

# ***School Counseling Master's Program***

## **Student Handbook**



### **School of Counseling**

**College of Health and Human Sciences**

**302 Buchtel Common**

**Akron, OH 44325-5007**

**(2023 - 2024)**

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## **INTRODUCTION**

The School of Counseling program at The University of Akron houses master's degrees in School Counseling, Clinical Mental Health Counseling, and Marriage and Family Therapy.

This student handbook governs the educational program for School Counseling Master's Degree.

This handbook is intended to provide School Counseling students with program information and guidelines that will be useful for successful completion of the master's degree. The enclosed materials are minimal guidelines toward a comprehensive and integrated educational program. While enrolled in the program, students may receive educational and training materials beyond those covered in this handbook.

Beginning with the first semester of enrollment and throughout the program, it is critical that students work closely with and direct educational questions to their faculty advisor.

A faculty advisor's role is primarily focused on academic and professional consultation to help students learn about and acquire skills/training necessary for success in the program and as a future school counselor. Although a concern of the program faculty, completion of all graduation requirements is ultimately the responsibility of each student.

It is important to note that the School Counseling Program receives periodic reviews by program faculty. The reviews are primarily focused on program improvements related to coursework, policies, and educational standards. As a comprehensive master's degree program, programmatic changes are sometimes required to conform to national accreditation standards, state licensure guidelines, and college or university rules and policies or advances in the counseling profession. Before implementation, programmatic changes are thoroughly reviewed by faculty members (and university administration and community professionals, as needed). Any program-related changes will therefore represent collective and informed judgment.

Some programmatic changes may apply only to newly admitted students starting the program during the semester admitted (i.e., with the new student handbook active that semester). However, when deemed necessary for program integrity and student success, some programmatic changes may apply to all current/active students in the program regardless of admission date. If programmatic changes are implemented after a student has already been admitted into the program, program faculty will attempt to inform all students of programmatic changes applicable to them. When possible, program faculty will also make a reasonable attempt to provide the option of following new or prior School Counseling Program requirements.

The School Counseling Program faculty encourages all students' interest and participation in the program's academic and training process. The excellence of this program is predicated upon students and faculty working together to become better educated, more effective, and more sensitive individuals. Student contributions are expected, welcomed, and appreciated.

## **PROGRAM PHILOSOPHY AND MISSION STATEMENT**

Education in the United States is designed to modify human behavior through a prescribed program of experiences aimed at helping students to realize their professional potential and develop a high standard of ethical behaviors. Ethnic and cultural trends are considered to provide a satisfying and usable education for all students. Recognizing the uniqueness of students, the faculty seeks to identify and extend knowledge, skills, and attitudes required by practitioners in counseling. It is hoped that this emphasis on uniqueness transfers to our students and enables them to meet the diverse needs of all clients.

The faculty believes that to perform effectively, practitioners must possess a respect for human dignity and worth, a commitment to fulfillment of individual potential, an understanding of educational and counseling processes, knowledge in their specific field of endeavor, competence in application of professional expertise in counseling, knowledge of the role and function of others working in related specialties, and maturity in self-development. To develop such practitioners, it is essential that the faculty exhibit the above attitudes, behaviors, and competencies to serve as models of appropriate behavior for their students.

As ethical professional leaders, the faculty is expected to select, encourage, and retain students in the program who exhibit the potential to become competent practitioners. Applicants who are accepted into our program are selected on criteria that include academic and personal dimensions indicating successful completion of their chosen program. It is expected that once students are admitted into any of our programs, they will continue to display personal behaviors compatible with the counseling profession that include sensitivity to others, professional decorum with peers, faculty members, and clients, and an ability to change when necessary. Failure of students to demonstrate these behaviors may not only slow their progress through the School Counseling Program, but may also result in dismissal from the program.

## **PROGRAM OBJECTIVES**

The counseling profession in the United States has experienced numerous changes over the years, often in response to demands created by the evolving nature of America's social policies and economics. It is assumed that this process of change is continuous; therefore, it is essential that counselor education programs prepare students to make effective decisions in a changing world and changing profession. Training for specializations today may not be appropriate in the future; thus, it is important that training programs explicitly prepare professional counselors to be counselors first and specialists second. This approach, as part of their training program, is designed to ensure that students receive the knowledge and skills necessary to have command of common components that have been determined by the profession to be valuable for counselors. It is recognized that no program can ensure a "quality" professional; however, the intent of the School Counseling Program is to ensure a core of planned coursework and counseling experiences common to all students that provides beginning-level competencies in the counseling profession.

The School Counseling Program aims to prepare students to be effective school counselors. Although no program can guarantee that graduates will function as intended, it is the intent of our program to attest to a concerted core of knowledge and practice to develop the identity of counselor. Embedded in the curriculum is the expectation that when students complete their studies, the command of the common core elements, and specialized curricular experiences will allow graduates to apply their knowledge within their setting of choice.

Upon completion of the program, students will be able to:

**Core School Counseling Program Objectives:**

1. Students will demonstrate a clear school counselor identity.
2. Students will demonstrate knowledge and skills to promote equity and inclusion in education.
3. Students will understand ethical and professional decision-making skills.
4. Students will obtain knowledge and skills leading to state licensure as a school counselor.
5. Students will understand the importance of self-awareness and personal growth.

**Key Performance Indicator School Counseling #1:** Students will demonstrate knowledge of P-12 Comprehensive Career Development Models (CACREP Section 5, G.1.c)

- Evaluation method = COUN:631 Introduction to School Counseling → Multiple choice final exam (minimum grade = 80% or higher) (knowledge)
- Evaluation method = COUN:675 Practicum → Performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

Program Objective #2: Students will demonstrate knowledge and skills to promote equity and inclusion in education

**Key Performance Indicator School Counseling #2:** Students will understand and be able to implement strategies to promote equity in student achievement and college access (CACREP Section 5, G.3.k)

- Evaluation method = COUN:663 School Counseling Seminar → Multiple choice final exam (minimum grade = 80% or higher) (knowledge)
- Evaluation method = COUN:685 Internship → Performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

### **Other Key Performance Indicators**

As additional means to attain program objectives, the following foundational knowledge and skill key performance indicators will be emphasized and evaluated during the program:

**Key Performance Indicator #3:** Ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling (CACREP Section 2, F.1.i)

- Evaluation method 1 = COUN 600 Professional Orientation & Ethics final exam (multiple choice, true/false, case vignette test; 80% or higher) (knowledge)
- Evaluation method 2 = COUN 675 Practicum performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

**Key Performance Indicator #4:** Multicultural counseling competencies (CACREP Section 2, F.2.c)

- Evaluation method 1 = COUN 646 Multicultural Counseling cultural immersion project (minimum average rubric grade = 80% or higher) (knowledge)
- Evaluation method 2 = COUN 675 Practicum performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

**Key Performance Indicator #5:** Systemic and environmental factors that affect human development, functioning, and behavior (CACREP Section 2, F.3.f)

- Evaluation method 1 = COUN 648 Individual & Family Development Across the Lifespan developmental paper and resource guide (paper; minimum average rubric grade = 80% or higher) (knowledge)
- Evaluation method 2 = COUN 675 Practicum performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

**Key Performance Indicator #6:** Theories, models, techniques, and assessment tools used in career development, counseling, planning, and decision making (CACREP Section 2, F.4.a and i)

- Evaluation method 1 = COUN 647 Career Development & Counseling Across the Lifespan career development project (presentation; minimum average rubric grade = 80% or higher) (knowledge)
- Evaluation method 2 = COUN 645 Testing & Appraisal in Counseling case application #2 (written paper; minimum average rubric grade = 80% or higher) (knowledge)

**Key Performance Indicator #7:** Essential interviewing, counseling, and case conceptualization skills (CACREP Section 2, F.5.g)

- Evaluation method 1 = COUN 651 Techniques of Counseling mock interview (recording and transcription; minimum average rubric grade = 80% or higher) (knowledge)
- Evaluation method 2 = COUN 675 Practicum performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

**Key Performance Indicator #8:** Approaches to group formation, including recruiting, screening, and selecting members (CACREP Section 2, F.6.e)

- Evaluation method 1 = COUN 653 Group Counseling group proposal presentation (presentation; minimum average rubric grade = 80% or higher) (knowledge)
- Evaluation method 2 = COUN 685 Internship performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

**Key Performance Indicator #9:** Ethical and culturally relevant strategies for selecting, utilizing, administering, and interpreting assessment results (CACREP Section 2, F.7.m)

- Evaluation method 1 = COUN 645 Testing & Appraisal in Counseling case applications (written papers; minimum average rubric grade = 80% or higher) (knowledge)
- Evaluation method 2 = COUN 685 Internship performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

**Key Performance Indicator #10:** Identification of evidence-based counseling practices (CACREP Section 2, F.8.b)

- Evaluation method 1 = COUN 601 Research & Program Evaluation in Counseling journal article critique assignment (written paper; minimum average rubric grade = 80% or higher) (knowledge)
- Evaluation method 2 = COUN 685 Internship performance evaluation (direct experience; minimum rating = 3 [competent] or higher on a 1-5 scale on all relevant performance areas) (skill)

## **SCHOOL OF COUNSELING MISSION STATEMENT**

The School of Counseling adheres to the following mission statement, which also applies to the School Counseling Program:

The School of Counseling has as its mission the goal of training culturally competent future mental health professionals who display a respect for diversity and human dignity, show understanding of clinical knowledge in their specific field of endeavor, apply ethical and competent interventions, acquire and use knowledge of the roles and functions of others working in related fields, and possess personal maturity/and a commitment to self-development.

In order to achieve these goals, it is expected that all those affiliated with the school will attempt to exhibit the above attitudes, behaviors, and competencies.

## **AFFIRMATIVE ACTION POLICY STATEMENT**

It is the policy of The University of Akron that there shall be no discrimination against any individual because of age, color, creed, handicap, national origin, race, religion, sex, or sexual orientation. This nondiscrimination policy applies to all students, faculty, staff, employees, and applicants.

The School Counseling Program strictly adheres to this policy. The faculty in the School Counseling Program strive to retain our students.

Any students in need of accommodations due to the impact of a disability should consult [www.uakron.edu/access/](http://www.uakron.edu/access/) or call the University of Akron's Office of Accessibility at 330-972-7928.

## **PROGRAM DIVERSITY AND INCLUSION/RECRUITMENT STANDARDS**

The School Counseling Program takes into account ethnic and cultural trends in order to provide a satisfying and effective education for students. In order to promote equity, fairness, inclusion, and retention of diverse students and faculty, the School Counseling Program engages in the following activities:

1. The student handbook highlights an affirmative action policy explaining “that there shall be no discrimination against any individual or group because of age, sex, race, ethnicity, gender or gender identity, creed, disability, national origin, religion, or sexual orientation” which applies to all students, faculty, staff, employees, and applicants.
2. The program faculty openly endorse the recruitment and development of counselors as a professional responsibility, similar to providing adequate and appropriate services to culturally diverse clientele.
3. The program actively recruits students from underserved populations.
4. The program maintains internal diversity statistics for both faculty and students.

