work from each course completed (e.g., assignments, papers, projects),
- c. All evaluations from practicum and internship.

*Section 3. Evidence of Learning and Comprehension:*

- a. Following the APA Style Guide format write a summary chapter that includes the following elements (this is very important):
  - i. A reflective summary essay of academic, clinical, and personal experiences that have prepared you for the counseling profession. The essay must include the following information:
    1. An explanation of your personal theoretical orientation,
    2. An exploration of anticipated legal and ethical issues,
    3. Counseling areas of competence and strengths,
    4. Areas for future growth.
  - ii. An essay reflecting on how each of the following eight (8) Standards of Counseling Professional Identity components were integrated into your Chadron State College professional training (i.e., how and in what courses did you study the 8 components):
    1. Professional Orientation/Identity;
    2. Social and Cultural Diversity;
    3. Human Growth and Development;
    4. Career Development;
    5. Helping Relationships;
    6. Group Work;
    7. Appraisal/Assessment; and
    8. Research and Program Evaluation.

Submit your completed portfolio to your advisor a **minimum of two (2) weeks** prior to your oral exam date. Please check with your advisor on the acceptable way to electronically submit. **An incomplete portfolio will NOT be accepted and could postpone your oral exam and graduation.**

## Appendix G: COUN 639 Practicum Course Requirements

### Clinical Mental Health Counseling

#### Prerequisites

COUN 531-Counseling and Communication Skills  
 COUN 533-Counseling Ethics and Professional Identity  
 COUN 541-Counseling Theories

#### Co-Requisites

COUN 523-Diagnosis and the DSM  
 COUN 532-Treatment Issues in Addiction  
 COUN 534-Fundamentals of Assessment  
 COUN 535-Multicultural Counseling  
 COUN 536-Family Development  
 COUN 629-Counseling Children  
 COUN 630-Crisis Counseling  
 COUN 631-Principles and Practices of Mental Health Counseling\*  
 COUN 632-Career and Lifestyle Development  
 COUN 634-Group Counseling  
 COUN 636-Family Counseling  
 COUN 637-Advanced Human Development

\* COUN 631: Consultation and Program Development can be substituted for COUN 631: Principles and Practices of Mental Health Counseling if completed prior to Fall 2013.

### School Counseling

#### Prerequisites

COUN 531-Counseling and Communication Skills  
 COUN 533-Counseling Ethics and Professional Identity  
 COUN 541-Counseling Theories  
 COUN 635-School Counseling

#### Co-Requisites

COUN 534-Fundamentals of Assessment  
 COUN 535-Multicultural Counseling  
 COUN 536-Family Development\*  
 COUN 632-Career and Lifestyle Development  
 COUN 634-Group Counseling  
 COUN 637-Advanced Human Development

\*COUN 631: Consultation and Program Development can be substituted for COUN 536: Family Development if completed prior to Fall 2013.

**NOTE:** All prerequisites must be completed before students may enroll in COUN 639. With regard to co-requisites, students may enroll in a maximum of 2 co-requisites (two courses) when they enroll in COUN 639. All other co-requisite courses (except two) must be completed before enrolling in 639. **Students enrolling in COUN 639 must be admitted to the Counseling Program.**

## Appendix H: COUN 639-Practicum Reservation Form

All students in the Counseling Program must complete and submit this form the **semester prior** to enrolling in COUN 639. All students enrolling in COUN 639 must be admitted to the Counseling Program and have successfully completed all pre-requisites. Submission of this application does not insure a place in the course.

