

Graduate Student Handbook
Master's Degree in Counseling
East Tennessee State University

Fall 2005

NOTE

This handbook was updated in the Fall of 2005. Although most of the material applies to all students, the program course requirements will only apply to those students entering the program in or after the Summer or Fall of 2004. Students who entered the program prior to the Summer or Fall of 2004 should refer to the earlier version of the handbook for program course requirements. However, students entering before the Fall of 2004 have the option to choose to follow the standards of the program of study of year they entered or a future year. If there are any questions regarding program requirements that arise from discrepancies in prior handbooks, please check with your advisor. In most cases the new handbook standards will likely apply, however, it is best to verify with your advisor.

Though we strive to keep this handbook updated, there are program changes that result in the handbook being outdated from time to time regarding specific points. Please tune into announcements and check with your advisor regarding possible changes that have not yet been updated in the handbook.

The School Counseling and Community Agency Counseling options were accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP) for seven years beginning July 1, 1999 and continuing through June 30, 2006.

You can also visit our web site at: coe.etsu.edu/counseling/index.htm

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THE COUNSELING PROGRAM

History and Scope

The graduate program leading to a Master's degree in Counseling is administered within the Department of Human Development and Learning. There are approximately 25 tenure track faculty members in the department of Human Development and Learning, six of whom comprise the counseling faculty. The counseling faculty are responsible for administering the counseling program.

The counseling program at East Tennessee State University was originally known as the Guidance and Counseling program, and the primary mission of the program was to prepare "guidance counselors" for elementary and secondary public schools. The Guidance and Counseling program was under the administration of the Department of Education until 1963 when the Department of Psychology was developed as a separate entity within the College of Education. The master's degree in Guidance and Counseling was a primary program within the Psychology department until 1978 when a major reorganization of the university occurred, and the psychology department was divided and transferred to the College of Arts and Sciences. The Guidance and Counseling program remained in the College of Education under the administration of the newly designated Department of Human Development and Learning.

The roles and function of the Counseling program have been ever-changing as national trends in the development of the counseling profession have evolved from a vocational advisement emphasis through a school guidance orientation into a comprehensive counseling profession where counseling services are rendered in a wide variety of mental health settings.

This program has gradually changed from one which primarily prepared school counselors certified by the Tennessee State Department of Education to one which trains individuals to provide mental health services in various public and private agencies. As the training needs of students evolved, students requested more and varied classes; in response to demands, new courses were developed and eventually two new areas of specialization were created, community agency counseling and marriage and family therapy. Due to this expanded focus, in the spring of 1983 the program title was changed from Guidance and Counseling to Counseling. The program title, Counseling, better reflected the new mission of the program because the role of school counselors altered and it now included preparation for counselors in various agencies (e.g. alcohol and drug treatment programs, youth counselors for churches, mental health centers, government, vocational agencies and personnel workers). In 1986 THEC approved Community Agency Counseling and Marriage and Family Therapy as formal options in the Counseling program. A concentration in Higher Education was added in to the catalogue in 2003. Since this time, the Counseling program has continued to evolve to its current status.

The School Counseling and Community Agency Counseling options were accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP) for seven years beginning July 1, 1999 and continuing through June 30, 2006.

Mission

The mission of the Counseling Program is to provide academic and clinical training to prepare students to function as knowledgeable, ethical, and effective counselors in a pluralistic society.

Program Objectives/Philosophy

The counselor education faculty of the East Tennessee State University believes:

- that the work of the professional counselor is to promote mental health, social and physical well-being, and development of the person, families, organizations and community with whom the counselor interacts as a professional.
- that counseling is a unique, interactive relationship process which focuses on prevention, problem resolution, mental health, and development by using an understanding of individual, systemic, and social contexts.
- that it is important to aspire to create an atmosphere that promotes self-examination and self-determination.
- that counselors should continue their own growth, study and learning throughout their career.
- in the importance of a heightened awareness of a multicultural and diverse world and the impact of the dominant culture, the family, and individual behavior on the clients with whom we work, the students we are training, and ourselves.
- that, as counselor educators, we are committed to facilitate intellectual and emotional development, including critical and reflective thinking, in counseling students.

Data from Graduates of the Program.

In an effort to attain feedback about our program, surveys are periodically given to graduates. The most recent surveys were sent to graduates from 1997-2000. Some of the results are presented below. Of the 27 graduates who responded, 100% were employed, 97% were employed full-time and 3% were employed part-time. All were employed in some form of counseling. Most were employed in elementary and high schools, followed by community mental health centers, colleges, and miscellaneous jobs. Of those employed as counselors, 44% were "highly satisfied" with their job, 44% were "satisfied," 3% were dissatisfied, and 3% were highly dissatisfied with their jobs. Annual salaries were as follows:

less than \$15,000	4
\$15,000 to \$20,000	14
\$20,000 to \$25,000	30
\$25,000 to \$30,000	22
\$30,000 to \$40,000	17
\$40,000 to \$50,000	5
more than \$50,000	0

PROGRAM INFORMATION

While the information below covers much of the information needed for maneuvering through graduate school, it is by no means complete. Candidates are responsible for being familiar with and following all graduate school admission and retention requirements as stated in the graduate catalog.

1. ADMISSIONS CRITERIA

Applicants to East Tennessee State University's graduate program in counseling must be a graduate of a regionally accredited college or university. In addition to submitting an application and an official transcript of all academic work previously completed, applicants must submit three letters of reference and their general aptitude scores (verbal-V, quantitative-Q, analytical-A) from the Graduate Record Exam (GRE). After a review of the application materials, applicants whose documents indicate a potential for success will be invited for an interview with the counseling program faculty. Students are admitted into the counseling program once a year in the summer and fall semesters. Admission considerations will begin on January 31 and continue until available until slots are filled. Candidates for consideration are defined as those obtaining a minimum total of 2500 points based on the following formula: First we attain the sum of the Verbal and Quantitative GRE general aptitude scores plus the Essay component score after it has been converted to a comparable scale. To this sum we add 400 times the applicant's undergraduate grade point average (UGGPA). (The conversion for the Essay component is to add one to the score and then multiple by 100.) This total should be at least 2500. Stated mathematically the formula would be: $(\text{Verbal} + \text{Quantitative} + ((\text{Essay} + 1) \times 100)) + (\text{UGGPA} \times 400) > 2500$.

Because of the importance of interpersonal characteristics in the field of counseling, the interview is a significant component of the admission process of the counseling program. After interviews, candidates will receive a letter regarding admission. Please note that graduate school policy states that all courses requirements for full admission must be completed, "...prior to the completion of 15 graduate credit hours or one calendar year, which ever is later."

In some instances, additional factors that are outlined below may also be considered in the decision process. Applicants who do not meet the admission criteria based upon the GRE/GPA formula but who present other evidence of potential for success in graduate study may apply to the counseling committee for further review. After review of the relevant documentation, the committee may then request an interview. If the results of the interview with the committee are positive, the candidate may be admitted as an exception to the entry standards. The counseling program does not condone or engage in discrimination based on age, color, culture, disability, ethnic group, gender, race, religion, sexual orientation, marital status, or socioeconomic status.

2. TIME LIMITS - 6 YEARS:

As stated in the graduate school guidelines in the graduate catalog, the time limit for the use of credit for a course toward the master's degree is six years from the date of enrollment in the earliest course applied toward the degree, this time limit also includes any courses which are transferred into a program of study.

3. CONCENTRATIONS:

The Counseling program is designed for the advanced preparation of personnel to serve children, adults and families in various school and community agency counseling settings. The Counseling program offers three options: Community Agency Counseling, Marriage and Family Therapy, School Counseling, and Higher Education. Emphasis is placed upon assisting students to develop a broad range of counseling skills that are applicable in a variety of professional settings. A minimum of 48 semester hours is required to receive a Master of Arts (M.A.) degree, which can be completed with or without a thesis. Students who change concentrations or who change the degree sought must complete change of option/degree forms with the graduate school regarding these changes.

