

**STETSON UNIVERSITY**  
**COLLEGE OF ARTS AND SCIENCES**  
**DEPARTMENT OF COUNSELOR EDUCATION**



**STUDENT HANDBOOK**

**Revised 2026**

## Table of Contents

WELCOME LETTER.....	5
EDUCATIONAL MISSION OF STETSON UNIVERSITY.....	6
THE VALUES AND VISION OF STETSON UNIVERSITY.....	6
MISSION, GOALS AND OBJECTIVES.....	7
PROGRAM FACULTY/STAFF CONTACT INFORMATION.....	8
FREQUENTLY USED TELEPHONE NUMBERS.....	9
STUDENT/FACULTY COMMUNICATION.....	10
Counselor Education Office.....	10
STETSON UNIVERSITY EQUITY AND INCLUSION STATEMENT.....	11
GRADUATE ADMISSIONS PROCESS.....	12
STUDENTS SEEKING CERTIFICATION AND LICENSURE.....	12
SIX (6) CREDIT HOUR TRANSFER RULE.....	12
SIX (6) CREDIT HOUR MAX FIRST SEMESTER.....	13
CHANGE OF PROGRAM.....	13
OPTIONAL ADVANCED STUDY COURSEWORK.....	13
STUDENT COMPETENCY, PROFESSIONAL DISPOSITIONS, AND RETENTION.....	15
FACULTY PROCEDURES FOR ASSISTING STUDENTS IN BECOMING EFFECTIVE & COMPETENT COUNSELORS.....	21
<i>Student Procedures for Appealing PAR Remediation Requirements or Withdrawal</i> .....	22
STUDENT SELF-SELECTION FROM THE PROGRAM.....	23
STUDENT SELF-SELECTION FOR LEAVE OF ABSENCE FROM THE PROGRAM.....	23
ETHICAL AND PROFESSIONAL REQUIREMENTS.....	23
STUDENT RIGHTS AND RESPONSIBILITIES.....	24
ACADEMIC HONESTY AND INTEGRITY.....	25
DISCIPLINARY SUSPENSION AND DISCIPLINARY EXPULSION.....	27
<b>CODE OF COMMUNITY STANDARDS</b> .....	27
PROFESSIONAL ETHICAL STANDARDS.....	27
PROFESSIONALISM AND NETIQUETTE.....	28
<b>CLASSROOM EXPECTATIONS</b> .....	28
<b>ONLINE COURSES</b> .....	28
DEPARTMENTAL COURSE ATTENDANCE AND ENGAGEMENT EXPECTATIONS.....	29
PROFESSIONAL LIABILITY INSURANCE.....	29
Academic Appeal Policy.....	30
STUDENT SUPPORT SERVICES.....	31
LIBRARY AND COMPUTER SERVICES.....	31
ACADEMIC SUCCESS.....	32
TUITION.....	32
FINANCIAL AID.....	32
COLLEGE OF ARTS AND SCIENCES IN-SERVICE TUITION SCHOLARSHIP.....	33
GRADUATE ASSISTANTSHIPS.....	33
PHOTO RELEASE POLICY.....	34
IMPORTANT INFORMATION.....	34
SAFETY.....	34
CHI SIGMA IOTA.....	34
CANVAS LEARNING MANAGEMENT SYSTEM.....	35
RETENTION OF COURSE SYLLABI.....	35
DEPARTMENT INFORMATION AND RESOURCES.....	35

ACADEMIC YEAR .....	35
TECHNOLOGY REQUIREMENTS.....	35
GRADUATE POLICIES .....	36
STUDENT EVALUATION OF CLASSROOM INSTRUCTION.....	36
STUDENT INFORMATION POLICY .....	36
ANNUAL STUDENT MEETING AND ORIENTATION.....	36
PROGRAM PLANNING WITH FACULTY ADVISOR .....	37
CHANGE OF PLANNED PROGRAM .....	37
WRITTEN ENDORSEMENT POLICY .....	37
GRADING POLICIES.....	37
INCOMPLETE GRADES .....	38
TRANSFER OF CREDITS .....	38
SEQUENCE OF EVENTS LEADING TO A GRADUATE DEGREE FROM THE DEPARTMENT OF COUNSELOR EDUCATION IN THE COLLEGE OF ARTS AND SCIENCES .....	38
TRANSITION POINTS IN COUNSELOR EDUCATION MS PROGRAMS.....	39
Time Limitations .....	39
PERIODIC EVALUATION OF STUDENTS.....	40
ADVANCEMENT TO CANDIDACY .....	40
THE COUNSELOR PREPARATION COMPREHENSIVE EXAMINATION (CPCE) .....	40
STUDENT PORTFOLIOS .....	42
Portfolio Committee .....	43
Portfolio Contents.....	43
Evaluation of the Portfolio .....	43
Personal Counseling Requirement .....	43
Portfolio Guidelines and Policies .....	43
Format.....	44
PROGRAM ASSESSMENT .....	47
CONTINUOUS SYSTEMATIC EVALUATION PLAN .....	47
WATERMARK STUDENT LEARNING AND LICENSURE.....	47
PRACTICUM AND INTERNSHIP .....	48
PRACTICUM.....	48
INTERNSHIPS.....	50
GRADES FOR PRACTICUM AND INTERNSHIP .....	52
EVALUATION OF PRACTICUM AND INTERNSHIP.....	53
<i>Logging Hours for Practicum and Internship: Time2Track</i> .....	54
MASTER OF SCIENCE IN CLINICAL MENTAL HEALTH COUNSELING (CMHC) .....	54
MASTER OF SCIENCE IN MARRIAGE, COUPLE AND FAMILY COUNSELING .....	58
OPTIONAL ADVANCED STUDY COURSEWORK FOR CMHC AND MCFC STUDENTS .....	63
<i>Dual Major: Clinical Mental Health Counseling and Marriage, Couple, and Family Counseling</i> .....	65
COURSE DESCRIPTIONS .....	68
CERTIFICATION AND LICENSURE INFORMATION .....	74
PROFESSIONAL ORGANIZATIONS.....	76
COUNSELOR EDUCATION FACULTY.....	79
APPENDICES .....	80
PRACTICUM AND INTERNSHIP FORMS.....	80
Practicum Resource Guide.....	81
FINAL SUMMARY OF PRACTICUM/INTERNSHIP ACTIVITIES.....	84
FACULTY SUPERVISOR EVALUATION OF SUPERVISEE (CMHC & MCFC) .....	85

SITE SUPERVISOR EVALUATION OF SUPERVISEE (CMHC & MCFC) .....	87
ADVANCEMENT TO CANDIDACY RUBRIC .....	89
DEPARTMENT OF COUNSELOR EDUCATION – GRADUATION AUDIT .....	94
OFFICE OF GRADUATE STUDIES – AUDIT FOR PROSPECTIVE GRADUATES .....	96
HANDBOOK- SIGNATURE FORM .....	97

## WELCOME LETTER

Dear Counselor Education Students,

Congratulations and welcome to the Department of Counselor Education at Stetson University! We are thrilled that you have chosen to begin your journey toward becoming a professional counselor specializing in either clinical mental health counseling or marriage, couple, and family counseling. Your acceptance into this program reflects your readiness, passion, and potential to make a meaningful difference in the lives of others.

