

CHADRON STATE COLLEGE

Department of Counseling, Psychology, and Social Work

Counseling Program

Graduate Student Handbook

Revised
2008

INTRODUCTION

The Chadron State College Department of Counseling, Psychology, and Social Work graduate program in Counseling welcomes you. The faculty is committed to the development of counselors who will provide effective counseling services in both schools and other agencies. Supervised experiential activities are vital to this development. Throughout your training you will participate in a variety of experience-based activities, ranging from in-class role-playing to providing counseling services to individual clients from the college and/or community. All students admitted to this program are provided the handbook during orientation or initial advisement with a faculty member. **Students are advised to pay particular attention to the general requirements provided in this handbook – it is the student’s responsibility to complete all listed items at the end of the handbook.**

PHILOSOPHY

Program Objectives

The objectives of the Counseling program are:

Upon completion of the Community or School Counseling Program students will be able to:

1. demonstrate knowledge of human growth and development; social and cultural foundations, helping relationships; groups and group procedures; career and lifestyle development; appraisal; research and program evaluation; and professionalism;
2. be employed as an entry level professional counselor with entry level professional skills;
3. demonstrate knowledge and application of the principles of the American Counseling Association (ACA) Code of Ethics;
4. apply the ACA ethical principles professionally
5. fulfill the pre-graduation requirements of Title 172, Nebraska Department of Health Professional and Occupational Licenses Regulations in the areas of course content and supervised clinical experience; or fulfill the pre-graduation requirements of Rule 24, Nebraska Department of Education in the areas of course content and supervised clinical experience;
6. analyze the need of rural populations and develop appropriate referral and networking skills;
7. demonstrate empathy and skill with counseling diverse cultural, social and gender groups;
8. reflect on personal and professional strengths and weakness and identify needs for growth through supervisor consultation and peer relationships;
9. provide consultation services to local, state and professional communities;
10. read and comprehend professional journal literature as a result of knowledge of research design and application;

PROGRAM NOTES

Community Counseling

The Community Counseling option prepares students to work professionally in various public and private counseling agencies. In Nebraska, and most other states, persons must be licensed by the state to engage in counseling or therapy. A teaching degree is not required for admittance into the Community Counseling program. The potential Counseling graduate student has already found an interest in the study of human nature and the facilitation of change therein. Previous training in psychology, social work, marriage and family sciences, education, or other related areas is a good match. However, persons from other training or experiential backgrounds may also pursue a career in Counseling provided a select number of undergraduate courses have been satisfactorily completed. These courses are:

- General Psychology
- Developmental Psychology
- Abnormal Psychology
- Basic Statistics

Upon review by the Counseling faculty of the Counseling, Psychology, and Social Work Department, the applicant will be selected for admittance to study for a degree in Community Counseling.

School Counseling

The School Counseling option prepares students to work professionally as counselors in school settings. Nebraska requires school counselors to have a teaching certificate and a minimum of two (2) years' successful, consecutive teaching experience before being endorsed as school counselors. An undergraduate degree in teacher education is required for entrance into the School Counseling program. At Chadron State College (CSC), the minimal 39-hour program satisfies Nebraska requirements for graduate-level preparation for endorsement. An internship of 450 hours is also required for completion of degree by Nebraska statute. Endorsement preparation is offered at the elementary and secondary levels, or both (which makes a second Internship necessary) for the candidate who wishes a K-12 certification. Just as with Community Counseling, School Counseling applicants are reviewed prior to admittance.

DEGREES

The following academic degrees and associated programs are available through the Counselor Education program:

- Master of Education: School Counseling – Elementary
- Master of Education: School Counseling – Secondary
- Master of Arts in Education: Community Counseling

Please refer to the *Chadron State College Graduate Bulletin* for more details regarding degrees and plans relating to the attainment of the Master's degree.

RECRUITMENT

It is the policy of CSC Counselor Education faculty members to actively recruit students from a variety of backgrounds, experiences, and cultural influences. Our faculty members encourage students to meet with them and seek direction on how to best enter the helping professions. Our goal is to prepare professional counselors, closely following Council for the Accreditation of Counseling and Related Educational Programs (CACREP) standards.