Additional Licensure Requirements: In order to be eligible for Licensed Profession Counselor (LPC) status in Tennessee, applicants must have 60 hours of coursework in counseling or a related field (i.e., psychology, social work, etc.). This state licensure coursework requirement is 12 hours beyond the 48 hours required to graduate in any of the three counseling options. Thus, students ultimately seeking LPC status should note that additional courses will be required beyond those necessary to graduate in counseling at ETSU. Many times students delay graduation until 60 hours are accumulated in order to be license eligible with regards to coursework upon graduation. In addition, it is highly recommended that those seeking an LPC obtain the Mental Health Service Provider (MHSP) designation. In order to obtain the MHSP designation, certain courses are

required. See the Counseling Handbook or your advisor for details on obtaining MHSP status.

Community Agency Counseling

The community agency counseling program option is designed to prepare students for counseling in agencies such as community mental health centers, private practice, drug and alcohol abuse centers, correctional facilities, and hospice services. The Community Agency Counseling option was accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP) for seven years beginning July 1, 1999 and continuing through June 30, 2006. Students can design their program to prepare them for eligibility as a Licensed Professional Counselor (LPC) or a Psychological Examiner (LPE). **See page 10 for additional information concerning state licensure requirements.**

Marriage and Family Therapy

The Marriage and Family Therapy option is designed to prepare students to treat individual, marital and family problems in such settings as human service agencies, mental health centers, psychiatric hospitals, religious organizations, counseling agencies, and private practice. Students will receive training in utilizing a family systems approach for intervening in a wide variety of emotional and relational problems. The program is designed to provide all educational course work for licensure as a Marriage and Family Therapist (LMFT). **See page 11 for additional information concerning state licensure requirements.**

School Counseling

The School Counseling option offers individuals the opportunity to fulfill the requirements specified by the Tennessee State Department of Education for licensure as a Pre K thru 12 school counselor. The School Counseling option was accredited by The Council for Accreditation of Counseling and Related Educational Programs (CACREP) for seven years beginning July 1, 1999 and continuing through June 30, 2006. **See page 12 for additional information concerning state licensure requirements.**

Higher Education

The higher education concentration is designed to prepare counselors and administrative professionals for service to students in community and four-year colleges and universities. Graduates in this concentration might seek positions in student affairs, college and university counseling centers, career placement centers, admissions and academic advisement, residential life, financial aid, disability services, and campus diversity and multicultural programs.

4. ADVISEMENT:

Upon acceptance into the Counseling program, each candidate is assigned an advisor. A tentative plan of studies is arranged during a conference between the advisor and the student. This plan includes choosing a program concentration and proposed sequence of course work. Students are advised to define their career goals and to select electives relevant to those goals to supplement the required courses. Students are advised to choose electives from the following programs: Counseling, Special Education and Early Childhood Education (within the Department of Human Development and Learning), Psychology, Criminal Justice, Health Education, and Social Work. **See page 21 of the handbook for a list of pre-approved electives.** All courses in the Counseling program are generally offered at least once each year and several are offered twice a year. Proposed class schedules are available on bulletin boards beside room 321 and in the 323 hallway. **See pages 16-19 of this handbook for program of study schedules and page 20 for course schedules.**

Past tracking has indicated that full-time students require four to six semesters (1.75 - 2.0 years) to complete their program and part-time students require seven to nine semesters to complete their program. Full-time students require an average of 5.5 semesters to complete their work while part-time students average 8.4 semesters.

5. **TRANSFER OF CREDIT:**

As stated in the graduate school guidelines, candidates may petition for the transfer of a maximum of nine semester hours of graduate credit from ETSU prior to admission to the counseling program or from other regionally accredited institutions (if grades of "A" or "B" were received). Transfer credit must be less than six years old at the time of program completion in order to be applied toward degree requirements. For additional information concerning transfer of credit, see the graduate school guidelines in the front of the graduate catalog.

Note: As stated in the graduate catalog, the graduate school allows students to take up to nine hours of graduate course work prior to entering the program; however, enrollment in a class without being admitted to the program is on a space available basis only. Because of excessive class enrollments, candidates admitted to the program will be given priority over students not admitted to the program for counseling class admission. Therefore, students who take classes with intentions of being admitted into the program should seek admission into the program at the earliest possible date.

6. **THESIS OPTION:**

Students may obtain a Master of Arts (M.A.) degree with or without completing a thesis. If the thesis is not completed within the semester in which thesis (5960) hours were first registered, students are required to register for one hour of "Readings and Research" (5990) every semester until the thesis is completed.

7. **EXIT REQUIREMENTS/COMPREHENSIVE EXAMS:**

As stated in the graduate catalog, candidates must complete the program with a 3.0 GPA. In addition, all candidates must pass a written comprehensive examination which is to be taken during the final semester of course work. The written exam is scheduled to last for three hours in the morning on the day administered. Students must inform the exam administrator of their intent to take the exam by the end of the second week of the semester in which they take the exam. Students are also required to designate a committee of three faculty to read and grade their exam at this time. Dates for the written examinations are:

Fall Semester: 1st Friday in October
 Spring Semester: 3rd Friday in February
 Summer Terms: 3rd Saturday in June

Students who choose to do a thesis must pass an oral exam in addition to the written exam. Refer to the "Check List..." at the end of this document for a more complete list of steps for completion of the program.

8. **CANDIDACY PAPERS, COMMITTEE PAPERS, INTENT TO GRADUATE:**

Students are required to file a **Program of Study** and an **Application for Candidacy** form with the School of Graduate Studies by way of the associate dean of the College of Education following the completion of all admission conditions and 12 hours in counseling with a 3.0 average and prior to the final semester of study. Copies of these forms are included in the appendix of this handbook. Because the official forms are only one-sided, you must make photo copies of the forms before completing them. Make sure that you are using the most current forms and that all information is typed or printed clearly (except signatures of course). After completing the forms they are to be returned to the associate dean of the college of education who will forward them to the graduate school.

School Counseling option students are required to complete a **Declaration of Intent to Pursue Professional Licensure in Education** form within their first semester. Please contact your advisor for this form.

Students are also required to file an **Notice of Intention to Graduate - Application for Degree** form (it will be on blue paper) with the School of Graduate Studies and pay all remaining fees before the end of the second week of the final semester of study. This form is available from the graduate school or your advisor. Do not use the version shown in this handbook. This form does not require any faculty signatures and is to be returned directly to the School of Graduate Studies. Important note: The **Notice of Intention to Graduate - Application for Degree** form does not "roll over" from semester to semester. That is, if you do not graduate in the semester in which you first filed the form, you must file the form again in the semester that you do graduate.

9. **RETENTION/DISMISSAL:**

As stated in the graduate catalog: Academic Probation/Dismissal - To remain in good standing, a graduate student (degree or non-degree), must maintain an overall grade point average of 3.0 (B) or better on all graduate work attempted. An overall average of 3.0 is required for graduation. A graduate student, when his/her cumulative grade point average falls below 3.0, will be placed on academic probation the following semester. If the student does not achieve a 3.0 cumulative

grade point average at the conclusion of the probationary semester, the Dean of the Graduate School and appropriate college/department/program official will determine if the student should be dismissed from graduate study at East Tennessee State University or continued on probation. No student will be allowed more than two probationary semesters, whether consecutive or cumulative. At the end of a second probationary semester a student whose cumulative grade point average is still below 3.0 will be dismissed from graduate study. A student will be removed from probationary status upon attaining a cumulative 3.0 grade point average.

Additional program retention/dismissal information - A Master's degree in counseling is not granted on the basis of a collection of credits in prescribed courses. Multiple criteria are used in admission to the program, continuance in the program, and graduation (see below criteria). Admission to the program does not guarantee continuance in the program. Practicum and Internship course work is typically completed last in the program and it is here that the most direct measures of counseling ability are assessed. In an effort to avoid having students reach this point in the program only to meet with failure and in agreement with the Ethical Guidelines of the American Counseling Association (ACA) (provided below), the ETSU Counseling Program has developed a student evaluation procedure and a dismissal policy.

Evaluation Procedures: Each semester the faculty will evaluate each student in terms of academic progress, counseling effectiveness, professional and ethical behaviors, and interpersonal and intrapersonal development. In cases where reviews lead to concerns, the student will be notified by a faculty member.