**Name:** \_\_\_\_\_ **NUID#:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CSC E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**CSC Advisor:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**Plan of Study Submission Date:** \_\_\_\_\_

**Choose one:**  School Elementary  School Secondary

School K-12  Clinical Mental Health

**List every semester, year, & course units (1-6) in which you plan to enroll in COUN 639**

(Example: Fall 2014, 3 Units & Spring 2014, 3 Units):

**Indicate the campus you will be attending:**  Chadron  North Platte  Scottsbluff

**Please list courses (if any) in which, you will enroll concurrently with COUN 639:**

The following courses are prerequisites to COUN 639 and must have been completed with a minimum grade of "B". Please indicate the semester each course was taken and your final grade:

<b>Course</b>	<b>Semester</b>	<b>Grade</b>
COUN 531-Counseling and Communication Skills		<b>Select One</b>
COUN 533-Counseling Ethics and Professional Identity		<b>Select One</b>
COUN 541-Counseling Theories		<b>Select One</b>

**Internship Placement Site:**

**Site Name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Site Supervisor Name:** \_\_\_\_\_

**Supervisor Phone #:** \_\_\_\_\_

**Electronically return this form to Dr. Susan Schaeffer at [susschaeffer@csc.edu](mailto:susschaeffer@csc.edu) the semester prior to beginning your Internship.**

**Please Note: Students cannot enroll in COUN 640 with an incomplete (I), or a grade of "C" (or below) in COUN 639.** All prerequisites and co-requisites for practicum (COUN 639) must be completed prior to enrollment in Internship (COUN 640). Internship is a Capstone experience and will be completed as the final course at the conclusion of your Counseling Program.

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**Practicum Checklist:**

- \_\_\_\_ 1. Apply for Practicum
  - \_\_\_\_ a. Request application from current practicum instructor  
Susan Schaeffer, PhD. LPC, LMHP contact [susschaeffer@csc.edu](mailto:susschaeffer@csc.edu)
  - \_\_\_\_ b. Complete application and forward back to instructor
  - \_\_\_\_ c. Check that you are enrolled in the appropriate semester after receiving acceptance of the application.
- \_\_\_\_ 2. One month before the semester begins you shall receive a syllabus, a handbook and a schedule of the meetings for practicum.
- \_\_\_\_ 3. A requirement for Practicum is to sign up for liability insurance. You can receive that as a student member of the American Counseling Association at [www.counseling.org](http://www.counseling.org), or a student member of the American School Counseling Association [www.ascaschoolcounselor.org](http://www.ascaschoolcounselor.org), or from HPSO [www.hpso.com](http://www.hpso.com). Further explanation is found in the Practicum Handbook.
- \_\_\_\_ 4. Students attending the sites not located in Chadron need to recruit a site supervisor to meet with each week. The Clinical Mental Health Counseling Student's supervisor must be fully licensed by the state for which, they practice. The School Counseling Student's supervisor must be supervised by an endorsed School Counselor in the district in which, the student is practicing.
- \_\_\_\_ 5. Complete a contract with the site supervisor (A contract is available in the Practicum Handbook.)
- \_\_\_\_ 6. Turn completed contract into the faculty instructor by the first class of the semester. Students attending the Chadron site must also complete a contract with a faculty supervisor.

## Appendix I: COUN 640-Internship Reservation Form

All students in the Counseling Program must complete and submit this form the ***semester prior*** to enrolling in COUN 640. All students enrolling in COUN 640 must be admitted to the Counseling Program and have successfully completed COUN 639. Submission of this application does not insure a place in the course.

**Name:** \_\_\_\_\_ **NUID#:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**CSC E-Mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Current Address:** \_\_\_\_\_  
**CSC Advisor:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_  
**Plan of Study Submission Date:** \_\_\_\_\_  
**Choose one:**  School Elementary  School Secondary  School K-12  
 Clinical Mental Health

**List every semester, year, & number of course units (1-6) in which you plan to enroll in COUN 640** (*Example: Fall 2014, 3 Units & Spring 2014, 3 Units*):

**Please list courses (if any) in which, you will enroll concurrently with COUN 640:**

**Internship Placement Site:**

**Site Name:**

**Site Address:**

**Site Supervisor Name:**

**Supervisor Phone #:**

**Electronically return this form to Dr. Kathleen Woods at [kwoods@csc.edu](mailto:kwoods@csc.edu) *the semester prior* to beginning your Internship.**