COUNSELING PROGRAM FACULTY Summer 2008

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Department Chair
Associate Professor of Psychology
Miller 223 308.432.6332 lgaudet@csc.edu

Dr. Susan Schaeffer
Assistant Professor of Counseling
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Other Faculty in Psychology and Social Work

Dr. Mary Jo Carnot
Mr. Bruce Hoem
Ms. Deb Stewart
Mr. Marvin Neuharth

COUNSELING PROGRAM COURSES

Core Courses Required for Community Counseling Majors

EDCI 631	Introduction to Graduate Studies	3 hrs.
COUN 532	Treatment Issues in Addiction	3 hrs.
COUN 531	Counseling and Communication Skills	3 hrs.
COUN 533	Ethical and Legal Issues	3 hrs.
COUN 534	Tests and Measurements	3 hrs.
COUN 535	Multicultural Counseling	3 hrs.
COUN 536	Foundations of Professional Identity	3 hrs.
COUN 631	Consultation and Program Development	3 hrs.
COUN 632	Career and Lifestyle Development	3 hrs.
COUN 634	Group Counseling	3 hrs.
COUN 636	Family Counseling	3 hrs.
COUN 541	Counseling Theories	3 hrs.
COUN 637	Advanced Developmental Psychology	3 hrs.
COUN 639	Practicum in Counseling I	3 hrs.
COUN 639	Practicum in Counseling II	3 hrs.
COUN 633	Internship	<u>3 /6 hrs.</u>
		<u>48/51 hours</u>
Additional courses recommended for Community Counseling		
COUN 520	Psychopharmacology	3 hrs.
COUN 523	Pathology, Diagnosis and the DSM	<u>3 hrs.</u>

Courses Required for School Counseling Majors

EDCI 631	Introduction to Graduate Studies	3 hrs.
COUN 531	Counseling and Communication Skills	3 hrs.
COUN 533	Ethical and Legal Issues	3 hrs.
COUN 534	Tests and Measurements	3 hrs.
COUN 541	Counseling Theories	3 hrs.
COUN 535	Multicultural Counseling	3 hrs.
COUN 631	Consultation and Program Development	3 hrs.
COUN 632	Career and Lifestyle Development	3 hrs.
COUN 635	School Counseling	3 hrs.
COUN 634	Group Counseling	3 hrs.
COUN 637	Advanced Developmental Psychology	3 hrs.
COUN 639	Practicum in Counseling I	3 hrs.
COUN 633	Internship (one level)	<u>3 hrs.</u>
		<u>39 hours*</u>

*Please note that 39 hours are minimal and are not considered adequate in many other states, by the American School Counselor Association, by CACREP, or many professional other standards. These requirements do meet the Nebraska State Education requirements for endorsement.

Additional Courses to consider for School Counseling

COUN 532	Treatment Issues in Addiction	3 hrs.
COUN 536	Foundations of Professional Identity	3 hrs.
COUN 636	Family Counseling	3 hrs.
COUN 639	Practicum in Counseling II	3 hrs.

GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE

The following information is for you to use as you progress through the program

Graduate students at CSC must follow the policies and procedures set forth by the Graduate College and published in the *Chadron State College Graduate Bulletin*. Please make sure you have, and keep, a copy of the Graduate Bulletin that is in use when you are admitted to the program; you will be expected to follow the requirements as set forth therein. You cannot use an earlier version of the Graduate Bulletin; however, you may elect to follow a later version. See *Graduate Program Progress Checklist at the end of this handbook*,

Admission Examinations

The Counseling student needs to be aware that additional steps for admittance to the program are required by the Counseling unit in the Department of Counseling, Psychology, and Social Work. Students need to apply to through the Graduate Office of Chadron State College. Upon completing the standard application students applying for a Masters degree in counseling one needs to complete the steps required for entrance into the Counseling, Psychology and Social Work (CP&SW) department. Students entering with an undergraduate GPA lower than 3.0 will be admitted only on a conditional basis. Students entering the program with graduate course work of less than a 3.0 will not be admitted. Students need to complete the interview and assessment process for CP&SW department.

Advancement Steps

There are three important steps to be followed in the student's program leading toward any master's degree as determined by the CSC Graduate College.