Dismissal Procedures: If a problem arises which is an on-going one or is considered critical, it may warrant probation or dismissal and a team of faculty will meet with the student. Concerns will be expressed in writing and the document will be given to the student at the time of the meeting. The student will be given specific information about the concerns, will be given the opportunity in the meeting to respond, a plan will be made for resolution, and a time line established to allow for changes prior to determining further action. **There may be cases where the critical nature of the problem will lead to immediate dismissal.**

If after discussion, the faculty believe that expeditious progress toward resolution of the identified problem(s) has not taken place, and if the faculty agree that the student will not be able to successfully achieve the academic progress, counseling skills, professional and ethical behaviors, or intrapersonal and interpersonal effectiveness objectives needed to be successful in the program and in the profession, then a recommendation for withdrawal of the student will be communicated to the student. This action will take place only after a majority vote of the faculty has supported the recommendation of withdrawal.

The student will be given the opportunity to present his or her position to the faculty and a final decision will then be rendered by the faculty. The student has the right to an appeal process as detailed in the ETSU catalog.

ACA Codes of Ethics and Standards of Practice: F.3.a. "Counselors, through ongoing evaluation and appraisal, are aware of the academic and personal limitations of students and supervisees that might impede performance. Counselors assist students and supervisees in securing remedial assistance when needed, and dismiss from the training program supervisees who are unable to provide competent service due to academic or personal limitations. Counselors seek professional consultation and document their decision to dismiss or refer students or supervisees for assistance. Counselors assure that students and supervisees have recourse to address decisions made, to require them to seek assistance, or to dismiss them."

Criteria for Student Evaluation: As stated above, student evaluations for practicum and internship as well as retention in the program will include criteria other than academic performance. The primary consideration in determining the student's suitability for the counseling profession is the ability to facilitate the client's growth and development. The counseling faculty is committed to retaining students who demonstrate the ability to be effective with clients. To achieve these ends, the following attributes are taken into account at the time of evaluation:

Attentiveness: the ability to attend and listen to the clients and others.

Genuineness: the ability to be honest and congruent with oneself and the others.

Acceptance: the ability to treat all persons as worthy and deserving.

Openness: the ability to be real and immediate with clients and others.

Empathy: the ability to see the world from the another's frame of reference in a manner that fosters acceptance and growth.

Affect: the ability to be emotionally available to the client and others in appropriate ways.

Cognition: the ability to work effectively with clients and others in the cognitive domain.

Diversity Sensitivity: the ability to work effectively with diverse populations and appreciate and value the richness that can extend from diversity.

Self-Disclosure: the ability to share appropriate personal experiences with clients and others when to do so results in growth and awareness for the other individual.

Professional Maturity: the ability to apply values and beliefs that reflect sound decisions.

Ethical Behaviors: the ability to implement ethical principles such as confidentiality, clear and imminent danger, and professional limits and boundaries.

Initiative: the ability to assess the needs of a variety of circumstances and act on them independently.

Evaluation concerning the above attributes is based, in part, on course work that involves class participation, role playing situations, interactions among students, and responses to discussion of issues concerning development in relation to the role of counselor. Although this evaluation typically takes place in a formal classroom situation, it is quite possible that the evaluation of personal development as a counselor may, indeed, be separated from the academic evaluation upon which a grade is derived. Thus, it is quite possible that a student may receive a passing academic grade--even a top academic grade--and still have difficulty demonstrating appropriately the characteristics necessary to become an effective counselor.

The counseling faculty have a professional and ethical responsibility to consider carefully any characteristics or behaviors which may influence work with clients. Some additional areas that may lead to a concern are: addictive behaviors, current illegal behaviors, beliefs and behaviors that are oppressive to individuals or groups, and behaviors which suggest possible danger to self or others. Additionally, the faculty reserve the right to consider data regarding student attitudes and behaviors from a variety of sources including public records, professional communications, and direct observation. Students are expected to develop ongoing ways of addressing personal issues, coping effectively with stresses as they arise without interference of professional functioning, expanding knowledge and skill, and taking full advantage of learning opportunities provided by supervision.

10. PRACTICUM EXPERIENCES:

Students are required to complete practicum in which they are must demonstrate a minimum level of counseling skills through direct counseling and role playing. The ability to counsel using appropriate communication skills is demonstrated through face-to-face interaction with clients. Counseling sessions and role-play activities are critiqued through video and audio taping reviews with analysis of the tape and feedback provided by the practicum supervisor. Students in the Community Agency and School Counseling options must have a grade of B or better in HDAL 5550 and HDAL 5562 before entering practicum. Students in the Marriage and Family option must have a grade of B or better in HDAL 5420 and HDAL 5421 before entering practicum. All students must also have taken HDAL 5430, Legal and Ethical Issues in Counseling prior to taking practicum. Community Agency and School students must take HDAL 5100, Human Relations and Group Processes before practicum.

All **community agency** and **school counseling** students must complete one, three credit hour counseling practicum. Each student will acquire a minimum of 100 practicum hours of which 40 hours will be direct client contact hours. For community agency and school counselors, the counseling practicum is completed at ETSU under the supervision of a counseling faculty supervisor. **Marriage and family** majors are also required to complete one practicum in an agency with an ETSU marriage and family faculty supervisor and a site supervisor. Because of large enrollments and accreditation faculty-student ratios, students must sign up well in advance for their practicum and internship classes. Slots will only be reserved for those students who have formally signed up through the designated practicum and internship coordinator. Currently, this is Dr. Mitchell. Failure to

appropriately indicate in advance your intent to take practicum or internship may result in a delay in graduation.

11. **INTERNSHIP EXPERIENCES:**

All **community agency** and **school counseling** students are required to complete two internships (3 credits each) which are begun after successful completion of practicum. The total completed internship consists of 600 clock hours of supervised work in a setting appropriate to the student's program option. A minimum of 240 of the clock hours are to be of direct service to clients. Students are also required to have a minimum of one hour per week of individual supervision on site, and 1.5 hours per week of supervision in a group at ETSU. Internship group supervision will be conducted by program faculty and at the times listed in the class schedule. The internship consists of approximately one semester of full-time work (600 hrs / 40 hrs per week = 15 weeks) or two semesters working half-time. Students receive 6 credit hours for completion of internships.

All **marriage and family** students are required to complete two internships which are begun after successful completion of practicum. Students receive 6 credit hours for completion of the internship which consists of two three-hour courses that must be taken in separate semesters. Upon completion of practicum and internships combined, marriage and family students are to have obtained a total of 300 direct client contact hours of which 100 hours must be with couples or families.

Students have a number of locations from which to choose to complete their supervised internship experiences. Such sites include public schools, mental health agencies, alcohol and drug centers, hospices, half-way houses, religious organizations, government agencies, and parole or corrections facilities. All internship sites must be approved by the student's advisor who must establish contact with the on-site supervisor who provides weekly supervision. School counselors are required to complete half of their internship in elementary and half in a high school settings. Middle school experiences can also be arranged. In addition, CACREP standards require that community agency students complete their entire 600 hours in a "community setting." **It is the student's responsibility to make certain that their internship setting(s) meet(s) the standards of the license they are ultimately seeking.**

Occasionally students may desire to use their current job or work site for their internship. Employment sites can be used for internship sites if 1) the work is of an appropriate type for the student's program option, 2) there is an adequate amount of option-appropriate work at the site; that is, the specific requirements of the internship can be completed at that setting 3) there is appropriate on-site supervision, and 4) the site has been approved by the program faculty and their faculty supervisor. In addition, students who use their current employment for an internship experience should include activities in their internship training which are different from their typical day to day duties and should accumulate a client hours at our clinic in addition to those acquired at their job.

Because of large enrollments and accreditation faculty-student ratios, students must sign up well in advance for their internship classes. Slots will only be reserved for those students who have formally signed up through the designated internship coordinator. Currently, this is Dr. Mitchell. Failure to appropriately indicate in advance your intent to take internship may result in a delay in graduation.

12. **FINANCIAL ASSISTANCE**

Financial assistance for graduate students is available through graduate assistantships, tuition scholarships, federal and state grants, other scholarships, loans, and campus employment. However, the state grants and fellowships are tenuous, as the grants must be renewed each year. Usually we have been able to offer many of our students some assistance. Full-time assistantships (20 hrs. per week) pay \$666.00 per month and include waiver of all in- and out-of-state tuition. Half-time assistantships (10 hrs. per week) pay \$277.00 per month and include waiver of one-half of in- and out-of-state tuition.