At Stetson, we take great pride in offering a graduate experience rooted in academic excellence, clinical skill development, and personal transformation. We are pleased to offer degrees in two CACREP-accredited areas of specialized practice: Clinical Mental Health Counseling and Marriage, Couple, and Family Counseling. We are an in-person program with classes held on Stetson's beautiful and historic DeLand Campus. As you pursue your Master of Science degree, we hope your time here will be filled with deep self-reflection, the cultivation of clinical skill, and a growing mastery of the counseling profession. This program is the foundation of a lifelong commitment to professional and personal development.

You will find that your success in graduate school is shaped not only by your coursework but also by the relationships you build. We encourage you to connect with faculty and staff, who are here to support, challenge, and guide you. Equally important are the bonds you form with your fellow students, who will become your future colleagues in the field. Some of your most meaningful connections will begin right here in the shared work of becoming counselors.

Please take time to thoroughly review the handbook. It outlines the structure, expectations, and policies that shape our shared learning environment. The information in this handbook is your responsibility to understand, and it represents our mutual agreement for the academic training you will receive in counselor education. After reading, please complete the [handbook signature form](#). If you have any questions, feel free to contact us at [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu) or visit our offices in Flagler Hall.

As you step into this season of growth, know that you belong here, not just in the classroom or the clinic, but as part of the Stetson Hatter legacy. We are glad you are with us, and we cannot wait to see how you grow as a counselor, leader, advocate, and lifelong learner. Welcome to your new academic home. Welcome to Stetson.

Warm regards,

### **The Faculty and Staff**

Department of Counselor Education  
Stetson University

## EDUCATIONAL MISSION OF STETSON UNIVERSITY

Our mission at Stetson University is to provide an excellent education in a creative community where learning and values meet, and to foster in students the qualities of mind and heart that will prepare them to reach their full potential as informed citizens of local communities and the world.

At Stetson, the art of teaching is practiced through programs solidly grounded in a tradition of liberal learning that stimulates critical thinking, imaginative inquiry, creative expression, and lively intellectual debate. The art of learning is enhanced through small interactive classes, close student-faculty alliances, and collaborative approaches that provide the foundation for rewarding careers and advanced study in selective graduate and professional programs. We embrace diverse methodologies to foster effective communication, information and technological literacy, and aesthetic appreciation. We encourage the development of informed convictions, independent judgment, and lifelong commitments to learning that are characteristic features of the enlightened citizen. In bringing together learning and values, the University encourages all of its members to demonstrate personal integrity; to develop an appreciation for the spiritual dimension of life; to embrace leadership in an increasingly complex, interdependent, and technological world; and to commit to active forms of social responsibility.

## THE VALUES AND VISION OF STETSON UNIVERSITY

Stetson University is a non-sectarian, comprehensive, private university composed of individually strong undergraduate programs in various colleges and schools and of a selected group of academically distinctive graduate, professional, and continuing education programs. We seek academically talented individuals with leadership potential and records of personal growth and community service. We promote and support scholarly and creative activity among students, faculty, and staff as a means to enhance learning, teaching, and professional development and as a contribution to the broader base of knowledge.

Stetson values the development of the whole person, one who is committed to building lifelong connections with the larger world through personal growth, intellectual development, and global citizenship. To that end, the university fosters policies, practices, and modes of inquiry to support and explore these values.

**Personal Growth** encompasses the understanding that no single formula defines the journey to personal success, but the passion to increase self-knowledge and the quest for balance are important tools in this process. Intercultural competence, religious and spiritual exploration, self-awareness, and wellness are components of personal growth.

**Intellectual Development** is a commitment from the university and from students to achieve excellence in academics, to foster the spirit of exploration that drives an engaged and active mind, to cultivate rigorous methods of academic inquiry, to model and support absolute integrity, and to value creativity and professionalism.

**Global Citizenship** is an important part of Stetson's mission to prepare students to be informed, active, and engaged citizens of both local communities and the world. Global citizenship includes university and individual commitments to community engagement, diversity and inclusion, environmental responsibility, and social justice.

# DEPARTMENT OF COUNSELOR EDUCATION

## MISSION, GOALS AND OBJECTIVES

### MISSION STATEMENT

The mission of the Department of Counselor Education is to educate counseling students including those from diverse academic, geographic, religious/spiritual, ethnic, and cultural backgrounds, preparing them to accept and demonstrate their professional counseling responsibilities with distinction. Students learn to behave ethically, become aware of their personal strengths and resiliency, as well as their professional counseling responsibilities in an effort to apply these skills and self-knowledge to a culturally diverse clientele.

### Objective 1: An ethically informed professional identity

The development of an ethically informed professional identity is achieved in various ways. Examples include a) presenting students with multiple models of ethical theory; b) offering alternative approaches to ethical decision making; c) comparing ethical codes from various disciplines; d) utilizing self-exploration; e) applying ethical concepts, and f) examining ethical and legal issues.

As part of developing an informed ethical identity, students become actively involved in professional organizations related to their chosen discipline at the local, state, and national levels (e.g., ACA, AMHCA, CSI, IAMFC).

### Objective 2: An awareness of personal strengths and resiliency

The Department of Counselor Education embraces a strength and resiliency-based model. This systemic approach is the foundation for self-evaluation. During students' tenure in the program, they integrate personal strengths, clinical skills, and professional identity and practices by way of classroom and experiential activities.

### Objective 3: An appreciation of diverse cultures

Cultural awareness, sensitivity, knowledge, and skills are infused into all activities of the Department of Counselor Education. Students become mindful of their cultural worldview and increase their cultural self-awareness through reflection activities as well as through faculty and peer mentoring. Opportunities are provided for exposure to cultural others, peer learning, self-reflection, evaluation, faculty and site supervisor feedback, supervision, in addition to didactic instruction.