1. Admission to Graduate Study
2. Admission to Graduate Status
3. Admission to Candidacy for Degree

Students must apply for each step by completing the appropriate forms, which are available from the Graduate Office. (See appended sample forms - these forms are only **samples**; the student is responsible for completing the "official" forms as found in the Graduate Office.) After submission of appropriate forms, each graduate student will be notified officially in writing concerning his/her admission or failure to be admitted at each of the three steps. *The graduate student is expected to know these and all other requirements necessary for completion of the degree program.* Being familiar with this handbook and the CSC College Catalog will assist in meeting this expectation.

Graduate Committee

After a student is accepted into the graduate program, a graduate committee consisting of at least three (3) members of the graduate faculty will be appointed by the Dean of Professional and Graduate Studies. It is advised that committee members be selected by the student with the help of his/her advisor. This advisor becomes the Chairperson of the student's committee. These selections are forwarded to the Dean of Graduate Studies for appointment. The graduate faculty have the right to decline such appointment. Two of the three faculty on a committee must be graduate faculty from the Counseling program, and one member must be from outside the

Department of Education. The graduate committee will serve as the student progresses through the degree program and at the oral examination.

The student's advisor in the Counseling program and the Counseling faculty will review the student's progress throughout the program.

Course Level Requirements

At least one-half of the semester hours required for the master's degree must be taken in classes in which only graduate students may enroll (600 level or higher).

Graduate Credit for Undergraduates

Undergraduate students who have completed at least 90 hours of accredited college work toward graduation may take 500 level courses for undergraduate credit. If students are within 16 semester hours of graduation, they may take 500 level courses for graduate credit.

Undergraduate students wishing to register for 500 level graduate courses must petition the Dean of Professional and Graduate Studies.

Residence Requirements

At least twelve (12) of the semester hours required for advanced degrees must be classified as "residence credit." "Residence credit" courses are those taught by a member of the CSC Graduate faculty either on or off campus.

Transfer Credit

A maximum of nine (9) semester hours graduate credit may be transferred from other approved colleges or universities. All transfer credit must carry a grade of "B" or higher.

Time Limit

All requirements for the master's degree must be met within a period of seven (7) years from the year the student completes the first graduate course which is to apply toward the degree.

Course Load

A full load during each of the Fall and Spring semesters is considered to be nine (9) graduate credit hours. During the Fall and spring terms, twelve (12) credit hours of graduate coursework is considered the maximum load without receiving permission from the Dean of Professional and Graduate Studies. The maximum load for a full-time resident graduate student during each of the Summer sessions is six (6) credit hours. Individuals who are employed full time should enroll for no more than three (3) credit hours of graduate study in any given semester.

Admission to Candidacy

During the final term, the student will make application for admission to candidacy for the master's degree. The application form, obtainable from the Graduate Office, should be submitted to the Dean of Professional and Graduate Studies during the first two weeks of the last term of work. At this stage, the student must have complied with the requirements of residence, counseling or other appropriate experience, time limit, examinations, and all other regulations pertaining to the master's program as determined by the Graduate School **and the Counseling program**. The student must have established an overall GPA of 3.0 or higher in the graduate

program; additional coursework for achieving this average may not exceed six (6) credit hours beyond the approved program.

Liability Insurance

All students enrolled in practicum and/or internship are covered by CSC's liability insurance plan. In addition, **it is highly recommended that students carry professional liability insurance**. Low-cost professional liability insurance is available to student members of ACA. Applications are available through the internship coordinator of the Counseling, Psychology, and Social Work offices. Contact your advisor and/or practicum instructor for additional information.

Portfolio

All candidates for a master's degree are required to compile a professional and academic portfolio in their area of concentration. The portfolio is a purposeful, collaborative, self-reflective collection of the student's work generated during the process of the graduate program. The procedures and content needed for portfolio construction are outlined in materials obtained from the Graduate Office. **Special requirements of Counseling graduate students are outlined in an appended form in the back of this handbook entitled "Chadron State College, Counseling Portfolio."**

The student will submit the completed portfolio to their advisor, for assessment by his/her full graduate committee, **at least two (2) weeks prior** to the final oral examination. Upon review and acceptance of the student's portfolio, approval forms will be signed by the student's committee and presented to the Dean of Professional and Graduate Studies.