5. The program follows the College of Health and Human Sciences's diversity vision and mission statement.
6. The program has access to the Office of Multicultural Development, which aids in retaining diverse students <http://www.uakron.edu/omd/>.
7. The program has access to the Chief Diversity Officer whose office helps retain diverse students/faculty per <http://www.uakron.edu/ie/>.
8. Program faculty participate in the university/college wide diversity committees.
9. The School of Counseling advertises open faculty positions not only in standard academic outlets but also through Diverse Issues and CESNET.

## **NON-DISCRIMINATION, SEXUAL HARASSMENT, ACCOMMODATION POLICIES**

### **Non-Discrimination Policy**

The University of Akron is an equal education and employment institution which operates under:

- nondiscrimination provisions of Titles VI, VII, of the Civil Rights Act of 1964 as amended and IX of the Educational Amendments of 1972 as amended.
- Executive Order 11246, Vocational Rehabilitation Act Section 504, Vietnam Era Veterans' Readjustment Act, and Americans with Disabilities Act of 1990 as related to admissions, treatment of students, and employment practices.

It is the policy of the institution that there shall be **no unlawful discrimination** against any individual because of race, color, creed, sex, age, national origin, handicap/disability or status as a veteran.

### **Sexual Harassment Policy**

The University of Akron will not tolerate sexual harassment of any form in its programs and activities, and prohibits discrimination on the basis of sexual orientation in employment and admissions. The nondiscrimination policy applies to all students, faculty, staff, employees and applicants.

The University of Akron is committed to providing an environment free of all forms sexual violence and sexual harassment. This includes instances of attempted and/or completed sexual assault, domestic and dating violence, gender-based stalking, and sexual harassment. If you (or someone you know) has experienced or experiences sexual violence or sexual harassment, know that you are not alone. Help is available, regardless of when the violence or harassment occurred, and even if the person who did this is not a student, faculty or staff member.

Confidential help is available. If you wish to speak to a professional, in confidence, please contact:

- Rape Crisis Center – [www.rccmsc.org](http://www.rccmsc.org) – 24 Hour Hotline: 877-906-RAPE Office Located in the Student Recreation and Wellness Center 246 and the office number is: 330-972-

6328

- University Counseling and Testing Center – [uakron.edu/counseling](http://uakron.edu/counseling) 330-972-7082
- University Health Services – [uakron.edu/health services](http://uakron.edu/health%20services) 330-972-7808

Please know the majority of other University of Akron employees, including faculty members, are considered to be “responsible employees” under the law and are required to report sexual harassment and sexual violence. If you tell me about a situation, I will be required to report it to the Title IX Coordinator and possibly the police. You will still have options about how your case will be handled, including whether or not you wish to pursue a law enforcement or complaint process. You have a range of options available and we want to ensure you have access to the resources you need. Additional information, resources, support and the University of Akron protocols for responding to sexual violence are available at [uakron.edu/Title-IX](http://uakron.edu/Title-IX).

### **Drug and Alcohol Policy**

The College of Health and Human Sciences (CHHS) is dedicated to the safety and wellness of all students and the protection of those they serve. Therefore, the following drug and alcohol policy will be enforced for all CHHS students.

Unauthorized consumption, distribution, possession, use, or being under the influence of drugs or alcohol is strictly prohibited on campus, during remote/distance-learning activities, and during a student or trainee role off-campus for CHHS students and may result in discipline, including the inability to complete a program of study. Additionally, all students must understand and follow all program and school-related policies (e.g., student handbook procedures, web-based guidelines, etc) and non-university organizational policies while training off-campus.

Students alleged to have violated this policy will be referred to the Department of Student Conduct and Community Standards for discipline as outlined in the Code of Student Conduct. Students found responsible for a violation of this policy may be issued sanctions including but are not limited to, attendance at workshops, educational sanctions, disciplinary probation, suspension, dismissal, and other consequences appropriate to the violation.

For more information about the Code of Student Conduct, see University Rules 3359-41-01, available at <http://www.uakron.edu/dotAsset/1344508.pdf>.

## **COORDINATOR/ CLINICAL DIRECTOR ROLES AND RESPONSIBILITIES**

Coordinator

- (1) Manage all aspects of the School Counseling program
- (2) Audit all student course plans
- (3) Interview perspective students and make admission decisions.
- (4) Maintain ongoing contact with the graduate school.
- (5) Manage all data collection for CACREP accreditation.
- (6) Ensure that the School Counseling program maintains CACREP accreditation standards.
- (7) Provide student academic and career advising.

- (8) Teach courses in the school counseling program.
- (9) Maintain ongoing communication with school counseling students, site supervisors, and alumni.
- (10) Stay informed of current trends in counseling profession.
- (11) Supervise support faculty.

#### Clinical Director

- (1) Approve State of Ohio (and out of state) site placements for Practicum and Internship students.
- (2) Supervise all school counseling students placed in schools throughout the State of Ohio.
- (3) Provide group supervision to all practicum and internship students.
- (4) Maintain ongoing contact with school counseling site supervisors.
- (5) Ensure that students adhere to the professional code of ethics.
- (6) Ensure that practicum and internship site supervisors hold the appropriate license

### **CORE PROGRAM FACULTY**

#### **Dr. Delila Owens, Professor**

- Degree: Ph.D. in Counselor Education (Michigan State University)
- Office Phone: 330-972-8635

### **NON-CORE SCHOOL COUNSELING FACULTY/STAFF**

The following are full-time School of Counseling faculty and staff who are not core School Counseling Program faculty. Names are listed alphabetically:

Dr. Yue Dang (Clinical Mental Health Counseling Program)

- Office Phone: 330-972-7118

Dr. Heather Katafiasz (Marriage & Family Therapy Program)

- Office Phone: 330-972-6637

Dr. Melanie Kautzman (Clinical Mental Health Counseling Program)

- Office Phone: 330-972-6685

Dr. Varunee Faii Sangganjanavanich (Clinical Mental Health Counseling Program)

- Office Phone: 330-972-6851

Dr. Robert C. Schwartz (Clinical Mental Health Counseling Program)

- Office Phone: 330-972-8155

Dr. David Tefteller (Marriage & Family Therapy Program)

- Office Phone: 330-972-6743

## **PROGRAM ACCREDITATION**

The Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body has conferred accreditation to the School of Counseling.

The Chancellor of the Ohio Department of Higher Education has approved the School Counseling Program at The University of Akron for school counselors. After completion of the School Counseling Program, students must (a) pass the Ohio Assessment for Educators 040, and (b) successfully complete a background check by the Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI), in order to become a licensed school counselor in Ohio. Students are encouraged to visit the Ohio Department of Education website to learn more about school counselor licensure guidelines: <https://education.ohio.gov/>.

## **PROGRAM APPLICATION PROCEDURES**

All School Counseling Program application materials, procedures, and forms are available at <https://www.uakron.edu/soc/masters/how-to-apply.dot>. Persons interested in applying for admission to this program are highly encouraged to read all directions thoroughly before submitting application materials.

Before beginning a master's degree program, the student must have earned a bachelor's degree from an accredited institution. Applicants are required to have at least a 2.75 cumulative grade point average (GPA) for all undergraduate coursework OR a 3.00 cumulative GPA for the last 64 credits of undergraduate coursework.

Applicants should visit the Graduate School website for more detailed information about The University of Akron Graduate School application requirements: <http://www.uakron.edu/admissions/graduate/>. International applicants are also encouraged to visit the Office of International Programs website in order to gain more information about university resources and international application procedures: <http://www.uakron.edu/oip/>.

The following materials must be included in application packets, regardless of which program the student is applying for: (1) a completed The University of Akron online Graduate School application form, (2) official undergraduate transcripts (and graduate transcripts, if applicable), (3) a School of Counseling application supplement form, and (4) three letters of reference (use of Graduate School online reference form preferable).

International applicants must also submit (5) evidence of meeting minimum English proficiency standards, as outlined by the University, with application materials. See <https://www.uakron.edu/dotAsset/677965.pdf> for specific guidelines and evidence-related options.

## ADMISSION SCREENING AND EVALUATING CANDIDATES

After applications have been received, personal interviews will be scheduled with applicants who meet the minimum application qualifications. The following criteria will be considered during School Counseling Program admissions decisions:

1. Relevance of career goals, including current understanding of the profession and fit of the profession with post-graduation goals.
2. Undergraduate grade point average.
3. Graduate grade point average, if graduate coursework has been completed.
4. External feedback related to letters of reference, including quantitative and qualitative information about potential to success in a graduate program, prior professional and/or academic success, and ability to manage chief liabilities or weaknesses.
5. Written communication ability, including communicating ideas effectively, demonstrating organization of thought, and showing grammatical correctness when writing.
6. Potential success in forming effective counseling relationships, including displaying poise, genuineness, empathy, and interpersonal skills.
7. Respect for cultural differences, including showing an understanding and appreciation of diverse and marginalized populations, and an understanding of psychosocial challenges faced by diverse populations.

Admissions may also be delimited to those applicants who answer “no” on all items of the Application Supplement Form Statement of Good Moral Character. If an applicant answers “yes” on any item, he/she must provide a written rationale to the School Counseling Program faculty; additional documentation, such as an FBI or BCI check, may also be required.

### Felony and Other Criminal History Policy

Applicants are required to disclose any current or past criminal charges or convictions, or pending charges that might result in a conviction, when applying for admission to a School of Counseling Program. Failure to report a criminal history may result in denial and/or dismissal from the School of Counseling and the program. It is the prerogative of the School of Counseling faculty and administration to request additional information about the criminal history, and based on the information provided, to deny admission (and/or for School of Counseling students, to be dismissed), as students in all School programs are preparing to work with a vulnerable population and must apply for background checks prior to internship and licensure.

Admission decisions are made by one or more School Counseling Program core faculty after applications are reviewed considering the criteria above. Applicants are rank-ordered as applicable and are then admitted on a rolling basis until the next admission cohort has been filled.

**Applicants should note that successful completion of all admission criteria above does not guarantee admission into the Program. Enrollment is limited in order to ensure small class sizes, appropriate student-faculty ratios as dictated by accreditation guidelines, and availability of Practicum/Internship placement sites.**

Once an applicant is admitted into the program his/her file will be forwarded to The University of Akron Graduate School for approval. Once approved, the Graduate School will send an official acceptance letter to the applicant. A School Counseling Program Faculty Advisor will be listed on the acceptance letter. Thus, a new student will be able to obtain academic advising before enrollment in the program. **There are three distinct types of admission to the School Counseling Program: full admission, provisional admission, and deferred admission.**

The Graduate School allows a **maximum of 6 years** to complete the School Counseling master's degree. This six-year time limit begins the semester a student first enrolls in classes. This time frame will be reduced if transfer credits are substituted for any coursework on the PCD. The six-year time frame will begin on the date when the first course transferred was completed.