### Objective 4: Critical thinking and creative expression

Critical thinking and creative expression are incorporated into the curriculum and related professional experiences. Students are challenged to engage in informed discussions related to the theory and practice of counseling. Through this process students are well prepared as they enter the counseling field.

### Objective 5: Efficacious commitment to professional and community service

Program faculty assist students in developing a professional identity through experiential learning and related coursework. Additionally, students are provided opportunities to expand their professional identity. These experiences build upon one another in an effort for students to have knowledge about the community-at-large and become engaged as contributing members of their community.

## PROGRAM FACULTY/STAFF CONTACT INFORMATION

### FACULTY MEMBERS

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### OFFICE OF GRADUATE STUDIES

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## FREQUENTLY USED TELEPHONE NUMBERS

<a href="#"><u>Academic Success</u></a>	386-822-7345
<a href="#"><u>Admissions</u></a>	386-822-7100
<a href="#"><u>Career &amp; Professional Development</u></a>	386-822-7315
<a href="#"><u>Center for Community Engagement</u></a>	386-822-8706
DeLand Police Department	Emergency: 911 Non-Emergency: 386-734-1711
<a href="#"><u>duPont Ball Library</u></a>	386-822-7183
<a href="#"><u>Financial Aid</u></a>	386-822-7120
<a href="#"><u>Human Resources</u></a>	386-822-8710
<a href="#"><u>Learning Technologies/Blackboard</u></a>	386-822-7182
Medical Emergencies	Emergency: 911 Non-Emergency: 386-822-7300
<a href="#"><u>Office of Community Standards</u></a>	386-822-7205
<a href="#"><u>Office of Information Technology</u></a>	386-822-7217
<a href="#"><u>Office of Religious &amp; Spiritual Life</u></a>	386-822-7403
Office of Wellness & Recreation	386-822-7237
<a href="#"><u>Public Safety/Parking</u></a>	386-822-7300
<a href="#"><u>Registrar</u></a>	386-822-7140
<a href="#"><u>Student Accounts (Billing Questions)</u></a>	386-822-7050
<a href="#"><u>Student Counseling Services</u></a>	386-822-8900
<a href="#"><u>Title IX Coordinator</u></a>	386-738-6680
<a href="#"><u>University Bookstore</u></a>	386-822-7160

## STUDENT/FACULTY COMMUNICATION

Students are strongly encouraged to communicate with faculty regarding departmental activities and individual student concerns. Students are also required to check their Stetson email account on a regular basis as that is the primary way faculty, staff, and the university have in communicating with students. Communications from the department are sent to current students and alumni in three ways:

1. The department listserv from [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu).
2. Announcements sent via the Canvas current student resource hub.
3. The departmental newsletter.

Additionally, a student meeting is held at the beginning of each fall academic term on the week before classes begin. All new and current students are encouraged to attend this meeting annually. Students are notified of the exact meeting date in early summer.

***Please inform the Department of Counselor Education of any telephone or mailing address change by calling or emailing the DeLand Counselor Education office.***

### **Counselor Education Office**

#### **Stetson University – DeLand Campus (100 Flagler Hall)**

Stetson University

Department of Counselor Education

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Phone: (386) 822-8992

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# STETSON UNIVERSITY EQUITY AND INCLUSION STATEMENT

We value the members of our community and embrace diversity in all its forms as a great asset. We value individuality, creative thinking, innovative problem-solving, collaboration, and community.

We seek to create a dynamic culture that is a force for change, growth, and equity. To ensure sustained progress towards these principles, we aim to foster an environment that truly celebrates the variety of backgrounds, capabilities, contributions, and perspectives of all members in our community, with a vision emphasizing unified strength through diversity.

Through our work, we continually gain an awareness of and appreciation for our differences and develop our skill in working across cultural lines. Additionally, we must acknowledge that our systems and structures are based on historical inequities and strive to fully understand and address how this impacts individuals.

We remain diligent in identifying and removing barriers to one's sense of belonging on our campuses by:

- Acknowledging that we are stronger because of our differences.
- Accepting individual responsibility for promoting a diverse and inclusive environment.
- Aspiring to be a diverse community that values inclusive excellence and demonstrates awareness of how individual actions influence social impact.
- Acting as a steadfast learning institution that offers continuous opportunities to deepen mutual communication in ways that support inclusivity, equity, and respect.

We recognize that we still have progress to make in becoming truly inclusive and equitable. We unequivocally commit to creating a culture where each individual is welcomed and belongs as an essential part of the fabric of the Stetson community.

*The Department of Counselor Education is committed to recruiting students and faculty from diverse populations.*

## **A COMMITMENT TO INCLUSIVENESS**

The central goal of Stetson University is the creation of an inclusive community - a place where all paths are explored, where social responsibility is an emphasis, and where groups work collaboratively rather than competitively. That goal finds its voice in our core values:

- The dignity, worth, and equality of all persons
- The importance of community in human life
- The inherent strength and value of diversity in any community of active learners
- The value of diverse opinions and ideas, even when different from one's own
- The mandate for ethical decision-making and social responsibility as a central component of community.

## DEPARTMENT OF COUNSELOR EDUCATION GRADUATE ADMISSIONS PROCESS

The program faculty sets the admissions standards for the Counselor Education Program based on the standards set forth by the Council on Accreditation of Counseling and Related Educational Programs ([CACREP](#)), Florida Department of Health, and the Graduate Council of Arts and Sciences. These standards are reviewed on an on-going basis, with concerns placed on the agenda and discussed in faculty meetings. Program faculty provide an information session and conduct group interview sessions for all prospective students. The assessment during the group interview is considered along with applicants' undergraduate GPA, their score on the Graduate Record Examination (GRE) or Miller Analogy Test (MAT) when required, letters of recommendation, and personal statements to determine a formal offer of admission into the program.

The Program Faculty (Graduate Council of Counselor Education) make final decisions on all applicants. The appropriate committee considers appeals and resultant recommendations are brought to the program faculty Graduate Council and to the Graduate Council of Arts and Sciences.

For admission into the Graduate Program of Counselor Education a prospective student must:

- 1) Submit an application with the specified fee.
- 2) Provide official transcripts from all previous universities and/or colleges attended. Undergraduate transcripts must be from a regionally accredited university.
- 3) Obtain three letters of recommendation with at least one preferred from a former professor who can speak to the candidate's capacity for graduate level work.
- 4) Participate in a group interview and writing exercise.
- 5) Have acquired an undergraduate GPA of 3.0 or higher in upper division coursework.