Oral Examination

All candidates for a master's degree are required to pass a final oral examination in their area of concentration. Students choosing the thesis or research project paper option will have questions relating to the thesis or research project paper included in this examination.

The oral examination will be conducted by the student's graduate committee. With the candidate's knowledge, the examining committee may invite other individuals to be present at the oral examination.

Validation of Credit

Coursework which has been taken more than seven (7) years prior to completion of the degree is considered to be outdated. Coursework may be applied to a graduate degree if a grade of "B" or higher was attained and one of the following occurs:

- a) the course is repeated; or
- b) the course is audited with the stipulation that the professor teaching the course must sign a statement verifying regular attendance, satisfactory performance on the final examination (if one is given), and performance at a level to warrant validation of the course; or
- c) a written or oral examination covering the subject matter is successfully completed as certified by (an) appropriate faculty member(s). If an oral examination is given, at least two (2) graduate faculty members must be present. Approval to validate credit must be obtained through the graduate committee and Dean of Professional and Graduate Studies.

The Dean of Professional and Graduate Studies and the graduate committee chairperson will appoint the faculty to administer the examination. Details of time and place of the examination must be registered with the Graduate Office.

Conduct, Discipline, and Admissions

As a student in the CSC counseling unit it is expected that you will abide by the American Counseling Association Code of Ethics .

Please refer to the *CSC Student Handbook* as to any and all policies and procedures relating to student admissions, conduct, and/or discipline. Be sure you have the latest edition because changes occur often.

Procedure

Students are responsible to obey the laws of the state and nation, the regulations and policies of the Board and of the College, and to refrain from any conduct injurious to themselves, to others, or to the reputation or interests of the College itself.

Students will receive, read and sign a Retention Policy and Procedure Statement for the CSC Counseling program.

A student shall not ignore a summons from the President or other officer of administration of the College, or from a member of the faculty.

Due Process – Students

It is the policy of the Nebraska State College Board of Trustees to grant procedural due process to students accused of violating regulations at the College, except those involving academic performance and achievement (see the *CSC Student Handbook* for this procedure).

Drug and Alcohol Policy

The U.S. Congress passed, and the President signed into law, the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act of 1989. CSC recognizes and affirms its responsibility and commitment to maintain a drug- and alcohol-free educational facility and workplace. Please refer to the *CSC Student Handbook* for further explanation of these policies.

Health Resources On Campus

Student Health Services

Crites Hall – 308-432-6232

Health Status and Evaluation

Health and Wellness Counseling

Pregnancy Testing

HIV Testing

College Counselors

Crites Hall – 308-432-6461

Individual Counseling

Group Counseling

Referrals to Agencies and Practitioners

If you have any questions beyond what is printed or referred to in this document, it is your responsibility to seek a complete answer from your advisor or other CSC official.

To: All Graduate Students in Counseling

COUN 639 A & B COUNSELING PRACTICUM AND INTERNSHIP POLICY

Please be advised that Counseling Practicum is a key course in the curriculum of the counseling department. Therefore certain courses are instrumental for the experience of practicum. As practicum is a developmental process it will be offered for 3 credit hours, fall and spring.

In order to register for COUN 639 A or B a student needs to have completed:

*COUN 541 Counseling Theories

*COUN 533 Ethical and Legal Issues

*COUN 531 Counseling and Communication Skills

School Counseling students need to additionally complete:

COUN 635 School Counseling

Highly recommended for all students is the completion of

EDCI 631 Introduction to Graduate Studies

Courses that may be taken concurrently during the first practicum:

COUN 535 Multicultural Counseling

COUN 634 Group Counseling

The other course work may be taken at any point in the program before Internship:

COUN 532 Treatment in Addictions

COUN 534 Test and Measurements

COUN 536 Foundations of Professional Identity

COUN 631 Consultation and Program Development

COUN 632 Careers and Lifestyle Development

COUN 636 Family Counseling

COUN 637 Advanced Developmental Psychology

* Final grade of these courses must be a “B” or better to register for Practicum.

COUN 633 Internship is the capstone course and should be the last course completed.