### **School Counseling Program Provisional Admission**

Applicants who do not meet the academic requirements for full admission may be considered for a provisional admission, if it is believed that the applicant has the potential, as indicated by credentials, to make a unique contribution to the profession. The policy of the School of Counseling established regarding the inclusion of professional and alternative educational experiences is as follows:

The School Counseling Program Coordinator may interview applicants who do not meet the academic minimum requirements, but whose undergraduate GPA is 2.5 or above for four years or 2.75 for the last two years. In addition to the academic information, the applicant's professional and educational experience will be evaluated. Possible criteria may include how much and what type of experience the person has had, the uniqueness of the experience, strength of recommendations, professional accomplishments, professional involvement, and any other outstanding qualifications that may enhance the applicant's possible contributions to the program. Additional recommendations from previous schools attended or past employers may be required.

If, in the estimation of the School Counseling Program Coordinator the applicant has the potential to succeed in the program, the student will be recommended for provisional admission status to enroll in 14 hours of select coursework. Students granted provisional admission must not enroll in any coursework except that designated on the Provisional Admissions Form signed by the Program Coordinator. In the event the provisional student takes coursework not approved the student risks dismissal from the School Counseling Program. It should be emphasized that granting provisional admission status to a student does not guarantee full admission into the School Counseling Program.

**To move from provisional admission status to full admission, a student must complete the 14-hour provisional course work, obtain at least a 3.25 GPA for this coursework, and be released to full status by the School Counseling Program Coordinator.**

Failure to obtain a 3.25 grade point average (GPA) of coursework completed during provisional admission status may result in dismissal from the program. The School Director and/or School Counseling Program Coordinator may choose to allow the student to retake a course in which the lowest grade was received. At completion of this retake, the GPA will be recalculated. If the student then has a 3.25 GPA, they will be reviewed for full admission. If the student does not obtain a 3.25 with the recalculation, the student will be denied admission to the School Counseling Master's Program.

### **Provisional Coursework**

COUN 600 (2 credits) Professional Orientation & Ethics  
COUN 631 (3 credits) Introduction to School Counseling  
COUN 643 (3 credits) Counseling: Theory & Philosophy  
COUN 621 (3 credits) Counseling Youth at Risk  
COUN 601 (3 credits) Research and Program Evaluation in Counseling

### **School Counseling Program Deferred Admission**

Under certain circumstances, applicants who have undergraduate GPA's below 2.5 for four years may be granted deferred admission, if recommended by the Admissions Committee as strongly meeting the other admission criteria. If granted deferred admission status, within one academic year the student must enroll for 12 hours of post baccalaureate coursework approved by the School Counseling Program Coordinator. At the completion of this coursework, taken within one academic year, the student must have obtained a minimum 3.0 grade point average. After a review of the student's transcript, the School Counseling Program Coordinator will forward the student's application packet to the Admissions Committee for consideration for the next admissions process. It should be emphasized that granting deferred admission status to a student does not guarantee full admission into the School Counseling Program.

### **Graduate School Non-Degree Seeking Admission**

The Graduate School directly admits students for general graduate coursework on a non-degree basis under certain circumstances. This is an option usually for students who already have a graduate degree. However, non-degree seeking students are required to meet the same GPA requirements as those for full admission. A maximum of 15 semester hours is allowed under this status. Should such a student later decide to apply for full admission to the degree program, they may do so. These students must follow the standard admissions procedures as outlined on the previous page. Classes successfully completed as a non-degree graduate student can be applied to the degree requirements with the review and recommendation of the student's faculty advisor. Applicants are encouraged to visit the Graduate School website to learn more about non-degree seeking admissions: <http://www.uakron.edu/gradsch/prospective-students/>.

**Students admitted by the Graduate School for general coursework on a non-degree basis should note that attending as a non-degree student does not guarantee admission to the School Counseling Program. Non-degree seeking students must go through the same application process as other students if they wish to be admitted to the School Counseling Program.**

## **TRANSFER OF CREDITS**

A maximum of one-third of the total graduate credit hours required may be transferred from an accredited college or university. All transfer credit must be a grade of 'B' or better in the graduate course. They must be relevant to the student's program and fall within the six-year time limit. The student's academic advisor has the prerogative to recommend that the Graduate Dean accept or reject individual courses taken elsewhere, depending on the grades earned and/or their relevance to the student's present course of study. Students seeking to transfer credits must have full admission and be in good standing at The University of Akron and the school in which the credits were achieved. Transfer credit shall not be recorded until a student has completed 12 semester credits at The University of Akron with a GPA of 3.0 or better. The University of Akron students must receive prior approval to take courses elsewhere for transfer into their program.

## **REQUEST TO CHANGE PROGRAMS AFTER ADMISSION**

Students who wish to change programs, such as switching from the School Counseling Program to the Clinical Mental Health Counseling or Marriage and Family Counseling/Therapy Program, must follow the steps below:

1. Schedule a meeting with their faculty advisor to discuss the transfer request;
2. Following the approval of their faculty advisor, the student must write a letter to the School Counseling Program Coordinator. This letter, which will include the student's rationale for switching programs, will be presented to the program faculty for consideration. The Program faculty reserve the right to approve or deny the request;
3. If the request for changing programs is approved, the student will be assigned a new faculty advisor (affiliated with the new master's Program) and must immediately schedule an appointment with the new faculty advisor to complete a new Program Course Distribution (PCD).

**Students may request to change programs until the time they are scheduled for Practicum. Any student who is enrolled in or has completed Practicum for any of the Programs (Clinical Mental Health Counseling, Marriage and Family Counseling/Therapy, or School Counseling) will not be allowed to change programs (except under dire circumstances)**

## PROGRAM CURRICULUM ORGANIZATION

The School Counseling Master's Program involves a course of study that can lead to entry-level employment in a school setting as a school counselor. Therefore, in addition to the common core curricular experiences, all students in the program are required to demonstrate knowledge and skill in areas specific to school counseling.

**Outcomes.** School counselors are most effective when they fully understand their role, function, and professional identity within the schools they serve. This requires an acknowledgment of the socio-cultural, demographic, and lifestyle diversities relevant to those schools, and knowledge of effective and appropriate strategies for the enhancement of the learning of those varied and diverse clients who look to the school counselor for help in becoming successful at school.

School counseling requires knowledge of theories and techniques of needs assessment in order to be able to design, implement, and evaluate these programs and services, which include prevention, intervention, consultation, education, and outreach. In addition, the school counselor needs to understand the relationships between school counselors and other professionals working within a particular community in order to establish a base for client referrals, community resources, and client advocacy.

The curriculum in the School Counseling Program consists of four areas of coursework: Educational Foundations, Required Core Courses, Program Electives, and School Counseling Specialty Courses.

**Educational Foundations (9 semester credit hours):** The required courses in this area are COUN 601 Research and Program Evaluation in Counseling, COUN 646 Multicultural Counseling, and COUN 648 Individual & Family Development Across the Life-Span.

**Required Core Courses (21 semester credit hours):** includes COUN 600 Professional Orientation & Ethics, COUN 631 Introduction to School Counseling, COUN 643 Counseling: Theory & Philosophy, COUN 645 Tests & Appraisal in Counseling, COUN 647 Career Development & Counseling Across the Life-Span, COUN 651 Techniques of Counseling, and COUN 653 Group Counseling.

**Program Electives (3 semester credit hours):** Students are required to select one elective from the following: COUN 621 Counseling Youth at Risk, COUN 660 Counseling Children, and COUN 732 Addiction Counseling I: Theory & Assessment.

**School Counseling Specialty Courses (27 semester credit hours):** consists of specialty coursework including COUN 619 Traumatology, COUN 622 Introduction to Play Therapy, COUN 640 Counseling Adolescents, COUN 655 Marriage & Family Therapy: Theory & Techniques, COUN 659 Leadership, consultation and collaboration in school counseling, COUN 663 School Counseling Seminar, COUN 675 Practicum in Counseling, and COUN 685 Master's Internship. The sequencing of courses in the core courses ensures an orderly and meaningful progression from didactic knowledge of counseling through appropriate laboratory and

supervised counseling practice. The internship is the culminating post-practicum experience for the student, and is an actual on-the-job experience.

These four curriculum components have been designed to be consistent with overall program philosophy, requirements, and policies of the School, College, and University, as well as meeting national and state standards for counselor training programs and ultimate licensure as a School Counselor in the State of Ohio.

For more information about the Program curriculum, or descriptions of each course in the curriculum, please review the Graduate Bulletin at <http://www.uakron.edu/gradsch/>.

## **PROGRAM COURSE DISTRIBUTION (PCD) PLAN**

The Program Course Distribution (PCD) is an official university document used to monitor course requirements for each particular program. It is a listing of courses which must be completed before graduation, and it is submitted to the Graduate School early in each student's program of study. Once accepted by the Graduate School, the PCD will be used to check completion of degree requirements after a student submits his/her advancement to Candidacy form. The PCD for the School Counseling Program conforms to those courses outlined in the School Counseling Program Curriculum Organization section above.

Students must arrange a meeting with their faculty advisors **before** beginning coursework, or during their first semester of enrollment, to establish and sign a Program Course Distribution (PCD). The PCD outlines the student's program and when courses will tentatively be taken. It is not binding in that a student may change timing and optional courses. It does ensure that the student understands the requirements of the program and the sequence in which certain courses must be taken. The completion of a PCD, the signatures of advisor and advisee, and dating the PCD when completed, verifies the program requirements the student is expected to complete for graduation. The PCD, although not binding, does insure if program requirements change the student will be expected to only complete the course requirements outlined on the signed PCD. The complete School Counseling Program PCD is shown in Appendix A.

COUN 600 Professional Orientation & Ethics should be taken during a student's first or second term of enrollment. Some courses have prerequisites; check the Program Course Distribution Plan, or the Graduate School Bulletin to identify these courses. All required core counseling courses (COUN's) must be taken before enrollment in Practicum and the scheduling of the Master's Comprehensive Exam.

## **PROPOSED COURSE OF STUDY: FULL OR PART-TIME**

Students are encouraged to attend the University on a full-time basis in order to complete their studies in the most expeditious manner. There is a six-year time line for completion of the master's program. Financial aid is available through student loans, tuition scholarships, and graduate assistantships to help offset the cost of full-time attendance. For information on loans, see the Financial Aids Office. For information about forms of financial aid visit the Graduate

School's financial aid website at <http://www.uakron.edu/gradsch/financial-assistance/>, or the Office of Financial Aid website at <http://www.uakron.edu/finaid/>, or contact the Office of Financial Aid through [finaid@uakron.edu](mailto:finaid@uakron.edu) or 3390972-7032.

Students attending part-time need to give careful thought to the timing and sequencing of courses. This should be done in close consultation with their faculty advisor. It is especially important to note course prerequisites and the semesters when courses are traditionally offered. Typically, a full-time course load consists of 9 to 12 credits.

## **COURSE REGISTRATION**

Course registration at The University of Akron is performed on MyAkron: <http://www.uakron.edu/ssc/myakron-guide/>. Before course registration can occur, students must first obtain a UA Net ID and Password from the UA computer center (Bierce Library, basement level). Students may also receive a private UA email address at this time. Next, students can check the School of Counseling's schedule of classes and register each semester through MyAkron.

Throughout one's graduate career, important forms, dates, and graduate information can be found at the Graduate School website: <http://www.uakron.edu/gradsch/>. Students are also encouraged to obtain a UA ZIP Card from ZIP service center (Student Union, ground floor) as soon as possible after formal admission into the program. The Zip Card allows students to check out books from the library, make photocopies, order food on campus, etc.