Tuition scholarships are also available to counseling students. These scholarships cover all the tuition for in and out of state students and the student works eight hours per week. Tuition scholarships are initially given only to students in their first semester of graduate work. Once the scholarship has been obtained, however, it will remain in place as long as the recipient is a full-time graduate student.

Graduate assistantships and tuition scholarships are handled initially through the graduate school. In order to attain a tuition scholarship or a graduate assistantship, students should request an application form from the School of Graduate Studies. Once the application is completed and returned to the graduate school, students then must make personal contact with the various departments across campus that may be hiring graduate students. This process is similar to job hunting. Those students applying for various assistantships within HDAL must apply at the HDAL office. The School of Graduate Studies is box 70720, ETSU and the phone number is 439-4221.

Grants, loans, scholarships, and campus employment are all handled through the financial aid office. There are many

possibilities for financial aid and students are encouraged to call and make an appointment with the financial aid office for forms, information, and counseling. The financial aid office is Box 70722, ETSU and the phone number is 423-439-4300 or 1-800-704-3878. A full list of possible scholarships is available at <http://www.etsu.edu/gradstud/information/scholarships.html>.

Counseling students can also apply for the Mable Clair Ligon Memorial Scholarship which is given to counseling graduate students in the College of Education who can document financial need and have at least a 3.5 undergraduate and 3.5 graduate GPA. Priority is given to female students.

13. **ENDORSEMENT**

When seeking an internship placement site and upon graduation, students are endorsed and recommended only for placements and positions for which they are prepared by education, training and personal qualifications. Licensure standards specifically require certain course and practicum/internship work and hours and, likewise, the counseling program only endorses students for licenses for which they are qualified. In recent years the specific requirements for school counselor's license, LPC, and LMFT have become more distinct. However, students occasionally desire to attain all of the necessary requirements for licensure in more than one area. The counseling faculty will work with students and help them plan a curriculum which can make this possible with the least amount of additional course work and practicum/internship placements.

14. **PROFESSIONAL ORGANIZATIONS**

Within mental health, there are a number of professional organizations which work to support professionals in the field through conferences, publications, legislative agendas, etc. Students are strongly encouraged to join the professional organization which best suites their professional goals. While not an exhaustive list, below are the primary professional organizations that students might consider joining that support the various options in the program.

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

American School Counselors Association (ASCA)
801 N. Fairfax St., Suite 310
Alexandria, VA 22314
www.schoolcounselor.org/

Am. Asso. for Marriage & Family Therapy (AAMFT)
1133 15th St., N.W., Suite 300
Washington, D. C. 20005-2710
1-800-99AAMFT www.aamft.org/
(membership forms available from faculty)

Tennessee Counseling Association (TCA)
Membership through: Joe Ramsey
336 Hawthorne
Memphis, TN 38112
(901) 775-7400 www.edge.net/~tca/.

National Board of Certified Counselors (NBCC)
3 Terrace Way, Suite D
Greensboro, NC 27403
www.nbcc.org/

Am. Mental Health Counselors Asso. (AMHCA)
801 N. Fairfax Street, Suite 304
Alexandria, VA 22314
(703) 548-6002 www.amhca.org/

American Psychological Association (APA)
750 First Street, NE
Washington, DC 20002-4242
1-800-374-2721 www.apa.org/

Watauga Counseling Association (WCA)
See faculty for membership info and application.

LICENSURE INFORMATION

Licensure requirements are of ever increasing importance to graduates in counseling. As this handbook is being written, laws governing licensure and certification requirements throughout Tennessee and much of the country are being revised. These changes have left voids in licensure knowledge and many unanswered questions. To begin providing students with pertinent information, the following section has been written. However, the final word on the necessary requirements for licensure is with the state and the appropriate licensing bodies. Students should refer to their state licensing boards and the most current laws as the ultimate sources of information. As the current laws are written, those who plan to work in community agencies, private practice, or the schools and who are not specifically excluded from licensure by the law (e.g. ministers), will be required to obtain licensure in at least one area. Licensure in one area will, in most instances, eliminate the need for licensure in another area. One of the reasons for licensure is to establish a credential which may lead to third party payments from insurance companies. While some insurance companies may not pay master's level practitioners, most companies do. In Tennessee there is no law requiring insurance companies to reimburse master's level practitioners for services rendered.

Licensed Professional Counselor (LPC) and Licensed Professional Counselor – Mental Health Service Provider (LPC-MHSP)

This is the license that carries the word "Counselor" in the title and is, thus, created and maintained by counselors in the state. Because of the work of ACA and NBCC in developing these laws and in creating similarity between state requirements, LPC's are receiving considerable recognition throughout the country and, as a result, this license has greater mobility than the LPE license. To attain LPC status you must pass both a national written and state oral exam.

To qualify as a LPC students must obtain a minimum of 60 graduate hours in counseling. This is 12 more hours than our program currently requires and, thus, students would have to complete additional courses to qualify for LPC. There are also general course work requirements, however, our program is generally designed around these standards and our graduates readily meet these requirements. LPC applicants also need a minimum of 500 clock hours in a supervised internship, of which at least 300 hours must be completed in a mental health or community agency setting. In addition, applicants must have at least two years post master's supervised professional experience subsequent to being granted a license. However, recent legislation allows those LPC applicants who have completed all course work and who have passed the national exam to apply for a temporary LPC license while attaining their two years post-masters degree experience. The temporary license should grant virtually all of the status of the full license except the need for supervision.

There have been recent amendments to the LPC laws of Tennessee for those LPC's working in settings which require diagnosis and treatment of DSM mental disorders. LPC law now permits LPC's to diagnose and treat DSM mental disorders when course work includes 3 graduate courses that deal with assessment, diagnosis, & treatment of DSM-IV disorders. One of these courses must be a graduate psychopathology course (PSYC 5825) and there must be evidence of training in DSM-IV diagnosis. Child Psychopathology (PSYC 5607) should meet this requirement also, however, the final approval will have to come from the Board of Examiners in Counseling. Other courses which meet these requirements include the assessment courses, HDAL 5820 and HDAL 5830. Further the new Psychological Assessment course to be offered in the Fall of 2004 should meet requirements. Counseling in Community Agencies (HDAL 5250) should meet these requirements, however, the final approval will have to come from the Board of Examiners in Counseling. The designation for those acquiring these courses and being allowed to diagnose and treat DSM disorders is: LPC, MHSP (mental health service provider). **See the licensure comparison chart and further explanation page (pg 13) for details.**

Marriage and Family Therapy option students who wish to seek LPC, MHSP licensure should note that the standards for what constitutes practicum/internship hours are different for LPC and LMFT. For LMFT, 300 **direct client contact** hours are required. For LPC, **500 hours of internship** are required of which **240 hours are direct client contact**. Also note that LPC requires 300 hours of internship in a community mental health setting.

To become a LPC you must take the National Counselor Examination (NCE) which is administered by the National Board of Certified Counselors (NBCC) or the State of Tennessee. That is, you may take the exam through the state simply for state licensure purposes, or you may take the exam through the NBCC and, at the same time, if you are in the Community Agency or School Counseling concentrations, you will meet NBCC standards to become certified as a National Certified Counselor (NCC). ETSU has recently become a special administration site for the NCE. With this designation, recent and current graduates of the program are able to take the NCE before or immediately after graduation from ETSU. Those students wishing to take the NCE at ETSU should note announcements about the administration of the NCE as you approach graduation.

It is important to note that Tennessee state requirements for LPC are not fully aligned with the NBCC'S requirements for LPC. There are several course work requirement differences and possibly internship requirement differences between these

two organizations. Check your licensure laws and with the NBCC for details. If you take the exam through the state, the State of Tennessee owns your scores and, if you move, you must go through the state to get your scores transferred. If you take the exam through NBCC, NBCC owns your scores and, if you move, you must go through NBCC to get your scores transferred. Upon talking with NBCC representatives, it is probably better for those who foresee the possibility of moving to take the exam through NBCC. You will more likely meet the LPC requirements of other states if you take the NCE through NBCC. Thus, your license will be more mobile. **See the licensure comparison chart and further explanation page (pg 13) for details.**

In summary, passing the NCE administered by the NBCC makes you a NCC which makes you eligible in TN to become a LPC. (And this is just the initial confusion toward licensure!)