### STUDENTS SEEKING CERTIFICATION AND LICENSURE

Counselor Education accepts post-baccalaureate or post-graduate degree students for such purposes as satisfying certification or licensure. For those students who need specific coursework for certification or licensure (marriage, couple and family counseling and clinical mental health counseling), you would need to meet with the Department Chair of that program to outline a possible course of study. It is important to note that there are some courses that students may not be able to take unless formally accepted into the graduate program. See Appendices for courses of study.

### SIX (6) CREDIT HOUR TRANSFER RULE

Students in the Department of Counselor Education may be eligible to transfer a maximum of six semester hours (or 10 quarter hours) of graduate academic credit from a comparable counselor education program at a regionally- and CACREP-accredited academic institution. To transfer credits, the courses must be similar in content and rigor to Stetson's courses, may not include practicum and internship courses, and the grade in the prior courses must be a "B" or higher. To be eligible for transfer credit, the student must submit a transcript, catalog description, and copy of the syllabus (from the semester the student completed the course) for each course to the Chair of the Department of Counselor Education, along with a cover letter

identifying which course(s) are being requested for transfer credit and why. The Department Chair will review and approve/decline transfer credit requests and has full discretion to approve or deny a transfer request. If approved, a letter requesting the transfer credit will be sent to the Registrar and placed in the student's file. Any course credits transferred to Stetson will be entered on the student's Stetson transcript as hours earned only and will not be used in computation of a GPA at Stetson.

### **SIX (6) CREDIT HOUR MAX FIRST SEMESTER**

Two courses, or six (6) credit hours, in a given semester is considered full time in Stetson graduate programs. Although this may seem like a light schedule, the workload involved in each graduate course is heavier than what students may have been accustomed to in their undergraduate programs. Therefore, students take a maximum of two courses, or six (6) credit hours, their first semester in the program. Afterward, students decide whether taking one, two, or three courses per semester is the best fit for them.

### **CHANGE OF PROGRAM**

Students are admitted into one of the following programs within the Department of Counselor Education:

- Clinical Mental Health Counseling (CMHC)
- Marriage, Couple, and Family Counseling (MCFC)

### **OPTIONAL ADVANCED STUDY COURSEWORK**

Students in the Department of Counselor Education are admitted to one of two CACREP-accredited specialized practice area degree programs: Clinical Mental Health Counseling or Marriage, Couple, and Family Counseling. These are the only CACREP-accredited specialized practice area programs offered by the department.

Students may choose, with advisor approval, to complete additional coursework beyond the required 60-credit program of study. This additional coursework may allow students to develop advanced knowledge in an area of professional interest, such as marriage, couple, and family counseling; clinical mental health counseling; play and creativity in counseling; religious and spiritual themes in counseling; or another approved combination of counseling electives.

Optional advanced study coursework is not a separate CACREP-accredited specialized practice area, degree program, or licensure program. Students who complete additional coursework in an area outside their primary specialized practice area are not considered to have completed a second CACREP-accredited specialized practice area unless they complete all curricular and clinical requirements for that second area, including the required practicum/internship experiences. Completion of optional advanced study coursework may be noted in advising records and, when approved by the university, on the transcript; however, the student's CACREP-accredited specialized practice area remains the program to which the student was admitted and for which all degree requirements were completed.

<b>Student's primary CACREP-accredited specialized practice area</b>	<b>Optional additional coursework</b>	<b>CACREP-accredited specialized practice area completed</b>
Clinical Mental Health Counseling	MCFC-related counseling coursework, play and creativity coursework, or other approved counseling electives	Clinical Mental Health Counseling
Marriage, Couple, and Family Counseling	CMHC-related counseling coursework, play and creativity coursework, or other approved counseling electives	Marriage, Couple, and Family Counseling
Clinical Mental Health Counseling and Marriage, Couple, and Family Counseling dual major	Full requirements for both specialized practice areas, including required clinical experiences for both	Both CMHC and MCFC, only when all requirements for both areas are completed

Optional advanced study coursework does not, by itself, constitute completion of a second CACREP-accredited specialized practice area. Students seeking recognition as having completed both CMHC and MCFC must follow the dual major requirements and complete all degree, curricular, and clinical requirements for both specialized practice areas.

Students' official transcripts and degree records identify the degree and the CACREP-accredited specialized practice area completed, either Clinical Mental Health Counseling or Marriage, Couple, and Family Counseling. If a student completes approved additional coursework, any transcript notation of advanced study will be limited to the approved coursework or institutional designation and will not represent the completion of a second CACREP-accredited specialized practice area unless the student has completed all requirements for that second area.

Students may complete optional advanced study coursework in one or more of the following areas with advisor approval:

Clinical Mental Health Counseling with advanced study in Marriage Couple and Family Counseling

- Specialization in CMHC: COUN 526, COUN 527
- Advanced Studies: COUN 510, COUN 511

Marriage Couple and Family Counseling with advanced study in Clinical Mental Health Counseling

- Specialization in MCFC: COUN 510, COUN 511
- Advanced Studies: COUN 526, COUN 527

Clinical Mental Health Counseling with advanced study in Play & Creativity in Counseling

- Specialization in CMHC: COUN 526, COUN 527
- Advanced Studies: COUN 531, COUN 532, COUN 533

Marriage Couple and Family Counseling with advanced study in Play & Creativity in Counseling

- Specialization in MCFC: COUN 510, COUN 511
- Advanced Studies: COUN 531, COUN 532, COUN 533

Clinical Mental Health Counseling with Advanced Studies

- Specialization in CMHC: COUN 526, COUN 527
- Advanced studies: any combination of additional courses other than those specified above

## Marriage Couple and Family Counseling with Advanced Studies

- Specialization in MCFC: COUN 510, COUN 511
- Advanced studies: any combination of additional courses other than those specified above

## Dual major in Clinical Mental Health Counseling and Marriage Couple and Family Counseling

- Completion of the following five courses: COUN 510, COUN 511, COUN 526, COUN 527, COUN 520

Students pursuing both CACREP-accredited specialized practice areas must complete all requirements for both specialized practice areas, including the required coursework and clinical experiences for both. See the Dual Major section below.

## **STUDENT COMPETENCY, PROFESSIONAL DISPOSITIONS, AND RETENTION**

Consistent with 2024 CACREP Standards, the Department of Counselor Education conducts a developmental, systematic, and ongoing evaluation of each student's progress throughout the program. This evaluation process is designed to assess students' academic performance, counseling knowledge and skills, professional development, and personal dispositions to ensure readiness for entry into the counseling profession.