## **REGISTRATION FOR CLOSED COURSES**

Certain clinical courses (Independent Studies, Field Experience, Group Counseling, Practicum, and Internship) do have closed registration policy for which School permission must be obtained. The School of Counseling Administrative Assistant should be contacted in order to register for closed courses or all other courses where 'departmental consent' is indicated. Permission from one's faculty advisor may be necessary before registration for closed courses is approved.

## **PRACTICUM, INTERNSHIP AND FIELD EXPERIENCE GUIDELINES**

### **Practicum**

School Counseling students must complete 5 semester credits of Practicum (COUN 675) in one semester. This course includes both direct and indirect counseling services. As part of their Practicum requirements, students must obtain **100** total work-related hours (including direct service hours and other work-related experiences per CACREP guidelines).

Of these 100 total work-related hours, students must accumulate at least **40** direct service hours. Direct service hours include face-to-face counseling with individuals or groups. Both individual and group counseling training experiences are required during Practicum. Indirect counseling experiences include, but may not be limited to, attending group and individual supervision and

any non-face-to-face contact with clients or others involved in each case. Students must sign up for practicum after completing coursework outlined on the practicum application, to insure they will be granted enrollment for the semester they desire.

When planning to register for practicum, students should maintain an awareness of required prerequisites. They are listed on the practicum application. All prerequisites must be completed prior to the start of practicum.

Completion of practicum requires a long-term commitment of time and effort. Students who work, or who have family/personal obligations outside of the University, will be asked to adjust their schedules accordingly in order to meet practicum hours/supervisory/academic requirements.

Although the academic requirements will vary slightly from semester to semester, practicum students must usually devote 12-14 hours/week to the experience. Both individual and group counseling training is required during Practicum. Students must also obtain professional liability insurance 1-2 months prior to beginning Practicum or after being notified that Practicum has been approved. Insurance can be obtained through the American Counseling Association (ACA) and is free with ACA student membership.

### **Practicum Registration**

Practicum is a **closed course**. Therefore, self-registration is not permitted. Students must be pre-approved by the program coordinator for candidacy. The department assistant will register you for the course after it has been authorized.

### **Practicum Placement**

Students are responsible for finding a school site for the practicum experience. If you are unable to locate a site, please schedule a meeting with your program faculty (see Appendix E)

### **Internship**

The objective of the required internship is to provide an extensive on-the-job supervised experience for the integration and application of knowledge and skills that the master's student has gained in didactic coursework. The internship is a post-practicum, on-the-job experience conducted in a setting as similar as possible to that in which a student will subsequently seek employment.

Internship placement is dependent on successful completion of Practicum. Internship cannot begin until Practicum has been passed. Each master's level School Counseling Intern must be supervised by an Ohio licensed school counselor with at least two years of experience.

In order to meet Program requirements, students must enroll for 3 semester hours of Internship (COUN 685) for at least two consecutive semesters. The Internship may extend outside of the semester time period to be more in line with the school calendar. Before applying for internship,

students must meet with the School Counseling Internship Coordinator to review potential placements.

As part of Internship requirements, students must obtain 600 total clock hours (over two semesters excluding summer). Of the 600 total clock hours, students must accrue a minimum of 240 direct face-to-face client hours, and a minimum of 360 indirect hours.

**Students who do not fulfill their 600-hour requirement at the end of these two consecutive semesters must enroll for an additional 3 credit hours of Internship (COUN 685) for each semester until the 600-hour requirement is completed.** A “School Counseling Master’s Internship Handbook” is available from the School Counseling Program that specifically addresses the internship process.

### **Out of State (non-Ohio) Internship Placement**

In the event that a student wishes to meet their internship requirements with an out-of-state placement, the following considerations should be noted. A meeting must be scheduled with the Internship Coordinator to provide a rationale for the out-of-state placement. If the Internship Coordinator approves the out-of-state placement, the student will be responsible for independently seeking an appropriate site. An appropriate site is defined as one that can provide a minimum of two consecutive semesters of internship placement, can provide an adequate number of direct and indirect hours for completion of the internship requirement, and can provide an appropriately licensed professional with experience in supervision to supervise the student. An appropriately licensed professional is one who holds a minimum of a master’s degree in school counseling (for master’s-level interns), and has an active license in school counseling in the state where the internship will take place. Master’s-level interns will not be permitted to seek an out of state placement at a private practice setting. Because of different state laws and regulations, out of state placement is strongly discouraged.

When a student finds an appropriate site, the Internship Coordinator should be contacted so that an introduction letter confirming the student’s academic status and internship needs can be sent to the site. Students who are planning to complete their internship out-of-state should be prepared to visit the site and meet with site personnel. Once a student has been accepted at a site, a letter on site letterhead must be sent to the Internship Coordinator confirming the acceptance of the student, the proposed beginning and ending dates for the internship, and the supervisor’s name and professional license number. In addition, the supervisor should send their resume and a brief explanation of their supervisory experience. To be considered as meeting supervisor status, an individual must have been licensed for at least two years and have acceptable supervisory experience.

**Internship Requirements for Out of State Placements:** Interns who are meeting internship requirements at out-of-state sites will be required to complete the same program documentation requirements as students who are placed locally. These requirements include completing a Memorandum of Agreement, Internship Plan, Community Scan, School Site Report, Ethical Analysis Paper, end of semester evaluations, and submission of bi-weekly contact hour logs. Out of state interns will be expected to complete a minimum of 600 hours at their internship

placement. Of these 600 hours, a minimum of 240 hours of direct client contact must be documented. Direct client contact hours must include both individual and group counseling, classroom guidance, and consultation.

**Supervision Requirements for Out of State Placements:** Out-of-state students will also be required to meet additional supervision requirements since they will not be attending departmental group supervision sessions at The University of Akron. In this regard, out-of-state interns must receive a minimum of 2 hours of individual supervision weekly (as opposed to 1 hour of weekly individual supervision for students doing a local internship). Out of state interns must also verify a minimum of 10 hours of attendance at workshops, seminars, or presentations that involve professional counseling issues. Finally, students who want to participate in out-of-state internship experiences must sign a waiver stating that they understand they may jeopardize their ability to become licensed in the State of Ohio as a school counselor. The School of Counseling cannot guarantee that the Ohio Department of Education will approve out of state internship placements as meeting the State licensure requirements. Students may be encouraged to take the internship class from a CACREP-accredited school counseling program in that state.

## **COMPREHENSIVE EXAMINATION**

All School Counseling students are required to pass a comprehensive examination towards the end of the program in order to graduate with the master's degree. The comprehensive examination helps students solidify didactic knowledge. The School Counseling Program employs the Counselor Preparation Comprehensive Examination (CPCE) for this purpose.

A pass score on the CPCE exam will vary by exam. Students will be responsible for registering the CPCE exam through Pearson and paying the exam fee (\$150.00 as of June 1, 2021).

According to the authors "the CPCE is utilized by over 210 universities and colleges; the CPCE is designed to assess counseling students' knowledge of counseling information viewed as important by counselor preparation programs"(www.cce-global.org). Students may visit the following website for more detailed information about the purpose, goals, and structure of the CPCE <http://www.cce-global.org/Org/CPCE>.

The examination will be offered to all program students once each semester on The University of Akron's main campus or Pearson-Vue. The examination is typically offering during October (fall semester), March (spring semester) and July (summer semester). Students should register with the School of Counseling toward the beginning of the semester in which they intend to take the exam. Students should take the examination no later than the semester they are enrolled in practicum.

### **Comprehensive Examination Grading Policy**

Students may complete the comprehensive examination a total of three times.

Students who fail the examination the first time will be permitted to re-take the complete written examination one time the following semester. Students are strongly encouraged to meet with their faculty advisor, in order to review their test results and strengths/weaknesses, before re-taking the examination.

Students who fail the written examination (CPCE) two times may petition the program faculty to complete the examination in a different format to be determined by the program faculty for **the third and final time**, scheduled the following semester by program faculty and the student. Any student who fails the examination **three times**, including the alternately formatted examination one time, will be dismissed from the School Counseling Program.

### **Comprehensive Examination Study Materials**

According to the authors “there is no official study guide for the CPCE. Since the CPCE and the National Counselor Examination (NCE) are based on the same eight knowledge areas, any study materials developed for the NCE should be useful for the CPCE”. Students may visit the following website for more information about the NCE ([www.nbcc.org](http://www.nbcc.org)). Although different questions are used for each administration of the examination, the following **eight core content areas are always covered on the NCE and therefore the CPCE:**

1. Human Growth and Development across the Lifespan
2. Social and Cultural Foundations/Multicultural Counseling
3. Helping Relationships/Introductory Counseling Theory and Techniques
4. Group Counseling
5. Career and Counseling/Development
6. Tests and Appraisal
7. Research and Program Evaluation
8. Professional Orientation & Ethics

In particular, **it is recommended that information from the following School of Counseling coursework be used to study for the CPCE:**

Professional Orientation & Ethics (COUN 600)  
Counseling: Theory & Philosophy (COUN 643)  
Tests & Appraisal in Counseling (COUN 645)  
Multicultural Counseling (COUN 646)  
Career Development & Counseling Across the Life-Span (COUN 647)  
Individual & Family Development Across the Life-Span (COUN 648)  
Techniques of Counseling (COUN 651)  
Group Counseling (COUN 653)  
Research and Program Evaluation in Counseling (COUN 601)

In addition to course-related information (lectures, notes, textbooks, etc.), **CPCE/NCE study materials are also available for School of Counseling degree-seeking students in the Chima Family Center second floor (Clinic) Library. Please see Clinic administrative or office staff for specifics.** Students are welcome to borrow these study materials.

In addition, students may purchase study materials focused on the CPCE or NCE. Students are referred to the following resource for more information about NCE study guides:

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

Additional study aids may be found at the following websites:

[www.howardrosenthal.com](http://www.howardrosenthal.com)

[www.counselorprep.com](http://www.counselorprep.com)

<http://www.ncereview.com>

<http://counselingexam.com/nce/resource/helwig.html>

## **STUDENT REVIEW AND RETENTION**

In keeping with the philosophy and objectives of the School Counseling Program, formative and summative student and Program data will be evaluated by Program faculty to ensure quality control and positive student/Program development over time.

### **Methods for Evaluating Students (completed by Program faculty each Spring semester)**

The student annual review occurs each Spring semester, inclusive of data from the prior calendar year (i.e., January to December). The prior Spring, Summer and Fall semester data are considered.

Each student is reviewed in all areas below to ensure they maintain appropriate academic achievement (e.g., GPA), individual course grades, overall degree progress, achievement on program-specific and core key performance indicators, as well as professional dispositions (i.e., professional/ethical, interpersonal behaviors and a growth mindset).

Students must meet all review criteria below. The student retention criteria section outlines the process of student remediation if one or more criteria are not met.

- Maintains a minimum 3.0 GPA or higher for overall graduate coursework.

Minimum continuous GPA of 3.0 or higher on a 4.0 grading scale as required by the Graduate School.