**Please Note: Students cannot enroll in COUN 640 with an incomplete (I), or a grade of "C" (or below) in COUN 639.** All prerequisites and co-requisites for practicum (COUN 639) must be completed prior to enrollment in Internship (COUN 640). Internship is a Capstone experience and will be completed as the final course at the conclusion of your Counseling

**Appendix J: CSC Graduate Counseling Course Offerings Fall 2016 - Summer 2021**

<b>Fall 2016</b>		<b>Spring 2017</b>		<b>Summer 2017</b>	
COUN 520	Psychopharmacology	COUN 531	Counseling & Communication Skills	COUN 523	Diagnoses and the DSM
COUN 533	Counseling Ethics and Professional Identity	COUN 532	Treatment Issues in Addictions	COUN 533	Counseling Ethics and Professional Identity
COUN 535	Multicultural Counseling	COUN 534	Fundamentals of Assessment	COUN 535	Multicultural Counseling
COUN 541	Counseling Theories	COUN 536	Family Development	COUN 629	Counseling Children
COUN 545	Essentials of Addiction Counseling	COUN 630	Crisis Counseling	COUN 632	Career & Lifestyle Dev.
COUN 629	Counseling Children	COUN 631	Principles and Practices of Mental Health Counseling	COUN 634	Group Counseling*
COUN 632	Career and Lifestyle Dev.	COUN 634	Group Counseling*	COUN 636	Family Counseling
COUN 636	Family Counseling	COUN 635	School Counseling	COUN 637	Adv. Human Development
COUN 637	Adv. Human Development	COUN 639	Practicum*	COUN 640	Internship*
COUN 639	Practicum*	COUN 640	Internship*		
COUN 640	Internship*				
<b>Fall 2017</b>		<b>Spring 2018</b>		<b>Summer 2018</b>	
COUN 520	Psychopharmacology	COUN 531	Counseling & Communication Skills	COUN 523	Diagnosis and the DSM
COUN 523	Diagnosis and the DSM	COUN 532	Treatment Issues in Addictions	COUN 531	Counseling & Communication Skills*
COUN 533	Counseling Ethics and Professional Identity	COUN 536	Family Development	COUN 534	Fundamentals of Assessment
COUN 534	Fundamentals of Assessment	COUN 545	Essentials of Addiction Counseling	COUN 535	Multicultural Counseling
COUN 535	Multicultural Counseling	COUN 629	Counseling Children	COUN 541	Counseling Theories
COUN 541	Counseling Theories	COUN 632	Career and Lifestyle Dev.	COUN 630	Crisis Counseling
COUN 630	Crisis Counseling	COUN 634	Group Counseling*	COUN 631	Principles and Practices of Mental Health Counseling
COUN 631	Principles and Practices of Mental Health Counseling	COUN 636	Family Counseling	COUN 635	School Counseling

COUN 635	School Counseling	COUN 637	Adv. Human Development	COUN 640	Internship*
COUN 639	Practicum*	COUN 639	Practicum*		
COUN 640	Internship*	COUN 640	Internship*		
Fall 2018		Spring 2019		Summer 2019	
COUN 520	Psychopharmacology	COUN 523	Diagnosis and the DSM	COUN 533	Counseling Ethics and Professional Identity
COUN 533	Counseling Ethics and Professional Identity	COUN 531	Counseling & Communication Skills	COUN 535	Multicultural Counseling
COUN 535	Multicultural Counseling	COUN 532	Treatment Issues in Addictions	COUN 629	Counseling Children
COUN 541	Counseling Theories	COUN 534	Fundamentals of Assessment	COUN 632	Career Counseling
COUN 545	Essentials of Addiction Counseling	COUN 536	Family Development	COUN 634	Group Counseling*
COUN 629	Counseling Children	COUN 630	Crisis Counseling	COUN 636	Family Counseling
COUN 632	Career and Lifestyle Dev.	COUN 631	Principles and Practices of Mental Health Counseling	COUN 637	Adv. Human Development
COUN 636	Family Counseling	COUN 634	Group Counseling*	COUN 640	Internship*
COUN 637	Adv. Human Development	COUN 635	School Counseling		
COUN 639	Practicum*	COUN 639	Practicum*		
COUN 640	Internship*	COUN 640	Internship*		
Fall 2019		Spring 2020		Summer 2020	
COUN 520	Psychopharmacology	COUN 531	Counseling & Communication Skills	COUN 523	Diagnosis and the DSM
COUN 523	Diagnosis and the DSM	COUN 532	Treatment Issues in Addictions	COUN 531	Counseling & Communication Skills
COUN 533	Counseling Ethics and Professional Identity	COUN 536	Family Development	COUN 534	Fundamentals of Assessment
COUN 534	Fundamentals of Assessment	COUN 545	Essentials of Addiction Counseling	COUN 535	Multicultural Counseling
COUN 535	Multicultural Counseling	COUN 629	Counseling Children	COUN 541	Counseling Theories
COUN 541	Counseling Theories	COUN 632	Career and Lifestyle Dev.	COUN 630	Crisis Counseling
COUN 630	Crisis Counseling	COUN 634	Group Counseling*	COUN 631	Principles and Practices of Mental Health Counseling