For information from the state on becoming a LPC write to: Health Related Boards
Cordell Hull Bldg. 1st Floor
425 Fifth Avenue North
Nashville, TN 37247-1010
1-615-532-5132

For information about the NCE call or write: NBCC
3-D Terrace Way
Greensboro, NC 27403
1-800-398-5389 or 910-547-0607
www.nbcc.org/

Licensure as a Psychological Assistant (formerly Psychological Examiner -LPE or PE)

The Psychological Assistant license was created and is maintained by the psychological organizations in the state, and, as such, is the license that carries the word "psychological" in the title. The laws governing this license have recently changed such that only those persons graduating from a clinical psychology program can obtain this license. Graduates from the counseling program do not qualify for this license under the new standards. In addition, psychological assistants are not allowed to do talking therapies, only the administration of psychological tests under the supervision of a licensed psychologist.

For information on attaining a PA license write to: Health Related Boards
Cordell Hull Bldg. 1st Floor
425 Fifth Avenue North
Nashville, TN 37247-1010
1-615-532-5124

Licensed Marriage and Family Therapist (LMFT) The requirements for licensure in Tennessee as a MFT are:

- 1) Complete a graduate degree in marriage and family therapy or related field that includes 3 courses in marriage and family therapy, 3 courses in family studies, 3 courses in human development, a legal and ethical course, a research methods course, and a year of supervised practicum that includes 300 client contact hours.
- 2) Work for 2 years doing marriage and family therapy under supervision, acquiring 1000 client contact hours and 200 hours of supervision by an approved MFT supervisor.
- 3) Take a written and an oral examination. The written exam is administered twice a year, in November and May. The oral exam is given shortly after confirmation that one has successfully passed the written exam. The written exam consists of 200 multiple choice questions drawn from a knowledge base consistent with the educational requirements in (1) above. The oral exam usually covers legal and ethical issues, the laws governing marriage and family therapy in Tennessee, and a case study response.

The program at ETSU provides the educational course work required (as specified in (1) above), but graduates must fulfill requirements (2) and (3) following graduation. The professional organization for MFTs is called the American Association for Marriage and Family Therapy (Information regarding this organization may be obtained by calling 1-800-99A-AMFT). The regulation and licensure of MFTs in Tennessee is the responsibility of the Board of Professional Counselors and Marriage and Family Therapists, Cordell Hull Bldg. 1st Floor, 425 Fifth Avenue North, Nashville, TN 37247-1010, 1-615-532-5132. Students may obtain additional licensing information by contacting Dr. Brent Morrow or Dr. Graham Disque.

Please note that provision for a temporary MFT license was recently approved by the state legislature and is now in effect.

Following receipt of a graduate degree and all educational requirements, one may apply for and receive a temporary license for up to three years. The person must be under the supervision of an approved supervisor, take the written exam within the first year, and take the oral exam following accumulation of the 1000 client contact hours and the 200 supervised hours. Receiving a temporary license after graduating should help students in obtaining employment while they complete the requirements for a regular license.

Marriage and Family Therapy option students who wish to seek LPC, MHSP licensure should note that the standards for what constitutes practicum/internship hours are different for LPC and LMFT. For LMFT, 300 **direct client contact** hours are required. For LPC, **500 hours of internship** are required of which **240 hours are direct client contact**. Also note that LPC requires 300 hours of internship in a community mental health setting.

Licensure for School Counselors

The Tennessee State Department of Education requires that all school counselors be licensed. Our School Counseling program is approved by the state and the paper work and tests for licensure can all be completed within the College of Education. All program graduates will be prepared to be licensed to counsel in grades Pre K-12. Graduates of the School Counseling program must apply for licensure at the end of their program and must complete all course work, supplementary course work (if required), and tests before the School Counselor's license is applied for. Steps for receiving licensure as a School Counselor are as follows:

- 1) During the first semester in the program all school counseling licensure candidates complete the **Declaration of Intent to Pursue Professional Licensure in Education** form and return it to Dr. Patricia Robertson.
- 2) Candidates without two years teaching experience **must** complete the following courses:
 SPED 2300 Exceptional Learners in the Schools & Communities (3 Hours)
 or
 SPED 5500, History, Issues, & Trends in Educating Exceptional Learners (3 hours) (may be used for elective credit)
and
 EDFN 2300 Foundations for Teaching (3 hours)
 or
 EDFN 5410 Foundations for Education (3 hours) (may be used for elective credit)
 Those school counseling students who choose to take the graduate level courses can use them toward elective course credit. Undergraduate courses do not count toward program credit.
- 3) All School Counselors must take the counseling portion of the PRAXIS II exam. Applications for the PRAXIS II are obtained in room 428 Warf Pickel. The exam is also given in Warf Pickel on the designated dates. The ETSU code required on the application is 1198. Be sure that you designate the College of Education at ETSU as an official recipient of your PRAXIS II score report.
- 4) After the above requirements are completed you must apply for licensure. Licensure applications can be obtained in room 321 Warf Pickel from Ms. Angela Murray. Only candidates who successfully complete the program, complete the above necessary requirements, and receive a favorable endorsement by the program are qualified for licensure. Students may obtain additional licensing information by contacting Dr. Pat Robertson or Dr. Kim Desmond. The application form needs to be accompanied by a transcript and mailed or delivered to:
 Angela Murray, Certification Analyst
 College of Education -- Dean's Suite Room 323B
 Box 70685
 East Tennessee State University
 Johnson City, TN 37614-0685

Brief Comparison of Licensure and Accreditation Requirements/Standards

DISCLAIMER: THIS COMPARISON IS BRIEF AND NOT DETAILED. LAWS CHANGE WITHOUT NOTICE; THUS, WE DO NOT GUARANTEE ITS ACCURACY. THEREFORE, THIS INFORMATION IS NOT MEANT TO BE AN ABSOLUTE BASIS FOR YOU TO MAKE SPECIFIC JUDGEMENTS OF QUALIFICATIONS, ETC. REFER TO THE LAW AND APPROPRIATE BOARDS FOR DETAILS AND FINAL DECISIONS.

	Licensed Professional Counselor (LPC) & LPC-MHSP*	Licensed M & F Therapist (LMFT)	CACREP Requirements (ETSU Standards)
Grad. hrs. req.	60	no hr. req., have curriculum req.	48 hrs. community agency and school
Course work req.	TN requires that 9 areas must be covered NBCC requires that 8 areas must be covered + pract. & intern. = 9 areas also**	6 areas must be covered	6 broad areas must be covered + practicum and internship
Pract. req.	1 practicum	One year of field work with 300 client contact hours	100 hrs., of which 40 hrs direct client contact
Intern. req.	500 hrs., of which 300 is in a community mental health agency		600 hrs., of which 240 is direct client contact
Supervision	LPC, LMFT, licensed psych., LCSW, or psychiatrist – supervisor does not have to work on site	AAMFT approved supervisor or equivalent	on campus: doctorate on site: MA at least, in appropriate field
Test	1) NCE (200 multiple choice), the 2) Tenn. Jurisprudence exam, & the 3) National Clinical Mental Health Counseling Exam	200 multiple choice + orals	NA
Post-Degree work	2 years: at least 10 hrs. per week*** 100 hrs of supervision	2 years, during which 1000 hrs direct client contact is accrued; 200 hrs. approved supervision	NA

* LPC law now permits an LPC to diagnose and treat DSM mental disorders when course work includes 3 graduate courses which deal with assessment, diagnosis, & treatment of DSM-IV disorders. One of these courses must be a graduate psychopathology course & there must be evidence of training in DSM diagnosis. Designation for this status will be: LPC, MHSP (mental health service provider). Note also, the NCE can be taken just to meet state licensure w/o NBCC certification as a NCC. However, this route is not recommended. Also, state course requirements for LPC are not fully aligned with NBCC requirements for NCC. See reverse side for details on these requirements.

** By meeting our program requirements (equal to CACREP requirements) you automatically meet NBCC requirements for NCC certification.

*** State law says 10 hrs. per week (1000 hours total) for 2 years. For NCC status, NBCC requires 2 yrs. post-graduate experience accruing 3000 client contact hrs. and 100 hrs. of supervision.