- Receives a minimum grade of B- for all individual graduate courses.

No more than six credits of C grades are permitted per Graduate School rules.

Note that D and F grades are considered failing and must be repeated per Graduate School rules. Six or more credits of D and/or F grades will result in mandatory dismissal from the program.

- Making progress within the 6-year graduation timeline.

Maximum six years allowed for completion of all degree requirements per Graduate School rules.

- Achieves all program-specific and core key performance indicators outlined toward the beginning of the student handbook.

Key performance indicators are evaluated throughout the program in specific courses through grades on specific assignments, examinations, or supervisor ratings.

- Has no identified professional and ethical concerns.
- Has no identified interpersonal and behavioral concerns.

Both professional/ethical concerns and interpersonal/behavioral concerns are assessed in at different points in the program:

During COUN 651 Techniques of Counseling class, through an instructor fitness evaluation submitted for each student.

During COUN 653 Group Counseling, through an instructor fitness evaluation submitted for each student.

During COUN 675 Practicum, through an instructor fitness evaluation submitted for each student.

In addition, professional dispositions are evaluated each semester during any other program course through an instructor concern notice when needed (i.e., if fitness concerns are identified outside COUN 651, 653, 675) and in COUN 685 Internship using a supervisor rating form with dispositional skills areas.

- Receives a passing score on the comprehensive examination.

The Counselor Preparation Comprehensive Examination (CPCE) is offered every semester. A passing score on the examination, or an alternative version after two failed CPCE scores, must be achieved. Examination policies and procedures are outlined in the student handbook.

### **STUDENT RETENTION CRITERIA**

The following minimum criteria must be met for student retention after each Program review:

1. Not maintaining a minimum 3.0 GPA or higher for overall graduate coursework:

- A. First semester – Student will be placed on academic probation. Faculty Advisor will communicate GPA to student. Faculty Advisor and student will schedule a meeting to discuss strategies to enhance GPA.
  - B. Second semester - Student will remain on academic probation for second semester. Student must meet with Program faculty to discuss academic issues and generate remediation plan.
  - C. Third semester – Student may be subject to dismissal from program.
2. Not receiving a minimum grade of B- for all individual graduate courses:
    - A. First course - Faculty Advisor will communicate with student to discuss academic and other issues impacting GPA.
    - B. Second course - Faculty Advisor will communicate with student to discuss academic and other issues. Student will develop a remediation plan to address issues impacting academic success.
    - C. Third course – Student may be subject to dismissal from program.
3. Evidence of insufficient progress indicating a potential inability to complete degree requirements in six years:
    - A. Faculty Advisor will discuss timeline with student, options for Program completion, and option of Graduate School extension related to extenuating circumstances.
    - B. Graduate School will notify student in writing 1-2 semesters before six-year timeline shall expire, with options for extension or dismissal.
4. Not achieving program-specific and/or core key performance indicators (outlined in the student handbook).
    - A. First key performance indicator not achieved - Faculty Advisor will communicate with student to discuss academic and other issues impacting success.
    - B. Second key performance indicator not achieved - Faculty Advisor will communicate with student to discuss academic and other issues impacting success. Student will develop an informal strength-based plan to address issues.
    - C. Third key performance indicator not achieved - Faculty Advisor will communicate with student to discuss academic and other issues impacting success. Student will be placed on informal probation. A written remediation plan will be developed to address academic limitations and potential consequences for not achieving future key performance indicators (e.g., GPA, individual course grades, comprehensive examination risks).

D. Forth key performance indicator not achieved – A full program-level faculty review will occur, including all other student retention criteria, and dismissal will be considered.

5. Identified professional/ethical or interpersonal/behavioral concerns (including professional disposition concerns from COUN 651, COUN 653, COUN 675 or other course instructor concern notices.

A. First issue identified - Faculty Advisor and/or course instructor will communicate with student to discuss concerns. If issues are not resolved a proactive remediation plan will be developed.

B. Second issue identified - Faculty Advisor and Program Coordinator will communicate with student to discuss concerns. A written remediation plan will be developed indicating a timeline for resolution of concerns and dismissal criteria.

C. Third issue identified - A program-wide faculty meeting will occur to discuss the concerns. Student may be subject to dismissal from Program.

6. Not receiving a passing score on the comprehensive examination (CPCE)

A. First non-passing score - Student must re-take the complete written examination one time the following semester. The same examination taken the first time must be re-taken during the second attempt.

B. Second non-passing score - Student may petition the Program faculty to complete the examination in an alternate format to be determined by the Program faculty, scheduled the following semester by Program faculty and student.

C. Third non-passing score (including the alternate format) - Student will be dismissed from the program.

7. Not demonstrating of at least '3' (competent) or better in all relevant Practicum performance evaluation areas:

A. Practicum Instructor will meet with student to discuss competency issues impacting clinical work. Practicum Instructor and student will draft formal remediation plan. Practicum Instructor will consult with Faculty Advisor to discuss recommendation regarding continuation of clinical work (i.e., receiving In Progress in Practicum) and remediation plan.

B. Lack of successful completion of remediation plan - Student must meet with program faculty to discuss competency issues. Student will be placed on academic probation and will not be approved for registration for additional clinical courses until remediation plan is achieved. Student will be reviewed for possible dismissal from Program.

C. Lack of successful completion of remediation plan - Student may be subject to dismissal from Program.

8. Not demonstrating of at least '3' (competent) or better on all relevant Internship performance evaluation areas:

A. Internship Instructor will meet with off-site supervisor and student to discuss competency issues impacting clinical work. Internship Instructor and student will draft formal remediation plan. Internship Instructor will discuss with off-site supervisor recommendation regarding continuation of clinical work (i.e., receiving In Progress in Practicum) and remediation plan.

B. Lack of successful completion of remediation plan - Student must meet with Program faculty to discuss competency issues. Student will be placed on academic probation and will not be approved for registration for additional clinical courses until remediation plan is achieved. Student will be reviewed for possible dismissal from Program.

C. Lack of successful completion of remediation plan - Student may be subject to dismissal from program.

### **Program Evaluation Process (completed by program faculty each Spring semester)**

The program annual review occurs every Spring semester, inclusive of data from the prior calendar year (January to December). The prior Spring, Summer and Fall semester data are considered. All the following areas related to program success (e.g., learner outcomes) and stakeholder feedback is considered. In addition, the coordinator sends out the overall school counseling program evaluation . All information is used to assess, analyze, and determine program objectives.

- Current student exit/completer survey results.
- Program graduate/alumni survey results.
- Program supervisors and employers survey results.
- Semester-by-semester outcomes on program-specific and core key performance indicators.
- Comprehensive Preparation Comprehensive Examination (CPCE) result patterns.
- Program-wide professional disposition evaluations in COUN 651, 653, and 675 along with other instructor fitness concern notices if applicable, taking student patterns into account.

### **STUDENT GRIEVANCE PROCEDURES**

The School Counseling Program complies with grievance procedures approved by the College of Health and Human Sciences, Graduate School, and University. School Counseling students have certain rights and responsibilities as stated in the University of Akron Bylaws (3359-42-01-C2, 3359-11-13, and 3359-41-01) and in the Student Code of Conduct. If a student believes that he or she has valid grounds for appealing a faculty/Program/School decision, or has an academic-related complaint, the student must first attempt to resolve the issue at the lowest level possible. Student must follow the procedures below in order when a grievance is sought:

1. Speak directly with the person (i.e., faculty member) most directly involved; then
2. Speak with one's faculty advisor; then
3. Speak with the School Counseling Program Coordinator; then
4. Contact the School of Counseling Director - the student should appeal, in writing, to the School of Counseling Director for resolution of an academic issue; then
5. Contact the College of Health and Human Sciences Dean's Office - the student must appeal, in writing, to the Dean for resolution

For more detailed information about student appeals or complaint procedures, please contact the College of Health and Human Sciences, or read the 'Grievance Procedures for Graduate Students' section of the Graduate Bulletin.

## **GRADUATION APPLICATION PROCEDURES**

All students must complete a Graduation Application before graduation is possible. This form must be submitted to the Graduate School prior to the due date, which is dependent upon the semester a student intends to graduate. Students are responsible to awareness of Graduation Application due dates, and online submission of the application.

It is strongly recommended that this form be submitted during the very beginning of first Internship semester.

The Graduation Application form must be submitted **before very strict due dates set by the Graduate School**. Graduate Application forms can be found online through MyAkron.

Contact the Graduate School for questions (330-972-7663). Students are responsible for registering with the Graduation Office and paying a graduation fee at the time of submission of the online Graduation Application form.

## **GRADUATION REQUIREMENTS**

In order to graduate with a master's degree in School Counseling, the following minimal requirements must be satisfied:

1. Completion all coursework in the School Counseling Program with a GPA of 3.0 or better within six years from the date of admission.
2. Successful passage of the comprehensive examination (CPCE).
3. Adherence to the School of Counseling Statement of Expectations throughout the Program.
4. Completion graduation application.
5. Completion of Graduate Exit Survey

## **PROGRAM CODE OF ETHICS**

The School Program, its faculty, and its students adhere to the University Code of Conduct, State of Ohio licensure laws and regulations, the American Counseling Association's Code of Ethics, and the American School Counselor Association Ethical Standards. The program has a professional responsibility to ensure that all students display ethical, professional, and personal behaviors that comply with these guidelines.

## **SCHOOL OF COUNSELING STATEMENT OF EXPECTATIONS**

Programs in the School of Counseling are charged with the dual task of nurturing the development of counselors-in-training and ensuring the quality of client care. In order to fulfill these dual responsibilities, faculty must evaluate students based on their academic, professional, and personal qualities. A student's progress in the program may be interrupted for failure to comply with academic standards or if a student's interpersonal or emotional status interferes with being able to provide effective or ethical services to clients. For example, in order to ensure proper training and client care, a counselor-in-training must abide by relevant ethical codes and demonstrate professional knowledge, technical and interpersonal skills, a professional attitude, and moral character. These factors are evaluated based on one's academic performance and one's ability to convey warmth, genuineness, respect, and empathy in interactions with clients, classmates, staff, and faculty. Students should also demonstrate the ability to accept and integrate feedback, gain awareness of their impact on others, accept personal responsibility, and show effective and appropriate expression of emotions.

For further information about The University of Akron's policies regarding student ethics and conduct, please consult <http://www.uakron.edu/sja/> (Student Code of Conduct). Any student who feels that he/she may need accommodations due to the impact of a disability, please consult <http://www.uakron.edu/access/> or the Office of Accessibility at 330-972-7928.

## **POTENTIAL JOB SETTINGS FOR GRADUATES OF THE SCHOOL COUNSELING PROGRAM**

Public elementary schools  
Public secondary schools  
Parochial middle schools  
Parochial secondary schools

Public middle or junior high schools  
Parochial elementary schools  
E Schools

## **GENERAL INFORMATION AND DEFINITIONS**

### Definitions

Accreditation: A system for recognizing educational institutions and professional programs affiliated with those institutions for a level of quality performance and integrity based on review

against a specific set of published criteria or standards. In the United States, accreditation represents a unique process of voluntary, nongovernmental review of educational institutions and professional preparation programs that has been historically described as a self-regulating peer review process.