COUN 631	Principles and Practices of Mental Health Counseling	COUN 636	Family Counseling	COUN 635	School Counseling
COUN 635	School Counseling	COUN 637	Adv. Human Development	COUN 640	Internship*
COUN 639	Practicum*	COUN 639	Practicum*		
COUN 640	Internship*	COUN 640	Internship*		
<b>Fall 2020</b>		<b>Spring 2021</b>		<b>Summer 2021</b>	
COUN 520	Psychopharmacology	COUN 523	Diagnosis and the DSM	COUN 533	Counseling Ethics and Professional Identity
COUN 533	Counseling Ethics and Professional Identity	COUN 531	Counseling & Communication Skills	COUN 535	Multicultural Counseling
COUN 535	Multicultural Counseling	COUN 532	Treatment Issues in Addictions	COUN 629	Counseling Children
COUN 541	Counseling Theories	COUN 534	Fundamentals of Assessment	COUN 632	Career and Lifestyle Dev.
COUN 545	Essentials of Addiction Counseling	COUN 536	Family Development	COUN 634	Group Counseling*
COUN 629	Counseling Children	COUN 630	Crisis Counseling	COUN 636	Family Counseling
COUN 632	Career and Lifestyle Dev.	COUN 631	Principles and Practices of Mental Health Counseling	COUN 637	Adv. Human Development
COUN 636	Family Counseling	COUN 634	Group Counseling*	COUN 640	Internship*
COUN 637	Adv. Human Development	COUN 635	School Counseling		
COUN 639	Practicum*	COUN 639	Practicum*		
COUN 640	Internship*	COUN 640	Internship*		

\*Classes marked with an asterisk are offered Face-to-Face **only** during the semester listed.

## Appendix K: Professional Dispositions Rubric

**Note: This Document Complements the Dispositional Standards for CSC Graduate Counseling Program**

Disposition*	Description of "Standard" Indicators
1. The student contributes to a positive climate in all College classrooms, practicums, and internships.	Participates actively in class discussion and assignments; works effectively with others; shows respect of and consideration for the thoughts and feelings of others.
2. The student demonstrates mastery of written and spoken language for self-expression, as well as for effective interaction in all settings.	Communicates effectively verbally; demonstrates an ability to write in a clear, organized, fluent manner; adheres to the conventions of the language when appropriate; recognizes distinctions between formal and informal communication.
3. The student is a thoughtful and responsive listener.	Solicits feedback that demonstrates an understanding of program and professional goals and objectives; receives feedback in a positive manner and makes necessary adjustments; listens and responds to others.
4. The student is committed to reflection, assessment, and learning as an ongoing process.	Reflects on information provided and demonstrates an ability to apply ideas to his/her own practice or life; able to modify behavior and/or understanding when provided with new information or experience; demonstrates an interest in and commitment to lifelong learning.
5. The student is willing to give and receive help.	Volunteers to assist others in the College classroom and/or practicum settings; demonstrates openness to assistance from others. Accepts direction from others and respects authority.
6. The student is sensitive to community and cultural norms for the degree program, College classroom, practicums, and internships.	Uses language that demonstrates sensitivity to others; communicates effectively with peers, instructors, students, and clients; shows an awareness of the context in which s/he is interacting.
7. The student appreciates and values human diversity and shows respect for others' varied talents and perspectives.	Listens to others' perspectives in a respectful manner; exhibits an understanding of the complexities of race, power, gender, class, sexual orientation, and privilege in American society.
8. The student values the development of critical thinking, independent problem solving, and performance capabilities in himself/herself and those with	Demonstrates an ability to identify, analyze, and evaluate complex issues; exhibits the ability to solve problems both independently and in cooperation with others; sets and achieves high standards.