Students are evaluated across multiple domains, including counseling knowledge, interpersonal effectiveness, clinical skill development, ethical and professional behavior, and personal qualities essential for competent counseling practice. Evaluation occurs through a combination of formal mechanisms (e.g., course-embedded Key Performance Indicator [KPI] signature assignments, practicum and internship evaluations, assessment of dispositions) and informal faculty observations across academic, clinical, and professional contexts. Faculty regularly review student progress and address concerns related to competency, remediation, or continuation in the program during faculty meetings.

In addition to meeting academic standards, students are expected to demonstrate professional dispositions and personal qualities consistent with effective and ethical counseling practice. These include self-awareness of personal values, attitudes, beliefs, and behaviors and their influence on the counseling process; the ability to avoid imposing personal values on clients; and a demonstrated commitment to understanding and respecting diverse cultural backgrounds. Students are also expected to exhibit emotional stability, openness to feedback, respect for others, effective communication, stress management, tolerance for ambiguity, and an ongoing commitment to personal and professional growth.

The Department recognizes that the development of counseling competence requires students to engage in self-reflection and to be responsive to constructive feedback. Faculty evaluate students' willingness and ability to reflect on their own experiences, integrate feedback, and engage in behaviors aligned with professional counseling standards. This evaluative process reflects the Department's ethical responsibility to serve as gatekeepers for the counseling profession, ensuring that graduates are adequately prepared to provide competent services and to protect the welfare of clients, the profession, and the University.

When concerns arise regarding a student's academic performance, counseling skills, or professional dispositions, the Department follows established procedures for review, remediation, and, when necessary, retention or dismissal decisions. The primary purpose of this

process is to support student development while ensuring that graduates of Stetson University counseling programs meet the high academic, professional, and ethical standards expected of professional counselors.

## **ACADEMIC STANDING**

Grades assigned to students in graduate programs of the College of Arts and Sciences are as follows: A (distinction); B (quality expected of graduate students); C (below graduate standards); D (not accepted for graduate credit at Stetson); and F (failure). At the faculty member's discretion, pluses and minuses may be used to further refine a student's grade.

A student who fails to maintain an academic average of B (3.0) in graduate coursework will be dismissed from their academic program. Two or more grades of C at any level will result in dismissal from the student's academic program. Students are placed on Academic Warning after receiving one grade of C. A single grade of D or lower will also result in dismissal from the program. Furthermore, if a student is dismissed, they will not be considered for readmission to the University in the program from which they were dismissed without a formal written appeal to the department from which they were dismissed. No student will be permitted to take more than nine credits beyond the number of credits originally specified in his or her program in order to present a B average for his or her total program. Instructors establish the numerical scale for these grades in the course syllabus.

## **CLINICAL PLACEMENT IN PRACTICUM AND INTERNSHIP**

During clinical coursework (COUN 517: Practicum in Counselor Education, COUN 518: Internship I, and COUN 519: Internship II), the faculty supervisor/course instructor and the site supervisor each complete midterm and final evaluations of the student. Because practicum and internship represent different developmental levels, required performance thresholds differ.

**Practicum:** Students are expected to earn a rating of "3" (Nearing Expectations/Developing Towards Competencies) or higher on each item on both final evaluations (faculty and site supervisor) to pass the course. In cases where a student does not meet this level of proficiency, one of the following remedial strategies will be followed:

- If no more than four items are rated below a "3" on a single final evaluation ~AND~ all items that fall below a "3" are rated at "2" (Below Expectations/Performance is Insufficient or Inconsistent), then the student may be allowed to pass practicum and continue into Internship I (assuming all other requirements are met and no other significant concerns have been identified). However, the Department of Counselor Education will initiate a PAR that will be in place for the student throughout Internship I to formally address identified concerns.
- If five or more items are rated at a "2" on a single final evaluation ~OR~ if any items are rated at "1" (Unacceptable), then the student will earn an 'F' for practicum.

Practicum is a time of early growth and skill development. In addition to regular formative feedback in supervision, supervisors are encouraged to use the midterm evaluation to concretely identify strengths and areas for growth. Early growth in practicum commonly manifests as earning several scores of "2" (Below Expectations/Performance is Insufficient or Inconsistent) on the midterm evaluation. While this is not uncommon, if a supervisor has concerns about a supervisee's performance at midterm (e.g., the number of items rated at a "2"

or if one or more items are rated at a “1” [Unacceptable/Significant Remediation Needed]), then a supervisor may request that the Department of Counselor Education initiate a PAR.

**Internship I:** Students are expected to earn a rating of “4” (Meets Expectations/ Demonstrates Competencies Consistently) or higher on each item on both final evaluations (faculty and site supervisor) to pass the course. In cases where a student does not meet this level of proficiency, one of the following remedial strategies will be followed:

- If no more than four items are rated below a “4” on a single final evaluation ~AND~ all items that fall below a “4” are rated at “3” (Nearing Expectations/Developing Towards Competencies), then the student may be allowed to pass Internship I and continue into Internship II (assuming all other requirements are met and no other significant concerns have been identified). However, the Department of Counselor Education will initiate a PAR that will be in place for the student throughout Internship II to formally address identified concerns.
- If five or more items are rated at a “3” on a single final evaluation ~OR~ if any items are rated at “2” (Below Expectations/Insufficient) or “1” (Unacceptable), then the student will earn an ‘F’ for Internship I.

If a supervisor has concerns about a student’s performance at midterm (e.g., the number of items rated at a “3” or if one or more items are rated at a “2” or a “1”), then a supervisor may request that the Department of Counselor Education initiate a PAR.

**Internship II:** Students are expected to earn a rating of “4” (Meets Expectations/ Demonstrates Competencies Consistently) or higher on each item on both final evaluations (faculty and site supervisor) to pass the course. In cases where a student does not meet this level of proficiency, then the student will earn an ‘F’ for Internship II.

## ASSESSMENT OF STUDENT LEARNING OUTCOMES

Faculty in the Department of Counselor Education systematically assess each student’s progress throughout the program of study by examining student acquisition of both knowledge and skills. This assessment process includes key performance indicators (KPIs) in each of the eight foundational curricular areas and in CMHC and MCFC specialized practice areas:

1. *Professional Counseling Orientation and Ethical Practice:* Demonstrate ethical and professional counseling practice grounded in the values, principles, and standards of the counseling profession, including knowledge of credentialing, advocacy, and the role of counselors in diverse settings.
2. *Social and Cultural Identities and Experiences:* Examine social and cultural identities and experiences across diverse populations and apply culturally sustaining, equity-focused strategies to reduce barriers and promote inclusive counseling practice.
3. *Lifespan Development:* Apply knowledge of human development across the lifespan, including biological, psychological, social, and systemic influences, to inform culturally and developmentally appropriate counseling interventions.
4. *Career Development:* Integrate career development theories, models, and strategies into counseling practice to support client career decision-making, transitions, and wellness in a global and evolving workforce.
5. *Counseling Practice and Relationships:* Demonstrate effective counseling skills, case conceptualization, and intervention planning grounded in counseling theories and

evidence-based practices to build collaborative therapeutic relationships and promote client growth.