Advocacy: Action taken on behalf of clients and/or the counseling profession to support appropriate policies and standards for the counseling profession and promote individual human worth, dignity, and potential and to oppose or work to change policies and procedures, systemic barriers, long-standing traditions, or preconceived notions that stifle human development.

Assessment: The gathering and analysis of data used in evaluations and decision making.

Common Core Coursework: Eight areas of curricular experiences required by CACREP to prepare all counselors. The eight areas include: (1) Professional Identity and Ethics, (2) Social and Cultural Diversity, (3) Human Growth and Development, (4) Career Development, (5) Helping Relationships, (6) Group Work, (7) Assessment, and (8) Research and Program Evaluation. The common core areas represent knowledge areas that are fundamental to the counseling profession.

New Student Orientation: During the Fall and Spring semesters a new student orientation is held to acquaint new students with the faculty and the School Counseling Program. The New Student Orientation Program provides an opportunity for students to meet with their faculty advisors and to begin planning their program coursework.

Professional Liability Insurance: Insurance coverage is necessary for both the client and counselor trainee's protection. Students must verify appropriate insurance coverage before being permitted to enroll in Practicum or Internship. Currently, one of the best ways for students to get such insurance is to join OSCA, ASCA or ACA as a student member and obtain liability insurance through ACA or ASCA for a nominal cost.

Licensure and/or Certification: Students who graduate from the School Counseling Program are eligible to sit for the exam for school counselors. A passing score (220) is required for school counseling licensure in Ohio.

Professional Organizations: Students in the School Counseling master's degree program, as part of their professional responsibility, should consider membership in one or more of the following organizations:

Chi Sigma Iota is an international counseling honorary society. Students with at least a 3.5 grade point average in their counseling coursework are invited to join. Initiation is held during Fall semester. This organization provides an opportunity to get to know other helping professionals in the community and develop leadership and service skills through activities sponsored by the organization. The Alpha Upsilon chapter has received numerous national awards. Students are encouraged to visit the organization's website at <http://www.uakron.edu/education/academic-programs/counseling/organizations.dot>.

American School Counselor Association (ASCA) is the national organization representing School Counselors. With a membership of over 12,000 School counselors, it focuses on providing professional development, enhancing school counseling programs, and researching effective school practices. ASCA publishes a peer-reviewed journal and a magazine five times annually. There is a special rate for student memberships. See <https://www.schoolcounselor.org/>.

Ohio School Counselor Association (OSCA) is the state-level school counseling organization in Ohio. Student membership rates are available. See <https://www.ohioschoolcounselor.org/>

American Counseling Association (ACA) is a professional organization that provides its members with leadership training, continuing education, and professional development opportunities. This organization offers a selection of divisions and organizational affiliates to serve a wide range of professional needs and interests. Also, a number of professional periodicals accompany membership. Students receive a special membership rate. See [www.counseling.org](http://www.counseling.org).

Ohio Counseling Association (OCA) is the state-level counseling organization in Ohio. There are a number of area chapters plus state level division associations. Student membership rates are available. See <http://www.ohiocounseling.org/>.

The Clinic for Individual and Family Counseling: The Clinic is College of Health and Human Sciences center serving as a training and community mental health facility that serves some of the clinical practice requirements of master's and doctoral-level students. The Clinic functions as a mental health provider for the Greater Akron area and offers services that include individual, couples, family, and group counseling. Students are encouraged to visit the Clinic's website at <http://www.uakron.edu/cifc/index.dot>.

Core (Primary) Program Faculty Member: A full-time program faculty member whose appointment is to the School Counseling Program and who advises program students and makes program-related decisions.

Endorsements and/or Recommendations: Student requests for endorsements should be directed to the appropriate individual faculty, such as the faculty advisor or clinical supervisor. Decisions about the appropriateness of an endorsement for professional licensure and/or employment will be based in part on the student's areas of specialization, training, and/or coursework completed. These requests will be considered on an individual basis related to the specific endorsement being sought and the qualifications of the student. Students will not be given letters of reference for employment outside their area(s) of demonstrated competence.

Licensure: The process by which a state agency or government grants permission to an individual to engage in a given profession and to use the designated title of that profession after the applicant has attained the minimal degree of competency necessary to ensure that the public health, safety, and welfare are reasonably well protected. Students who graduate from the

School Counseling Program are eligible for the Ohio school counselor license after passing the Ohio Assessments for Educators (OAE) School Counselor Examination.

Program: A structured sequence of curricular and field experiences for which accreditation is sought. In the context of these standards, “programs” are housed within an “academic unit.” The School of Counseling offers master’s degree programs in School Counseling, Clinical Mental Health Counseling and Marriage and Family Therapy.

## Appendix A

### Master's Degree of Arts in Education (School Counseling) Program #0560-03

#### College of Health and Human Sciences Program Course Distribution (PCD)

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

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

\_\_\_\_\_ Phone #: \_\_\_\_\_

#### Advising Checklist:

- Plan courses to be taken semester-by-semester (*first semester of course work*)
- Apply to have any transfer credits transferred, if applicable
- Comprehensive Examination process explained
- Student review/evaluation process, retention guidelines, and graduation requirements explained
- Program Student Handbook received/reviewed
- Sign up for Pearson-School Counseling Exam (*Ohio Department of Education*)

**STUDENT: I HAVE READ THE ABOVE ADVISING CHECK-LIST. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MEET THE STATED DEADLINES. I UNDERSTAND THAT FAILURE TO MEET THE DEADLINES MAY DELAY GRADUATION.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>EDUCATIONAL FOUNDATIONS (9)</b>
COUN 601 (3) Research and Program Evaluation in Counseling
COUN 646 (3) Multicultural Counseling
COUN 648 (3) Individual & Family Development Across the Life-Span

<b>REQUIRED CORE COURSES (21)</b>
COUN 600 (2) Professional Orientation & Ethics (Taken 1st or 2nd Semester)
COUN 631 (3) Introduction to School Counseling
COUN 643 (3) Counseling Theory & Philosophy
COUN 645 (3) Tests & Appraisal in Counseling (Prerequisite COUN 601)
COUN 647 (3) Career Development & Counseling Across the Life-Span
COUN 651 (3) Techniques of Counseling
COUN 653 (4) Group Counseling (Prerequisites 651)

<b>SCHOOL COUNSELING SPECIALTY COURSES (27)</b>
COUN 619 (1) Traumatology
COUN 622 (3) Introduction to Play Therapy
COUN 640 (3) Counseling Adolescents
COUN 655 (3) Marriage & Family Therapy: Theory & Techniques
COUN 659 (3) Leadership and consultation in school counseling
COUN 663 (3) School Counseling Seminar
COUN 675 (5) Practicum (Prerequisites 600, 601, 631, 643, 645, 646, 647, 648, 651, 653, 640)
COUN 685 (6) Internship (Must be enrolled for at least two consecutive semesters)

<b>PROGRAM ELECTIVES (3)</b>
Select one of the following:
COUN 621 (3) Counseling Youth at Risk
COUN 660 (3) Counseling Children
COUN 732 (3) Addiction Counseling I: Theory & Assessment

<b>Total Program</b>	<b>60</b>
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**Deadline for completion and conferral is the end of \_\_\_\_\_**

**\*ANY SUBSTITUTION IN COURSEWORK MUST BE APPROVED BY THE ADVISOR IN WRITING.**

## Appendix B

### Sample Course Sequence

#### *Sample Planned (Course) Sequence—Part-Time*

##### **First semester**

COUN 631 (3 credits) Introduction to School Counseling (offered Fall only)  
COUN 640 (3 credits) Counseling Adolescents (offered Fall only)  
COUN 643 (3 credits) Counseling: Theory & Philosophy

##### **Second semester**

COUN 600 (2 credits) Professional Orientation & Ethics  
COUN 601 (3 credits) Research and Program Evaluation in Counseling  
COUN 651 (3 credits) Techniques of Counseling

##### **Third semester**

COUN 645 (3 credits) Test & Appraisal in Counseling (prerequisite COUN 601)  
COUN 647 (3 credits) Career Development & Counseling Across the Life-Span  
COUN 648 (3 credits) Individual & Family Development Across the Life-Span

##### **Fourth semester**

COUN 646 (3 credits) Multicultural Counseling  
COUN 653 (4 credits) Group Counseling (prerequisite COUN 651)  
COUN 659 (3 credits) Leadership and consultation in school counseling (offered Spring only)

##### **Fifth semester**

COUN 655 (3 credits) Marriage & Family Therapy: Theory & Techniques (offered Fall only)  
COUN 663 (3 credits) School Counseling Seminar (offered Spring only) (prerequisite COUN 631)

##### **Fifth semester**

COUN 675 (5 credits) Practicum School Counseling  
\*Program Elective (3 credits)

##### **Sixth semester**

COUN 685 (3 credits) Internship 1 (prerequisite COUN 675)  
COUN 622 (3 credits) Introduction to Play Therapy

##### **Seventh semester**

COUN 685 (3 credits) Internship 2  
COUN 619 (1 credit) Traumatology (offered Spring only)

### *Sample Planned (Course) Sequence—Full-Time*

#### **First semester**

COUN 600 (2 credits) Professional Orientation & Ethics (taken 1<sup>st</sup> or second semester)  
COUN 631 (3 credits) Introduction to School Counseling  
COUN 640 (3 credits) Counseling Adolescents (offered Fall only)  
COUN 643 (3 credits) Counseling: Theory & Philosophy

#### **Second semester**

COUN 601 (3 credits) Research and Program Evaluation in Counseling  
COUN 647 (3 credits) Career Development & Counseling Across the Life-Span  
COUN 651 (3 credits) Techniques of Counseling  
COUN 622 (3 credits) Introduction to Play Therapy

#### **Third semester**

COUN 645 (3 credits) Test & Appraisal in Counseling (prerequisite COUN 601)  
COUN 646 (3 credits) Multicultural Counseling  
COUN 648 (3 credits) Individual & Family Development Across the Life-Span  
COUN 653 (4 credits) Group Counseling (prerequisite COUN 651)

#### **Fourth semester**

COUN 675 (5 credits) Practicum School Counseling  
COUN 663 (3 credits) School Counseling Seminar (offered Spring only)  
COUN 619 (1 credit) Traumatology (offered Spring only)

#### **Fifth semester**

COUN 685 (3 credits) Internship 1 (prerequisite COUN 675)  
COUN 655 (3 credits) Marriage & Family Therapy: Theory & Techniques (offered Fall only)  
\*Program Elective (3 credits)

#### **Sixth semester**

COUN 685 (3 credits) Internship 2  
COUN 659 (3 credits) Leadership, consultation, and collaboration in school counseling (offered Spring only)

## Appendix C

### School Counseling Program Schedule of Courses

The following reflects typical semesters that program-related classes are offered. However, due to university minimum enrollment requirements and other guidelines (e.g., accreditation standards), on occasion course offerings may vary. Please contact the School Administrative Assistant for questions.