whom he/she interacts.	
9. The student demonstrates a commitment to keeping abreast of new ideas and understanding in the counseling field.	Identifies and analyzes important trends in counseling, looks for opportunities to integrate theory and practice; demonstrates enthusiasm for learning new ideas and strategies; relates class discussions and issues to current events in counseling.
10. The student demonstrates a level of responsibility and ethical judgment appropriate for a professional counselor.	Attends all classes, practicum experiences, and required activities and arrives on time; dresses for practicum experiences in an appropriate manner; communicates in a professional manner regarding extenuating circumstances that may prevent attendance, comes to class prepared.
11. The student maintains the highest ethical standards in interactions with faculty, students, staff, and clients as well as in preparation and submission of required course work, and the completion of tests.	Does not represent the work of others as his/her own; is truthful when making statements about qualifications and competencies; observes contractual commitments and timelines; protects students' and clients' rights to privacy and confidentiality; establishes relationships with co-workers and clients based on courtesy, mutual trust and open communication; respects the uniqueness and characteristics of varying backgrounds; acts within the community in a way which enhances the status of the profession; promotes the improvement of organizational policies; develops an understanding and respect for laws and policies that protect organizations, staff, clients, and communities.
12. The student maintains a pattern of exceeding minimal requirements in courses, practicums, & internships	Attends all required activities and arrives on time; dresses for practicums internships in a professional manner; communicates professionally to organizations, staff, and clients; comes to class prepared; respects diversity; volunteers to take on additional responsibilities, as appropriate; participates in professional development opportunities offered in the counseling setting; maintains privacy and confidentiality.

\*Note: *Professional Dispositional Rubric Adapted from University of Phoenix Supplemental Standards available at [http://ecatalog.phoenix.edu/31\\_ONLINE\\_FL/2011/JANUARY/PDF/catalog.pdf](http://ecatalog.phoenix.edu/31_ONLINE_FL/2011/JANUARY/PDF/catalog.pdf)*

## Appendix L: Acknowledgement of Policies

### Chadron State College Counseling Program

When proceeding through the Counseling Program it is the professional judgment of program faculty that a student's behavior is deemed substandard, unethical, illegal, and or professionally unbecoming, the following actions may be taken:

1. **Probation and Remediation.** The student will be placed on probation, and the student and advisor will jointly develop a remediation plan. This plan will be in writing and will be signed by both the student and the advisor. A copy of the plan will be provided to the student and a copy will be retained for the student's file.
2. **Voluntary Resignation.** The faculty may recommend that the student resign from the program.
3. **Dismissal from the Program.** If a student's unacceptable professional and personal behaviors are deemed severe, the faculty will recommend an immediate dismissal.

Nothing contained herein shall require Chadron State College or its program faculty to offer probation and remediation, or voluntary resignation as the first alternative to students. The decision of the program faculty and Chadron State College shall be final.

My signature below indicates that I have read and understand the contents of this agreement and have read and understand the information presented in this student handbook for the School Counseling, Master of Education and the Clinical Mental Health Counseling, Master of Arts in Education Programs.

*Print Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_