6. *Group Counseling and Group Work*: Design, facilitate, and evaluate group counseling interventions using theoretical foundations and culturally responsive practices to enhance client outcomes in group settings.
7. *Assessment and Diagnostic Processes*: Apply principles and methods of assessment, diagnosis, and case formulation to inform ethical, culturally responsive, and evidence-based counseling practice across diverse settings and populations.
8. *Research and Program Evaluation*: Critically evaluate and apply research and program evaluation methods to advance evidence-based counseling practice, assess outcomes, and contribute to continuous program improvement.
9. *Clinical Mental Health Counseling Specialty*: Demonstrate the knowledge and skills necessary for competent clinical mental health counseling practice, including the assessment, diagnosis, treatment, prevention, and advocacy for individuals with mental, behavioral, and neurodevelopmental disorders; the ability to navigate diverse service delivery systems and regulatory frameworks; effective collaboration with legal and integrated healthcare systems; and application of evidence-based interventions, case management, and practice management strategies.
10. *Marriage, Couple, and Family Counseling Specialty*: Demonstrate the knowledge, skills, and systemic perspective necessary for effective practice with couples and families, including understanding family dynamics, development, and diversity; assessing and conceptualizing relational concerns using family assessments and theoretical models; designing and implementing evidence-based interventions and treatment plans; navigating service delivery systems, legal and ethical considerations, and practice management issues; and advocating for families across sociocultural, economic, and life-stage contexts.

Students are assessed on knowledge and skills via KPI signature assignments embedded in coursework throughout the program. Regardless of the overall grade for a signature assignment, students must perform at “Meets Expectations/Demonstrates Competencies” or higher on each domain of the associated scoring rubric to be considered as demonstrating competency on a KPI. If a student performs below this expectation in any domain, the course instructor will initiate a KPI Achievement Support Plan, which will outline steps for the student to develop and demonstrate competency. Failure to successfully remediate a signature assignment and meet minimum benchmarks will result in a grade of ‘F’ in a course. The one exception to a KPI Achievement Support Plan process is the signature assignment for COUN 518 (Internship I; Faculty Final Evaluation); see section above for potential remedial strategies related to this evaluation.

Each KPI is assessed through multiple measures and across multiple points in time. Earlier measures generally assess students’ development of foundational knowledge, conceptual understanding, or initial skill development, while later measures assess students’ application, integration, or demonstration of counseling skills. Some KPI measures occur in didactic or skills-based coursework, and several KPIs are assessed during fieldwork through faculty evaluation in internship. This allows faculty to evaluate students’ progress over time rather than relying on a single assignment or a single point of assessment.

KPI	CACREP Curriculum Area	Time 1: Knowledge	Time 2: Skills
1	Professional Counseling Orientation and Ethical Practice	COUN 502 Professional Discipline Review Paper	COUN 518 Final Faculty Evaluation
2	Social and Cultural Identities and Experiences	COUN 513 Personal Cultural Identity Development and Cultural Immersion Paper	COUN 518 Final Faculty Evaluation
3	Lifespan Development	COUN 506 Personal Lifespan Development Paper	COUN 518 Final Faculty Evaluation
4	Career Development	COUN 507 Personal Career Portfolio	COUN 518 Final Faculty Evaluation
5	Counseling Practice and Relationships	COUN 503 Final Videotape Assignment *	COUN 518 Final Faculty Evaluation
6	Group Counseling and Group Work	COUN 505 Theoretical Position Paper	COUN 518 Final Faculty Evaluation
7	Assessment and Diagnostic Processes	COUN 504 Group Paper and Presentation	COUN 501 Biopsychosocial Assessment Report
8	Research and Program Evaluation	COUN 509 Differential Diagnosis Case Study	COUN 518 Final Faculty Evaluation
9	Clinical Mental Health Counseling Specialty	COUN 515 Research-to-Practice Comparative Brief	COUN 527 Integrated Clinical Assessment, Diagnosis, and Treatment Planning Project
10	Marriage, Couple, and Family Counseling Specialty	COUN 526 Research Paper and Presentation	COUN 511 MCFC Skills Demonstration and Reflection

Note: \* the COUN 503 signature assignment measures both knowledge & skills

## ASSESSMENT OF PROFESSIONAL DISPOSITIONS

As developing professionals and members of the Stetson community, students in the Department of Counselor Education are called to embody professional dispositions that support ethical, compassionate, and culturally responsive counseling. The HATTERS dispositions represent the qualities we strive to cultivate in ourselves and one another as we prepare to serve clients and communities:

### H – Humility

Demonstrates self-awareness, openness to feedback, and recognition of personal strengths, limitations, and areas for growth. Accepts personal responsibility, acknowledges impact on others, and engages in lifelong learning with curiosity and a non-defensive attitude.

### A – Accountability

Fulfills academic, clinical, and professional responsibilities reliably. Completes assignments on time, follows through on commitments, applies and integrates coursework effectively, and upholds professional guidelines.

### T – Tolerance for Ambiguity

Manages stress effectively and demonstrates emotional stability in situations involving

uncertainty, complexity, or challenging client presentations. Maintains flexibility, patience, resilience, and sound judgment when navigating conflict or differences.

**T – Thoughtfulness**

Exhibits care, empathy, optimism, and nonjudgmental acceptance of others. Engages in clear, professional, and effective communication with others.

**E – Ethical Integrity**

Consistently applies sound ethical judgment and adheres to professional codes of conduct, legal standards, and multicultural competence appropriate to training level. Maintains accountability to the counseling profession and client welfare.

**R – Respect for Diversity**

Actively values and seeks to understand diverse backgrounds, perspectives, and experiences. Expresses respect in both words and actions toward clients, peers, faculty, supervisors, and community members. Navigates personal values while honoring others’ autonomy.

**S – Stewardship**

Demonstrates responsible care for the counseling profession, clients, and self. Contributes to the well-being of the professional community, and engages in self-care to ensure sustainable, competent service to others. Demonstrates initiative in personal development and actively participates in professional growth opportunities, including involvement with professional associations.