<b>Course Number/Name</b>	<b>Semester(s) offered</b>
COUN 600 Professional Orientation & Ethics	Fall, Spring
COUN 621 Counseling Youth At-Risk	Spring
COUN 619 Traumatology	Spring
COUN 646 Multicultural Counseling	Fall, Spring, (some Summers)
COUN 655 Marriage & Family Therapy: Theory & Techniques	Fall
COUN 631 Introduction to School Counseling	Fall
COUN 732 Addiction Counseling I: Theory & Assessment	Spring
COUN 643 Counseling: Theory & Philosophy	Fall, Spring
COUN 645 Tests & Appraisal in Counseling	Fall, Spring, (some Summers)
COUN 647 Career Development & Counseling Across the Life-Span	Fall, Spring, (some Summers)
COUN 648 Individual & Family Development Across the Life-Span	Fall, Spring, (some Summers)
COUN 651 Techniques of Counseling	Fall, Spring
COUN 653 Group Counseling	Fall, Spring, Summer
COUN 659 Leadership and consultation in school counseling	Spring
COUN 675 Practicum	Fall, Spring
COUN 685 Internship	Fall, Spring
COUN 663 School Counseling Seminar	Spring
COUN 640 Counseling Adolescents	Fall
COUN 622 Play Therapy	TBA
COUN 660 Counseling Children	Spring
COUN 601 Research and Program Evaluation in Counseling	Fall, Spring, Summer

## Appendix D

### School of Counseling Admission Screening Form

Applicant's Name:

Faculty/Interviewer's Name:

Interview Type:      Face-to-Face              Video              Phone              Date:

Based on written information in the application file, and a personal interview, rate the applicant on each area below:

Criteria	0 = Unacceptable	1 = Acceptable	2 = Exceptional	Rating
<b>Relevance of career goals:</b>				
Current understanding of profession.	Insufficient understanding of the profession	Sufficient understanding of the profession	In-depth understanding of the profession	
Fit of profession with post-graduation goals.	Irrelevant career goals	Relevant career goals	Relevant and rational career goals	
<b>Undergraduate grade point average:</b>				
GPA 2.75 or above for full admission.	GPA below 2.75	GPA 2.75	GPA above 2.75	
GPA 2.5-2.74 for provisional admission.	GPA below 2.5	GAP 2.5-2.6	GPA 2.61-2.74	
<b>Graduate grade point average (if applicable):</b>				
GPA 3.0 or above (if applicable).	GPA below 3.0	GPA 3.0	GPA above 3.0	
<b>External feedback (letters of reference):</b>				
Potential to succeed in graduate program.	Not recommended	Recommended	Highly recommended	
Prior professional and/or academic success.	Not established	Established	Highly established	
Ability to manage chief liabilities and/or weaknesses.	Not established	Established	Highly established	
<b>Written communication ability:</b>				
Communicates ideas effectively.	Fails to communicate ideas in writing	Adequately communicates ideas in writing	Effectively communicates ideas in writing	
Demonstrates organization of thought.	Fails to demonstrate organization of thought in writing	Demonstrates adequate organization of thought in writing	Demonstrates exceptional organization of thought in writing	

Shows grammatical correctness when writing.	Fails to show grammatical correctness in writing	Demonstrates adequate grammatical correctness in writing	Demonstrates exceptional grammatical correctness in writing	
<b>Potential success in forming effective counseling relationships:</b>				
Displays poise, genuineness, empathy, and interpersonal skills.	Fails to demonstrate poise, genuineness, empathy, and interpersonal skills during a personal interview	Demonstrates poise, genuineness, empathy, and interpersonal skills during a personal interview	Demonstrates exceptional poise, genuineness, empathy, and interpersonal skills during a personal interview	
<b>Respect for cultural differences:</b>				
Shows an understanding and appreciation of diverse and marginalized populations.	Fails to demonstrate an understanding and appreciation of diverse and marginalized populations during a personal interview	Demonstrates an understanding and appreciation of diverse and marginalized populations during a personal interview	Demonstrates in-depth understanding and appreciation of diverse and marginalized populations during a personal interview	
Shows beginning understanding of psychosocial challenges faced by diverse populations.	Fails to demonstrate beginning understanding of psychosocial challenges faced by diverse populations during a personal interview	Demonstrates beginning understanding of psychosocial challenges faced by diverse populations during a personal interview	Demonstrates in-depth understanding of psychosocial challenges faced by diverse populations during a personal interview	

**Candidate strengths or areas of uniqueness:**

**Candidate areas for improvement:**

**Admission decision:**            Full            Provisional            Denied

**If admitted list Faculty Advisor:**

**Student expects to attend:**    Full-time            Part-time

**Faculty Signature:**

## Appendix E



The University of Akron  
**College of Health and Human Sciences**  
 School of Counseling

### Practicum Memorandum of Agreement

#### SCHOOL COUNSELING PROGRAM PRACTICUM

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_ by and between \_\_\_\_\_ (hereinafter referred to as the School) and agreement will be effective for a period from \_\_\_\_\_ to \_\_\_\_\_ Student Intern \_\_\_\_\_.

This Memorandum of Agreement serves as a supervision contract between host school/supervisor, practicum course instructor and student.

#### *Student Information*

Trainee's Name:	Student ID:
Trainee's Degree Program: School Counseling Master's Program	Semester/Year:
Phone Number:	Email Address:

#### *University Course Instructor Information*

Course Instructor's Name:	Course Number (related to training experience): COUN 675 Practicum
Course Instructor's Phone Number:	Course Instructor's Email Address:

#### *Site Host/Supervisor Information*

Site Host/Supervisor's Name and License #:	Name of Site (school name):
--	-----------------------------

Site Supervisor's Phone Number:		Site Supervisor's Email Address:	
Site Supervisor's Full Mailing Address			

***Direct Client Service Responsibilities (scope of practice approved by site host/supervisor and instructor)***

Types of Duties/Modalities Provided:	
--	--

**ROLES AND RESPONSIBILITIES**

- Training shall take place only during the dates specified below.
- A new Memorandum of Agreement shall be completed for each training site/supervisor.
- Memorandum of Agreement must be signed by site host/supervisor and student before training experience (e.g., clinical work) begins.

Dates of Training Experience	From (M/D/Y):		To (M/D/Y):	
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**The UNIVERSITY COURSE INSTRUCTOR shall be responsible for the following:**

1. Selecting a student who has successfully completed all the prerequisite courses for practicum
2. Designating a qualified faculty member as the Practicum Supervisor who will work with the school district in coordinating the practicum experience.
3. Notifying the student that he/she must adhere to the administrative policies, rules, standards, schedules, and practices of the school.
4. Informing the student that he/she must have adequate liability insurance.
5. Monitoring all academic and course requirements as outlined in the syllabus
6. Monitoring duties of students ensuring that they are operating within the scope of practice and the ASCA/ACA code of ethics.
7. Assigning a course grade
8. Contacting the school site supervisor once each semester either face to face or by phone
9. Monitoring of student performance during practicum, verifying direct service contact hours, and score of practice.
10. Adhering to ASCA/ACA ethical codes

**The SCHOOL/TRAINING SITE shall be responsible for the following:**

1. Interviewing candidates and determining appropriate fit for school site
2. Providing the Intern with an overall orientation to the school's specific services necessarily for the implementation of the Practicum experience.
3. Designating a qualified and appropriate licensed professional (certified or licensed school counselor as site supervisor). The Site Supervisor will be responsible, with the approval of the administration, for providing opportunities for the Intern to engage in a variety of counseling activities under supervision, and for evaluating the Intern's performance.
4. Providing the Intern with adequate work space, telephone, office supplies and staff support to conduct professional activities.
5. Adhering to ASCA/ACA ethical codes
6. Students must complete a minimum of 100 hours in a school setting.

Direct contact	40 hours
Supervision	15
Indirect hours	45
<b>Total</b>	<b>100</b>

**STUDENT shall be responsible for the following:**

1. Attesting to having read and understood the American School Counseling Association and American Counselor Association ethical standards. Student Intern will practice counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on Student Intern's part will result in removal from practicum, a failing grade, and documentation of such behavior will become part of the permanent academic record.
2. Reviewing policies in both the course syllabus and program handbook
3. Agreeing to adhere to the administrative policies, rules, standards, and practices of the practicum site.
4. Agreeing to inform immediately, both school and university supervisors regarding concerns or issues as related to the practicum experience.
5. Understanding that a passing grade in Practicum is contingent upon having demonstrated a competent skill level, as well as completion of all required paperwork and hours.
6. Informing the university course instructor immediately about any site or supervisor-related issues that may negatively impact his/her learning or fulfillment of academic requirements.
7. Actively participating in supervision session with site supervisor
8. Ensuring that a new memorandum of agreement form is signed if they are changing schools.
9. Staying abreast of laws and ethical codes related to working in schools with minors.
10. Adherence to ASCA/ACA ethical codes
11. Maintaining current professional liability insurance.

**EQUAL OPPORTUNITY:** It is agreed by all parties that there will be no discrimination on the basis of race/ethnicity, nationality, age, gender identity, sexual orientation, and/or social class.

**FINANCIAL ARRANGEMENTS:** There are no financial stipulations in this agreement.



## Appendix F



The University of Akron

**College of Health and Human Sciences**

School of Counseling

### School Counseling Program Practicum Prerequisite Checklist

Students will be enrolled for Practicum when prerequisite coursework is completed and space in Practicum is available.

Please indicate the semester in which you obtained a passing grade in the following prerequisite classes. Your signature will attest that your information is both honest and accurate. Please return this form to Dr. Delila Owens, School Counseling Program Coordinator, at [dowens1@uakron.edu](mailto:dowens1@uakron.edu), or her mailbox at Chima 115.

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

Semester and Year you request Practicum \_\_\_\_\_

#### Practicum Prerequisites—Required Courses for All School Counseling Students

Semester Completed	Course #	Course Name
	COUN 600	Professional Orientation & Ethics
	COUN 601	Research and Program Evaluation in Counseling
	COUN 631	Introduction to School Counseling
	COUN 640	Counseling Adolescents
	COUN 643	Counseling: Theory & Philosophy
	COUN 645	Tests & Appraisal in Counseling
	COUN 646	Multicultural Counseling
	COUN 647	Career Development & Counseling Across the Life-Span
	COUN 648	Individual & Family Development Across the Life-Span
	COUN 651	Techniques of Counseling
	COUN 653	Group Counseling

## Appendix G



The University of Akron  
**College of Health and Human Sciences**  
 School of Counseling

### School Counseling Practicum Trainee Performance Evaluation

<b>Trainee Name:</b>	<b>Semester:</b>
<b>Supervisor Name:</b>	<b>Supervisor License:</b>
<b>Name of School:</b>	

**Total Number of Direct Hours Completed by Practicum Trainee:** \_\_\_\_\_

Individual Counseling:	Group Counseling:
Classroom Guidance:	Consultation:

**Total Number of Indirect Hours Completed by Counselor Trainee:** \_\_\_\_\_

**Total Number of Individual Supervision Hours:** \_\_\_\_\_

**Instructions:** Please rate the trainee on the following items using the rating scale below. This form is to be used by the site supervisor to evaluate the performance of the Practicum trainee and to verify Practicum hours completed. The form should be completed at the end of each semester of placement. It is expected that upon completion of this form each site supervisor will meet individually with the Practicum trainee being evaluated and provide feedback. Site supervisors and Practicum trainees must sign each completed form. A signed copy of this evaluation form must be submitted to the School Counseling Program Coordinator at the end of each semester for fulfillment of Practicum requirements. If you are unable to evaluate the skill, please place N/A in the scoring section.