Further explanation of a few points regarding the new LPC laws.

To become a LPC, one of the exams you must take is the National Counselor Examination (NCE) which is controlled by the National Board of Certified Counselors (NBCC). You may take the exam in either of two ways: 1) Through the NBCC, in which case you will have to meet NBCC standards. If you take the exam through the NBCC you can become certified as a National Certified Counselor (NCC) as well as being prepared for licensure in Tennessee. However, the state of Tennessee requires a graduate level psychopathology course for licensure, NBCC does not require this course. 2) You may also take the exam through the state of Tennessee only. However, this route is not recommended. There are other minor differences not listed below between these two organizations. Check your licensure laws and with the NBCC for details.

Areas Required by TN for LPC	ETSU equivalent course	Areas required by NBCC for NCC	ETSU equivalent
theories of counseling & psychotherapy	5550 counseling I	= helping relationships (theory/techniques)	5550 & 5562
evaluation & appraisal procedures	5810 psychological assessment	= appraisal	5810
group dynamics, theories & tech.	5100 human relations and groups	= group work	5100
counseling techniques	5562 counseling II	= (see helping relationships)	
ethics	5430 legal & ethical	= professional orientation, ethics	5430
research	5950 methods of research	= research & program evaluation	5950
clinical practicum & internship	5570 pract. & 5880 intern.	= two terms of field experience	5570 & 5880
theories of human behavior, learning and personality	5230 adv. Developmental, 5550, & 5562	= human growth & development	5230, 5550, 5562
abnormal behavior	PSYC 5825, Psychopathology; PSYC 5607, Child Psychopath; SOWC 5430, Psychopathology in Social Work Practice		
		career & lifestyle development	5150
		social & cultural foundations	5110

State post-degree requirements:

Two years of post-master's professional experience consisting of not less than 10 hours work per week (1000 hrs. total) and 100 hours of supervision as defined by rule 0450-1-.08.

NBCC post-degree requirements for NCC.

Two years post-masters counseling experience (3000 hours) with 100 hours of face-to-face supervision by an LPC or equivalent as determined by board

Passing scores on the NCE are not based simply on how many questions are answered correctly. Each question is weighted and assigned value depending on difficulty, and your final score is then determined by a formula incorporating the number of questions answered correctly and their respective weights. So, a score of 103 on the NCE does not mean that you got 103 out of 200 questions right. Also, what constitutes a passing score will be different for each test date because passing scores are based on scores of the group that took the test on the same date. Go to NBCC.org for details.

Attaining Mental Health Service Provider (MHSP) status In order for your LPC to be of value in Tennessee, you must attain MHSP status. To do this you must take 9 hours (3 courses) that deal with mental disorders. One of the courses must be a graduate level course in psychopathology: PSYC 5825, Psychopathology; PSYC 5607, Child Psychopathology; or SOWK 5430, Psychopathology in Social Work Practice. The other 6 hours (2 courses) can be any 2 of the following: HDAL 5810, Psychological Assessment ; 5830, Individual Mental Testing; HDAL 5250, Counseling in Community Agencies; and Psych 5607, Child Psychopathology. In order to substantiate that these courses meet the board's interpretation of the requirements, keep the syllabi from each of these courses to include with your application for MHSP status. You should keep the syllabi from all of your graduate courses anyway in case a question ever arises as to whether you meet standards, particularly if you might move to another state.

Addresses: Health Related Boards in Counseling
Cordell Hull Building 1st Floor
425 5th Ave. North
Nashville, TN 37247-1010 (1-615-532-5132)

NBCC (www.nbcc.org/)
3-D Terrace Way
Greensboro, NC 27403
1-800-398-5389 or 910-547-0607

The Faculty

Dr. James Robert Bitter, Professor (Ed.D., Counselor Education, Idaho State University, 1975). Professional interests include: marriage and family counseling, school counseling, Adlerian psychology, systems therapy, Gestalt therapy, and narrative therapy.

Dr. Kimberly J. Desmond, Assistant Professor (Ph.D. in Counseling and Human Development Services, Kent State University, 2005). Professional Interests include: School and community counseling, Narrative Therapy, Solution-Focused Therapy, mentoring, and diversity issues in counseling.

Dr. J. Graham Disque, Professor (Ph.D., Marriage and Family Therapy, Virginia Polytechnic Institute and State University, 1992). Professional interests include: Gestalt/experiential therapy, marital therapy, Pessio psychomotor therapy, constructivism, social construction, therapeutic use of metaphor and paradox, and clinical supervision.

Dr. Clifton W. Mitchell, Professor (Ph.D., Counseling Psychology, Indiana State University, 1992). Professional interests include: dealing with resistance in therapy, public speaking on mental health, behavioral finance (psychological factors influencing investor behavior in the financial markets), individual therapy, hypnosis, stress management, smoking cessation, counseling techniques, ethics, supervision, counselor training.

Dr. Brent Morrow, Associate Professor (Ph.D., Marriage and Family Therapy, Texas Tech University, 1986). Professional interests include: marriage and family therapy, treatment of perpetrators and victims of child sexual abuse, evolutionary psychology, and resiliency.

Dr. Patricia E. Robertson, Professor (Ed.D., Counselor Education, University of North Carolina - Greensboro, 1990). Professional interests include: supervision, gender issues, feminist theory, ethics, work with survivors, challenging oppression resulting from institutionalized sexism, racism, and homoprejudice, and working with survivors of oppression.

Dr. Harold "Doc" Whitmore, Professor (Ed.D., Counseling, West Virginia University, 1970). Professional interests include: personal and group counseling, suicide prevention, use of creative arts in counseling, supervision and training, school counseling, at-risk students.

PROGRAM OF STUDY - MARRIAGE AND FAMILY THERAPY (48 hours)

NAME _____ ADVISOR _____

This proposed program of study form must be completed, signed by the student and advisor, and a copy placed in the student's file by the end of the student's second semester.

	Generally Offered ¹	Credit Hours	Semester Completed	Grade
Core requirements (15 hours)				
The following courses required:				
HDAL 5110 Social & Cultural Foundations	(1,2)	3	_____	_____
HDAL 5230 Adv. Developmental Psych	(1,2,3)	3	_____	_____
HDAL 5430 Legal & Ethical Issues	(1,3)	3	_____	_____
HDAL 5100 Human Rel. & Grp. Processes	(1,2)	3	_____	_____
EDFN 5950 Methods of Research	(1,2,3)	<u>3</u>	_____	_____
		15		
Marriage & Family Concentration (30 hours)				
HDAL 5420 Family Therapy I	(1)	3	_____	_____
HDAL 5421 Family Therapy II ²	(2)	3	_____	_____
HDAL 5423 Postmodern Appr. to Fam. Th.	(2)	3	_____	_____
PSYC 5825 Psychopathology		3	_____	_____
HDAL 5422 Counseling with Couples	(1)	3	_____	_____
HDAL 5440 Treating Trauma & Abuse Family	(2,3)	3	_____	_____
HDAL 5549 Substance Abuse: Coun Ind & Fam	(1,)	3	_____	_____
HDAL 5570 Supervised Coun. Prac. (PRE) ²	(1,2,3)	3	_____	_____
HDAL 5880 Internship (PRE) ²	(1,2,3)	<u>6</u>	_____	_____
		30		
HDAL 5960 Thesis			_____	_____
or		3		
Guided Elective				
		<u>48</u>		
Total required hours for M.A. degree				

student's signature_____
advisor's signature¹Code: 1 = Fall, 2 = Spring, 3 = summer²PRE: indicates that a prerequisite course is required before taking this course.NOTE: Terms when courses are offered is subject to change.

PROGRAM OF STUDY - COMMUNITY AGENCY COUNSELING (48 hours)

NAME _____

ADVISOR _____

This proposed program of study form must be completed, signed by the student and advisor, and a copy placed in the student's file by the end of the student's second semester.