Students receive formal feedback on their dispositional development at two points throughout the program: in COUN 503 (Human Relations Methods & Skills) and COUN 518 (Internship I). Dispositional concerns identified at these time points will result in the Department of Counselor Education initiating a PAR. Faculty may also utilize the HATTERS Disposition Feedback Form to offer informal, formative feedback to students during the program. Additionally, if faculty identify student dispositional concerns at any point during the program, the HATTERS dispositions and accompanying feedback form may inform a SRAP or PAR.

**HATTERS Dispositions Feedback Form**

*Student Name:*

*Date:*

	Identified Concern	Developmentally Meeting	Developmentally Exceeding	Not Observed
Humility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accountability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tolerance for Ambiguity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thoughtfulness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ethical Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Respect for Diversity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stewardship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Narrative Feedback (if applicable):*

## **FACULTY PROCEDURES FOR ASSISTING STUDENTS IN BECOMING EFFECTIVE & COMPETENT COUNSELORS**

### ***Knowledge Performance Indicator (KPI) Achievement Support Plan***

A KPI Achievement Support Plan is designed to provide structured support to help students develop competencies and to succeed in demonstrating the required knowledge and skills to become a professional counselor. Any student who scores below an established performance benchmark on a KPI signature assignment as defined in relevant course syllabi must complete a KPI achievement support plan with the course instructor. Failure to successfully complete this support plan will result in a grade of 'F' in the course. Engagement in, and successful completion of, a support plan does not change a student's assignment grade on a signature assignment.

### ***Student Referral for Action Process (SRAP)***

Faculty members may identify students who could benefit from additional assistance, support, and intervention and recommend them to the associate department chair. When appropriate, the associate department chair will refer students to advisors for initial help.

In such case, the advisor will meet with the student to develop a plan to address any concerns (academic, ethical, professional, and/or clinical). This meeting is formally documented with a list of areas to be addressed and a timeframe for completion. The advisor shares this information with appropriate faculty and the associate department chair, as necessary. If the student meets all goals, the advisor informs the involved faculty and/or associate department chair, and a routine follow-up occurs. The opportunity for individualized attention through work with the student's advisor may alleviate the need for a formal Professional Assessment Review (PAR).

When the advising process has not produced results in line with the Departments' academic, ethical, clinical, and professional development standards, or the situation is deemed more problematic than should be addressed by a meeting with the advisor, a formal PAR is recommended to the associate department chair. The associate department chair convenes a faculty committee to assess the seriousness of the issues and determine the need for a formal PAR process.

### ***Professional Assessment Review (PAR) Process***

A Professional Assessment Review (PAR) process is put in place to systematically address and remediate areas of concern related to a student's academic, ethical, professional, and/or clinical progress in their program.

Assessment criteria collected may include:

- Amenability to Supervision
- Clinical Assessment Skills
- Counseling/Helping Skills
- Dispositions Assessment
- Practicum or Internship Performance
- Ethical Knowledge & Professional Practice
- Theoretical Knowledge
- Academic Course Work

The associate department chair appoints a PAR committee comprised of three full-time faculty members familiar with the student's progress in the program. The chair of the PAR committee

sends a letter to the student informing them of the date and time of a scheduled PAR meeting. This letter is sent at least 7 business days in advance of the meeting, and the student should confirm attendance within 24 hours of receiving the letter. Exceptions to this 7-day notice can occur if the circumstances of the meeting are considered especially time sensitive. A student's refusal to participate in the PAR meeting or process is considered an automatic withdrawal from the program. The PAR committee meets with the student to communicate the concerns raised and to gather information from the student that might assist the PAR committee's assessment and development of a remediation plan.

The PAR committee deliberates and recommends probationary status requiring remedial actions that may include, but not be limited to, mental health counseling, additional supervision, engagement in additional coursework, or a leave of absence. While the primary goal of the PAR committee is to remediate a student's behavioral, academic, ethical, professional, and clinical areas of concern, when necessary, the committee may also recommend dismissal from the program.

If the committee recommends remedial actions, with or without a leave of absence, the chair of the PAR committee outlines, in writing, the specific remedial actions in which the student must engage, and the timeframe required for corrective actions. This information is communicated to the student in writing within 14 business days of the PAR meeting and includes details regarding how the remediation will be judged successful and to whom to report progress. Upon completion of all remedial work, the student is allowed to continue with academic pursuits. If the student does not complete the remedial work as agreed to, the student will be dismissed from the program.

### ***Student Procedures for Appealing PAR Remediation Requirements or Withdrawal***

Student

1. The student must submit a written appeal documenting the rationale for the appeal. The appeal must be given to the department chair within three (3) weekdays or the right to appeal is forfeited and the student is required to follow the remedial or withdrawal requirements.

Instructor

2. During the next faculty meeting, the PAR committee provides an informational report regarding the student concern and outcome of the PAR meeting.

Student

3. If the student chooses to adhere to the recommendations regarding (a) remedial procedures or (b) exit from the program, the following procedures will not be implemented. When a student appeals, they submit a letter to the department chair detailing the appeal. The department chair will review the letter and decide if (a) a meeting with the department chair along with a representative from the PAR committee and/or the associate department chair is warranted to seek a resolution of the appeal or (b) the appeal should be denied.
4. If no resolution is reached, the department chair determines whether the student continues in the program without restriction, continues in the program with remedial work, or is withdrawn from the program. The department chair makes specific written

recommendations within ten (10) days of receiving an appeal, and the decision is conveyed to the PAR committee faculty and the student in writing.

5. The student has ten (10) days to appeal in writing said decision to the Dean of the College of Arts and Sciences. The dean confers with the department chair. All decisions made by the dean and the chair are final.

#### Department Procedure

6. All records are filed in the student's departmental file.

### **STUDENT SELF-SELECTION FROM THE PROGRAM**

If at any time during a student's course of study in the Department of Counselor Education there is uncertainty or questions about the appropriateness of continuing in the program, students are urged to contact their advisor. Advisors will help students explore their professional concerns and help them examine options regarding their future profession in counseling. During these conversations, the student's advisor may recommend personal counseling or may advise the student to contact the Office of Career and Professional Development at Stetson University. The Office of Career and Professional Development will be able to help students examine their career options and determine their suitability for continued success in their program in counselor education.

### **STUDENT SELF-SELECTION FOR LEAVE OF ABSENCE FROM THE PROGRAM**

If at any time a student feels for personal or similar reasons that a leave of absence is needed in order to attend to personal matters, students are urged to contact their advisor. Advisors will help students explore their options and assist with the revision of their planned program of study. Following the advisor contact, students will need to complete a Graduate Leave of Absence form which allows the student to retain active student status while on leave. This form can be accessed from the Graduate Resources website. In some instances, a leave of absence may be required as part of a PAR.