**Rating Scale: 1 = remedial, 2 = needs improvement, 3 = competent, 4 = skilled, 5 = exemplary**

	1	2	3	4	5	Score
Demonstrates ethical behavior following current ethical standards and school wide policies	Inadequate behavior demonstrated	Behavior generally demonstrated but needs improvement	Behavior adequately demonstrated	Behavior proficiently demonstrated	Behavior consistently demonstrated	
Demonstrates professionalism with students, parents/guardians, school personnel, and supervisor	Inadequate behaviors demonstrated	Behaviors generally demonstrated but needs improvement	Behaviors adequately demonstrated	Behaviors proficiently demonstrated	Behaviors consistently demonstrated	
Keeps scheduled appointments with students, parent/guardians, teachers and school personnel	Inadequately keeps scheduled appointments	Generally keeps scheduled appointments but needs improvement	Adequately keeps scheduled appointments	Always keeps scheduled appointments	Consistently keeps scheduled appointments and is prepared	

					for appointments	
Completes paperwork accurately and within the timeframe established	Inadequate paperwork completion	Paperwork generally completed but needs improvement	Adequately completes paperwork	Accurately and conscientiously completes paperwork	Consistent, accurate, and conscientious paperwork completion	
Demonstrates a level of self-awareness—The student is aware of their own belief systems, values, and cultural implications on their work with students	Inadequate awareness demonstrated	General awareness demonstrated but needs improvement	Adequate awareness demonstrated	Heightened awareness demonstrated	Excellent awareness demonstrated	
Understands multicultural considerations relevant to being an effective school counselor	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
Understands issues that affect human development, functioning, and behavior and consults with site supervisor for appropriate referrals	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
Understands classroom guidance that assists students with academic, career, and personal/social development	Insufficient understanding demonstrated	General understanding demonstrated but needs improvement	Sufficient understanding demonstrated	Full understanding demonstrated	Full, in-depth, and comprehensive understanding demonstrated	
Ability to articulate the nature, goals, and process of school counseling	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Demonstrates empathy when engaging students	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Demonstrates the ability to conceptualize	Inadequate ability demonstrated	General ability demonstrated	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	

student cases, develop, execute, and evaluate an intervention plan for students		but needs improvement				
use of assessment results to develop data informed interventions	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Employs developmentally appropriate counseling interventions with students	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Ability to facilitate student expression of needs and concerns	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Demonstrates ability to facilitate counseling groups and/or peer programs	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Appropriately address issues related to student denial or resistance	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Demonstrates beginning use of strategies to develop and promote effective teamwork within the school and larger community	Inadequate ability demonstrated	General ability demonstrated	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Uses strategies and methods of empowering parents/guardians to act on behalf of their children	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Demonstrates appropriate and effective use of technology to enhance the school counselor's role	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Seeks, accepts and uses feedback to enhance school	Inadequate ability demonstrated	General ability demonstrated	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	

counselor professional competencies		but needs improvement				
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**Below please provide any other written qualitative information that would be helpful in evaluating the trainee's performance in practicum:**

\_\_\_\_\_  
Signature of Site Supervisor

\_\_\_\_\_  
\*Signature of Practicum Trainee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Practicum Supervisor

\_\_\_\_\_  
Date

\*Practicum trainee's signature indicates that this evaluation has been read and discussed with the site supervisor. It does not necessarily indicate that Practicum trainee agrees with the evaluation in part or in whole.

## Appendix H



The University of Akron  
**College of Health and Human Sciences**  
 School of Counseling

The following 11 areas are assessed by each school counseling supervisee on the Evaluation of Supervisor Form using a Likert-type scale Rating Scale: 1 = remedial, 2 = needs improvement, 3 = competent, 4 = skilled, 5 = exemplary

### School Counseling Supervisee’s Evaluation of Site Supervisor

<b>Trainee Name:</b>	<b>Semester:</b>
<b>Supervisor Name:</b>	<b>Supervisor License:</b>
<b>Name of School:</b>	

**Instructions:** Please rate the site supervisor on the following items using the rating scale below. The following 11 areas are assessed by each school counseling supervisee on the Evaluation of Supervisor Form using a Likert-type scale Rating Scale: 1 = remedial, 2 = needs improvement, 3 = competent, 4 = skilled, 5 = exemplary

Rating Scale: 1 = remedial, 2 = needs improvement, 3 = competent, 4 = skilled, 5 = exemplary

	1	2	3	4	5	Score
Provides support with understanding the role of a school counselor	Inadequate behavior demonstrated	Behavior generally demonstrated but needs improvement	Behavior adequately demonstrated	Behavior proficiently demonstrated	Behavior consistently demonstrated	
Offers timely individual and group counseling feedback	Inadequate behavior demonstrated	Behavior generally demonstrated but needs improvement	Behavior adequately demonstrated	Behavior proficiently demonstrated	Behavior consistently demonstrated	
Demonstrates professionalism with supervisee	Inadequate behavior demonstrated	Behavior generally demonstrated but needs improvement	Behavior adequately demonstrated	Behavior proficiently demonstrated	Behavior consistently demonstrated	
Has the ability to articulate the responsibilities of the supervisee	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Provide timely and helpful feedback	Inadequate behavior demonstrated	Behavior generally demonstrated	Behavior adequately demonstrated	Behavior proficiently demonstrated	Behavior consistently demonstrated	

regarding assigned student cases		but needs improvement				
Actively listens to my suggestions	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Applies criteria fairly in evaluating my counseling skills	Inadequate behavior demonstrated	Behavior generally demonstrated but needs improvement	Behavior adequately demonstrated	Behavior proficiently demonstrated	Behavior consistently demonstrated	
Demonstrates empathy when engaging with me	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Offers insights and support in the conceptualization of student cases	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Demonstrates flexibility in daily activities	Inadequate ability demonstrated	General ability demonstrated but needs improvement	Adequate ability demonstrated	Proficient ability demonstrated	Excellent ability demonstrated	
Assist me in understanding collaborative efforts with teachers, parents and other stakeholders	Inadequate behavior demonstrated	Behavior generally demonstrated but needs improvement	Behavior adequately demonstrated	Behavior proficiently demonstrated	Behavior consistently demonstrated	

## Appendix I



The University of Akron  
**College of Health and Human Sciences**  
 School of Counseling

### School Counseling Master's Program

#### SOC Student Candidacy Fitness Evaluation

This form is intended to provide feedback to program faculty and students regarding performance concerns in key areas related to courses serving as prerequisites for clinical courses such as Practicum and Internship.

The purpose is to track student development and offer remediation, when needed, as student fitness concerns are identified throughout the program's curriculum.

Instructions to instructor: (1) complete top portion; (2) rate student on each area; (3) describe any areas for growth (i.e., rating 1); (4) sign and date form; (5) return to Program/Clinical Coordinator.

Rate the student above according to a 3-point Likert-type scale (where observed) in the following areas, describing areas for growth (i.e., ratings of 1):

**1 = Deficient**                      **2 = Adequate**                      **3 = Good**  
**(Remediation Needed)**    **(Acceptable but Developing)**    **(No Limitations Noted)**

#### Openness to Learning/Feedback

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., dogmatic about own perspective. Ignores or was defensive about constructive feedback. Shows little or no evidence of incorporating feedback received.	E.g., amenable to discussion of multiple perspectives. Usually accepts constructive feedback. Some evidence of effort to incorporate feedback received.	E.g., solicits others' perspectives. Invites constructive feedback. Shows evidence of incorporation of feedback received.	N/A
<b>Describe ratings of 1:</b>			

### Flexibility

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., shows little or no effort to flex own responses to changing demands. Intolerant of unforeseeable or necessary changes in protocol.	E.g., shows effort to recognize and flex own responses to changing demands. Attempts change with unforeseeable or necessary alternations in protocol.	E.g., demonstrates changing own responses to environmental demands. Accepts unforeseeable or necessary changes in protocol.	N/A
<b>Describe ratings of 1:</b>			

### Self-Awareness

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., words and actions reflect little or no concern for how others were impacted by them. Little effort toward understanding self and limitations.	E.g., effort toward reflecting on how words and actions reflect on others. Effort toward understanding self and limitations.	E.g., demonstrates reflection on how words and actions reflect on others. Shows understanding of self and limitations.	N/A
<b>Describe ratings of 1:</b>			

### Personal Responsibility/Conscientiousness

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., minimizes or embellished information to minimize problems. Blames others for problems. Is late for, or disruptive in, class. Is not conscientious.	E.g., attempts not to embellish information minimize problems. Attempts to reflect on problems. Is generally on time for, and not disruptive in, class. Attempts to be conscientious.	E.g., does not embellish information to minimize problems. Shows self-reflection with problems. Is on time for, and participates in, class. Is conscientious.	N/A
<b>Describe ratings of 1:</b>			

### Professional Maturity

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., Insufficient self-control (anger, etc). Deficits in problem-solving. Minimal respect for personal/cultural differences.	E.g., Attempts self-control (anger, etc). and appropriate problem-solving. Shows some respect for personal/cultural differences.	E.g., Demonstrates self-control. Uses appropriate problem-solving strategies. Displays respect for personal/cultural difference	N/A
<b>Describe ratings of 1:</b>			

### Academic/Classroom Performance

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., Poor written skills. Poor oral communication skills. Poor in-class performance. At risk of/will/did receive grade of less than 3.0 or B- in class.	E.g., Acceptable written skills. Shows adequate oral communication skills. Will/did receive adequate/passing grade in class.	E.g., Good written skills. Displays oral communication skills. Will/did receive above average grade in class (e.g., 3.5/B+ or better).	N/A
<b>Describe ratings of 1:</b>			

### Ethics

1 = Deficient	2 = Adequate	3 = Good	Not Observed
E.g., Does not know or continually follow program or ethical guidelines. Concerns related to School of Counseling Statement of Expectations.	E.g., Attempts to know and usually follows program and ethical guidelines. Attempts to follow School of Counseling Statement of Expectations.	E.g., Shows a heightened understanding of, and continually follows, program and ethical guidelines. Follows School of Counseling Statement of Expectations.	N/A
<b>Describe ratings of 1:</b>			

Appendix J



The University of Akron  
**College of Health and Human Sciences**  
School of Counseling

**Receipt Confirmation of the School Counseling Master’s Program Student Handbook**

I have received and reviewed the School Counseling Master’s Program Student Handbook. I have discussed my questions with the Program Coordinator and/or faculty members.

I understand that I am responsible for the information presented in the handbook. By signing this document, I affirm that I have read and comprehend the terms outlined and that I agree to abide by those terms.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Note:* Please return this document to the program coordinator, Dr. Delila Owens ([dowens1@uakron.edu](mailto:dowens1@uakron.edu)), within 15 days after the new student orientation. This document will be placed in your student file.