	Generally Offered ¹	Credit Hours	Semester Completed	Grade
Core requirements (15 hours)				
The following courses required:				
HDAL 5110 Social & Cultural Foundations	(1,2)	3	_____	_____
HDAL 5230 Adv. Developmental Psych	(1,2,3)	3	_____	_____
HDAL 5430 Legal & Ethical Issues	(1,3)	3	_____	_____
HDAL 5100 Human Rel. & Grp. Processes	(1,2)	3	_____	_____
EDFN 5950 Methods of Research	(1,2,3)	<u>3</u>	_____	_____
		15		
Community Agency Concentration (30 hours)				
HDAL 5550 Counseling I	(1,2)	3	_____	_____
HDAL 5562 Counseling II (PRE) ²	(1,2)	3	_____	_____
PSYC 5825 Psychopathology		3	_____	_____
HDAL 5150 Career Development (PRE) ²	(1,2)	3	_____	_____
HDAL 5250 Coun. in Comm. Agencies	(2)	3	_____	_____
HDAL 5810 Psychological Assessment	(1,2)	3	_____	_____
HDAL 5549 Substance Abuse: Coun Ind & Fam	(1)		_____	_____
or		3	_____	_____
HDAL 5440 Treat Trauma & Abuse in Family	(2,3)		_____	_____
HDAL 5570 Practicum (PRE) ²	(1,2,)	3	_____	_____
HDAL 5880 Internship (PRE) ²	(1,2,3)	<u>6</u>	_____	_____
		30		
HDAL 5960 Thesis			_____	_____
OR		3	_____	_____
Approved elective: _____			_____	_____
		3		
Total required hours for M.A. degree		48		

Although Psychopathology is not listed as a prerequisite to internship, Community agency internship sites do not want interns who have not taken this course. Therefore, students in community agency should take the course as an elective in their first year in the program before internship.

student's signature

advisor's signature

¹Code: 1 = Fall, 2 = Spring, 3 = summer

²PRE: indicates that a prerequisite course is required before taking this course.

NOTE: Terms when courses are offered is subject to change.

PROGRAM OF STUDY - SCHOOL COUNSELING (48 hours)

NAME _____ ADVISOR _____ This proposed program of study form must be completed, signed by the student and advisor, and a copy placed in the student's file by the end of the student's second semester.

SPED 2300 Exceptional Learners in the Schools & Communities
 Or completed _____
 SPED 5500, History, Issues, & Trends in Educating Exceptional Learners
 EDFN 2300 Foundations for Teaching
 or completed _____
 EDFN 5410 Foundations for Education

	Generally Offered ¹	Credit Hours	Semester Completed	Grade
Core requirements (15 hours)				
The following courses required:				
HDAL 5110 Social & Cultural Foundations	(1,2)	3	_____	_____
HDAL 5230 Adv. Developmental Psych	(1,2,3)	3	_____	_____
HDAL 5430 Legal & Ethical Issues	(1,3)	3	_____	_____
HDAL 5100 Human Rel. & Grp. Processes	(1,2)	3	_____	_____
EDFN 5950 Methods of Research	(1,2,3)	<u>3</u>	_____	_____
		15		
School Counseling Concentration (30 hours)				
HDAL 5550 Counseling I	(1,2)	3	_____	_____
HDAL 5562 Counseling II (PRE) ²	(1,2)	3	_____	_____
HDAL 5150 Career Development (PRE) ²	(1,2)	3	_____	_____
HDAL 5010 Prin. & Ad. Sc. Coun & Consultat.	(2)	3	_____	_____
HDAL 5561 Counseling Tech. w/ Children	(1)	3	_____	_____
HDAL 5810 Psychological Assessment	(1,2)	3	_____	_____
HDAL 5549 Substance Abuse: Coun Ind & Fam	(1)	3	_____	_____
or		3	_____	_____
HDAL 5440 Treat Trauma & Abuse in Family	(2,3)	3	_____	_____
HDAL 5570 Practicum (PRE) ²	(1,2,)	3	_____	_____
HDAL 5880 Internship (PRE) ²	(1,2,3)	<u>6</u>	_____	_____
		30		
HDAL 5960 Thesis		3	_____	_____
OR		3	_____	_____
Approved elective: _____		3	_____	_____
		3		
Total required hours for M.A. degree		48		

 student's signature

 advisor's signature

¹Code: 1 = Fall, 2 = Spring, 3 = summer

²PRE: indicates that a prerequisite course is required before taking this course.

NOTE: Terms when courses are offered is subject to change.

PROGRAM OF STUDY – HIGHER EDUCATION (48 hours)

NAME _____ ADVISOR _____ This proposed program of study form must be completed, signed by the student and advisor, and a copy placed in the student's file by the end of the student's second semester.

	Generally Offered ¹	Credit Hours	Semester Completed	Grade
Core requirements (15 hours)				
The following courses required:				
HDAL 5110 Social & Cultural Foundations	(1,2)	3	_____	_____
HDAL 5230 Adv. Developmental Psych	(1,2,3)	3	_____	_____
HDAL 5430 Legal & Ethical Issues	(1,3)	3	_____	_____
HDAL 5100 Human Rel. & Grp. Processes	(1,2)	3	_____	_____
EDFN 5950 Methods of Research	(1,2,3)	<u>3</u>	_____	_____
		15		
Higher Education Concentration (30 hours)				
HDAL 5550 Counseling I	(1,2)	3	_____	_____
HDAL 5562 Counseling II (PRE) ²	(1,2)	3	_____	_____
HDAL 5150 Career Development (PRE) ²	(1,2)	3	_____	_____
HDAL 5721 Trends and Issues in Higher Ed.	()	3	_____	_____
HDAL 5722 Student Dev. & College Environ.	()	3	_____	_____
HDAL 5810 Psychological Assessment	(1,2)	3	_____	_____
HDAL 5549 Substance Abuse: Coun Ind & Fam	(1)	3	_____	_____
or		3	_____	_____
HDAL 5440 Treat Trauma & Abuse in Family	(2,3)	3	_____	_____
HDAL 5570 Practicum (PRE) ²	(1,2,)	3	_____	_____
HDAL 5880 Internship (PRE) ²	(1,2,3)	<u>6</u>	_____	_____
		30		
HDAL 5960 Thesis		3	_____	_____
OR		3	_____	_____
Approved elective: _____		<u>3</u>	_____	_____
		3		
Total required hours for M.A. degree		48		

student's signature

advisor's signature

¹Code: 1 = Fall, 2 = Spring, 3 = summer

²PRE: indicates that a prerequisite course is required before taking this course.

NOTE: Terms when courses are offered is subject to change.

Use this form to complete your Program of Study in the order that you are taking classes.

Name: _____ Advisor: _____

Course #	Course Title	Grade
Summer _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Fall _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Spring _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Summer _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Fall _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Spring _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Summer _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Fall _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Spring _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Class Offering Schedule as of _____*

<u>*Term In Which Courses Are Offered Is Subject to Change! Check With Your Advisor or The Current Schedule For Updated Schedule</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
HDAL 5010 Principles and Admin. of School Counseling & Consultation Services		X	
HDAL 5100 Human Relations and Group Processes	X	X	
HDAL 5110 Social and Cultural Foundations in Counseling	X	X	
HDAL 5150 Career Development	X	X	
HDAL 5230 Advanced Developmental Psychology	X		X
HDAL 5250 Counseling in Community Agencies		X every 2nd yr	
HDAL 5420 Family Therapy I	X		
HDAL 5421 Family Therapy II		X	
HDAL 5422 Counseling with Couples	X		
HDAL 5423 Postmodern Approaches to Family Therapy		X	
HDAL 5430 Legal and Ethical Issues in Counseling	X		X
HDAL 5440 Treating Trauma and Abuse in the Family		X	X
HDAL 5549 Substance Abuse: Counseling Individuals and Families	X	X	
HDAL 5550 Counseling I	X	X	
HDAL 5561 Counseling Techniques for Children	X		
HDAL 5562 Counseling II	X	X	
HDAL 5563 Advanced Techniques with Children	cohort	cohort	
HDAL 5570 Supervised Counseling Practicum	X	X	
HDAL 5721 Trends & Issues in Higher Education	X every 2nd yr		
HDAL 5722 Student Development & the College Environment		X every 2nd yr	
HDAL 5810 Psychological Assessment	X	X	
HDAL 5880 Internship	X	X	X
EDFN 5950 Methods of Research	X	X	X
HDAL 6585 Trauma & Recovery	cohort	cohort	
HDAL 6563 Advanced. Social & Cultural Foundations	cohort	cohort	
HDAL 6593 Advanced Internship	cohort	cohort	
PSYC 5825 Psychopathology has typically been offered in the Fall SOWK 5430 Psychopathology in Social Work scheduled to be offered Spring & Sum.	X	X	X

