STUDENT NAME: ____________________________ 800 #: ______

Upon completion of 18 hours of coursework, students are required to apply for Advancement to Candidacy (e.g., application for advancement is due 30 days after the completion of 18 credit hours). This is an opportunity for you and the faculty to review and formally assess the work you have accomplished as a counselor education student at Stetson University. Please complete this form in its entirety and attach the three-page written self-assessment described below. Advancement requests will be reviewed on a monthly basis during departmental faculty meetings.

COURSE WORK COMPLETED AND GRADES EARNED

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II. SELF-ASSESSMENT

Review and assess your knowledge, skills and abilities that provide evidence that you are prepared to be advanced to candidacy in the counselor education program. You will be evaluated on your skills and abilities as well as your level of personal awareness regarding strengths and areas for growth.

Write three pages, typed and double-spaced: one page per each of the three topics. Please use one-half of the page to describe strengths and one-half of the page to discuss weaknesses/areas for growth. In addition, describe a plan of action you will utilize to address the weaknesses/areas for growth.

1. Academic Performance: Include strengths and areas for growth in specific areas, such as counseling skills, theories, awareness and sensitivity to multicultural issues, organizational skills etc.

2. Personal Growth: Include qualities and characteristics needed by an effective counselor. List personal qualities that help you develop therapeutic relationships and discuss personal qualities that need additional development.

3. Professional: Include professional development experiences such as workshops, conferences and memberships. Discuss professional knowledge acquired in your specific discipline (MCFC, CMHC, SC) code of ethics etc. and discuss areas you intend to further develop prior to graduation.

III. Prepare a portfolio outline of your work. Using the portfolio headings (e.g., Professional Orientation; Advanced Counseling Skills; Cultural Issues; Legal & Ethical Issues; Personal Growth & Wellness; Technology Skills, Targeted Specialty), include a list of courses completed, papers written, projects completed, tests taken, area of emphasis/specialty, professional
association membership(s), etc., under the appropriate heading. In some cases, you will only have one paper/project or nothing to report as you may not have completed that particular course.

**IV. Transfer credits.** Do you have credits from another accredited university that you intend to transfer? (6 semester hours maximum).

If yes, you must formally request a transfer of credit by completing a “transfer of credit form” obtained from the Graduate Office and follow the necessary steps in order that a determination can be made of your request.

______________________________________________________________

**FACULTY RECOMMENDATION**

___ Advance to Masters Candidate  
___ Advance to Masters Candidate with Conditions (see attached conditions)  
___ Advancement to Candidacy Denied (see attached rationale with suggestions on alternatives)

Faculty Advisor: ________________________________
Faculty Member: ________________________________
Faculty Member: ________________________________
Department Chair: ________________________________