Approved Electives

Any HDAL Counseling course outside of your concentration requirements can be used as an approved elective. Other approved electives outside of counseling include the following:

HDAL 5200 Advanced Educational Psychology

HDAL 5861 Applied Behavioral Analysis

HDAL 5820 Personality Assessment

HDAL 5830 Individual Mental Testing

CJRC 5000 Contemporary Issues in Criminology

CJRC 5007 Correctional Counseling

FACS 5127 Divorce: Causes and Consequences

PSYC 5557 Introduction to Behavioral Medicine

PSYC 5607 Child Psychopathology

PSYC 5825 Psychopathology

PUBH 5937 Stress Management (4957 in undergraduate catalog, but available for graduate credit)

PUBH 5357 Thanatology (4357 in undergraduate catalog, but available for graduate credit)

SOWK 5367 Seminar in Alcohol and Drug Abuse

SOWK 5517 Crisis Intervention

SOWK 5567 Human Sexuality

SOWK 5205 Social Work Research Methods (may be substituted for EDFN 5950)

SPED 5500 History, Issues, & Trends in Educating Exceptional Learners (may be used for elective credit for school counselors)

EDFN 5410 Foundations for Education (may be used for elective credit for school counselors)

General Advisement Information

- See your advisor

- There are several courses that are prerequisites for other courses and, in particular, practicum. Completion of these courses should take priority in your schedule as you move through the program. Prerequisite course are:

Community Agency and School:

Counseling I

Counseling II (Pre- or Co-requisite)

Legal and Ethical Issues

Human Relations and Group Processes

M&F

Family Therapy I

Family Therapy II (Pre- or Co-requisite)

Legal and Ethical Issues

Community Agency students only: You will need to take a graduate level psychopathology course before you will be allowed to do an internship. You are advised to take this course early in your program. Graduate level psychopathology can be take either through the Psychology Department (Psych 5825, typically taught in the Fall) or through the Social Work Program (SOWK 5430, typically taught in the Spring & Summer).

School Counseling students only: School counselors who have not previously taken the courses below are required by the State to take the following courses in lieu of a degree in teacher education. Although taking the courses at the under graduate level is acceptable, we recommend that you take them at the graduate level. If taken at the graduate level, one the of courses can be used as a school counseling elective. The courses are:

1) EDFN 2300 or EDFN 5410 and

2) SPED 2300 or SPED 5500.

Note: School Counselor students who have taken AHSC 2120 **prior to entering the program** can substitute this class for EDFN 2300.

- See your advisor

CHECK LIST OF MAJOR STEPS FOR PROGRAM COMPLETION

Below is a check list of the necessary steps, applications, and notifications for completion of the counseling master's program at ETSU.

	Deadline	Completed
1. Application for admission and all related materials (i.e., GRE, letters of reference, transcripts, personal statement, etc.) must be submitted.	March 1st for Fall admission	
2. Those students conditionally admitted based on the completion of required undergraduate courses must complete these requirements.	"...prior to the completion of 15 graduate credit hours or one calendar year, which ever is later."	
3. Meet with advisor to plan program prior to registering for classes.	Before registration for classes.	
4. School Counseling option students, file Declaration of Intent to Pursue Professional Licensure in Education form with Dr. Robertson.	First semester.	
5. Complete and submit the Request for Graduate Program Credits/ Transfer of Graduate Credits form if necessary.	Check with your advisor.	
6. File a and an Application for Candidacy and Program of Study forms with the associate dean of the College of Education. These forms are available from the graduate school or your advisor. Make sure that you are using the most current forms and that all information is typed or printed clearly. (except signatures of course). (See p. 5 for details)	Following completion of 12 hours in the program with a 3.0 and prior to the final semester of study.	
7. Inform advisor of intent to take practicum. Sign up with the practicum coordinator (currently Dr. Mitchell). Marriage and Family majors secure approval of practicum site from your advisor. <u>Make certain that all prerequisites have been or will be taken.</u>	The beginning of the semester <u>before</u> you take practicum.	
8. Inform advisor of intent to take internship. Secure approval of internship site from your internship supervisor. Sign up with the internship coordinator (currently Dr. Mitchell). <u>Make certain that all prerequisites have been or will be taken.</u>	The beginning of the semester <u>before</u> you take internship.	
9. Sign up to take comprehensive exam.	First week of final semester.	
10. Students are also required to file an Notice of Intention to Graduate - Application for Degree form (it will be on blue paper) with the School of Graduate Studies and pay all remaining fees. This form should be returned to the school of graduate studies. (See p. 5 for details)	Before the end of the second week of the final semester of study.	
11. School counseling option students must take appropriate section of the PRAXIS II. See Dr. Robertson for details.	Prior to graduation.	
12. Comprehensive exam must be taken.	During final semester in program.	
13. School Counseling option students only. After completion of all program requirements and PRAXIS II, apply for Tennessee school counselor licensure with Angela Murray, Certification Analyst. See advisor for details.	After completion of all course work and NTE.	
14. Graduate, get a job, pay taxes, make a life.		

Appendix I – Practicum & Internship Forms

In order to maintain the flow of student through the program, students must reserve a spot in practicum and internship well in advance of the semester they take them. Students may sign up for practicum and internship as soon as they know when they will take them. In some cases this may be a year in advance. Typically, announcements will be made and posted indicating the necessity to sign up. Students who fail to sign up in advance may not receive a spot in the class.

The first form that follows, **Practicum and Internship Sign-Up Form**, is completed to announce your intention to take practicum or internship.

The second form that follows, **School Counseling Internship Site Placement Form**, is required of School Counseling Concentration students only, and is required to be completed after a site is chosen and before the internship is confirmed. This form is to be given to your internship supervisor or you advisor prior to confirming an internship site. Note: Do not submit this form unless an internship site has been chosen and listed on the form.

Appendix II -- Graduation Forms

The forms that follow constitute the primary paper work that must be completed in order to graduate from the program. See your advisor if you learn that you need to complete additional forms. Because the forms have been photocopied on both sides for this handbook, you will need to photocopy each form for your own use. Below is a brief description of each form along with some points about how each should be completed and to which office must receive it.

Application For Candidacy -- This form is used to officially declare you to be a candidate for a Master's Degree. Make sure that all signatures are on the form before submitting. **This form is submitted to the associate Dean in the College of Education.**

Program of Study -- This is the form that the graduate school uses to verify that you have taken the necessary courses to graduate. Only include the 48 hours of course work necessary to graduate. You do not need to include additional hours that you may have taken for licensure. Make sure that you have titled the courses as they are titled in the Graduate catalog, not as they may be referred to in conversation. In the upper right hand corner there is a box that has a space for recording the "Catalog of record." If you are using a later catalog than the one you entered the program on as your official program catalog, you should note the year of that catalog here. The form does not have to be submitted in triplicate, even though it states so at the bottom. **This form is submitted to the associate Dean in the College of Education.**

Application For Transfer of Graduate Credits -- Only use this form if one or both of the following conditions apply to you.

1. You are transferring in graduate credits from another college.
2. You were admitted to the program **after** you had already taken some graduate courses that will count as credit for our program.

This form is submitted to the associate Dean in the College of Education.

Notice of Intent to Graduate - Application for Degree -- This form lets the Graduate School know when you intend to graduate so they can get you on the graduation list and get you a degree with your name on it. See your course schedule for the strict deadline for its submission. Important note: This form does not "roll over" from semester to semester. That is, if you do not graduate in the semester in which you first filed the form, you must file the form again in the semester that you do graduate. **The official form is on blue paper, do not photocopy out of this handbook. This form is submitted directly to the Graduate School by you.** Do not submit to College of Education!

NOTE: School Counselors have to file a **Declaration of Intent to Pursue Professional Licensure in Education** form during their first semester in the program. That form is not included in this Appendix. See your advisor for information.

Because the following forms are printed double sided, they must not to be used directly from the handbook. They must be photo copied.

END