## **ETHICAL AND PROFESSIONAL REQUIREMENTS**

The following professional standards statements are provided under expressed, written permission from the respective copyright holders. The Department of Counselor Education adheres to the current ethical standards from the [American Counseling Association](#) (ACA) and the [American Mental Health Counselors Association](#) (AMHCA). Other professional codes of ethics and competencies published by the [ACA](#) and its [divisions](#) are also part of ethical counseling practice.

The ethical and professional standards statements presented herein are evaluated and revised continuously by their authors. Users of this Handbook should check the designated sources to determine if the versions printed here are up to date.

The academic programs in the Department of Counselor Education are established to prepare graduates of the programs to become professional Marriage, Couple, and Family Counselors and Clinical Mental Health Counselors. The term "professional" in this context refers to persons practicing an occupation/career for which there is a known body of theoretical and research knowledge that disciplines professional practice, an identified set of skills relevant to efficacious performance, and a set of ethically informed behavioral standards which members of

the profession agree to follow. As a student admitted to a program in the department, you have begun preparation for a career as a professional. Therefore, upon admission, the faculty and staff expect you to act in accordance with the highest professional standards (such as those presented in this section).

It is not possible to convey in this Handbook all the aspects of professional responsibility pertinent to the various activities in the department. What is possible is to present a basic guideline.

If you have any concern about appropriate professional behavior for you or for others, consult your faculty advisor, the Associate Department Chair (if the behavior relates to you or a fellow student), or the Department Chair (if faculty or staff). Remember: A cardinal principle of ethical discourse is the mandate to consult in all things; it is through thoughtful conversation that clarity emerges.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Admission to Stetson University is a privilege granted to those persons who meet both high academic qualifications and high standards of character, and conduct. Commensurate with this privilege is the responsibility to abide by university regulations considered essential to sustaining a climate of disciplined inquiry, which allows all members of the University community to exercise their rights as citizens and as scholars.

### ***Student Rights***

1. The right to give and receive respect for personal feelings and reasoned opinions, to treat others with dignity and be treated with dignity, and to pursue an education of the highest quality.
2. The right to participate in self-governing student bodies which provide channels of communication and offer means for using democratic processes to solve problems. The constitutional rights of freedom of expression and assembly.
3. The right of freedom to hear and participate in dialogue and debate and to examine diverse views and ideas.
4. The right of freedom to write and distribute printed material for reasons that are not commercial without the exercise of prior restraint.
5. The constitutional rights of freedom of the press for all student publications.
6. The right of due process in disciplinary procedures in accordance with rules of procedures prescribed in the Student Conduct Code.

### ***Student Responsibilities***

1. The responsibility of facing the consequence(s) of one's own actions.
2. The responsibility for knowing and observing established University policies presented in official University publications.
3. The responsibility to see that free discussions meet the standard of scholarly inquiry characteristic of an academic community.

4. The responsibility for filing a statement of intent to make the distribution of all printed material conform to the Student Conduct Code, and all laws of the city, state, and nation governing freedom of expression.
5. The responsibility to exercise journalistic ethics. The responsibility to ensure that no student organization, constitution, or other organizational document includes discriminatory clauses pertaining to race, creed, religion, color, sex, national origin, disability, or sexual preference.
6. The responsibility to become acquainted with the University Catalog, Counselor Education Graduate Student Handbook, and other relevant publications.

## **ACADEMIC HONESTY AND INTEGRITY**

Academic honesty and integrity are essential to the well-being and proper functioning of an academic community. Any time students attempt to gain access to information pertaining to their normal course of study through dishonest means, they not only show little concern for their own personal sense of integrity, but they infringe on the rights of all other members of the academic community. All courses in the Department of Counselor Education operate under the university's standards for academic integrity. Students should familiarize themselves with the university's [Student Code of Community Standards](#). Students are expected to act honorably and responsibly, and students should not tolerate in others actions that are contrary to academic integrity. Students' presence in the Department of Counselor Education means that they are an integral part of the Stetson community – one that values integrity in all matters.

The following definitions and examples should be referred to as forms of academic integrity violations.

1. **Cheating:** No student shall use or attempt to use unauthorized materials, notes, or information from another student about normal course work that is intended to be done on an individual basis, either in class or out of class. Examples include, but are not limited to, copying from another person's research, paper, test, or quiz using testing aids during a test where no permission has been given by the particular section's instructor, copying reports, laboratory work, computer work, programs or files; collaborating on laboratory or computer work without specific permission for the particular section's instructor; taking an exam for another.
2. **Fabrication and Falsification:** No student shall, either through intentional or unauthorized means, alter any information or citation in their academic work. Examples include, but are not limited to inventing or providing false data, information or results; producing a false record concerning academic internships; altering the record of data; altering grade reports; providing a false citation of a source of information; providing false information regarding excuses from classes, laboratories, exams, quizzes and/or practicum experiences.
3. **Multiple Submissions:** No student shall submit an assignment, exam, or quiz – or any portion thereof – which was obtained from an assignment, exam, or quiz previously submitted for academic credit for any course.
4. **Plagiarism:** Students must submit their own, original work. Any information, ideas, concepts, statistics, or other data used to complete an assignment must be properly cited. No student shall intentionally or knowingly present the work of another person without the expressed permission of the original author. Examples include, but are not

limited to, the use of another's complete sentence, syntax, key words, graphs, and charts or given only the ideas and information provided by another. Self-plagiarism, known as the reuse of one's own previously submitted work, in whole or in part, without proper citation or prior approval, as if it were new and original, is also prohibited. Computer programs and files must also be utilized only with the inclusion of a citation referring one to the original source of the file and/or program.

5. **Abuse of Academic Materials:** No student shall destroy, steal, or make inaccessible any academic resource material. Examples include, but are limited to, the hiding of library resource material, reference material, intentionally altering another student's laboratory work/results.
6. **Use of Assignment Sharing Sites:** Students shall not upload, share, or access course materials such as assignments, papers, quizzes, or exams through third-party websites, databases, or repositories (e.g., Course Hero, Chegg, Quizlet, or similar platforms). This includes both sharing one's own work, as well as accessing and submitting work created by others on such sites. Doing so constitutes a violation of academic integrity, as it undermines the learning process, misrepresents original work, and may infringe on intellectual property rights.
7. **Irresponsible Use of Artificial Intelligence (AI):** The Department of Education supports the ethical and responsible use of artificial intelligence (AI) tools in academic settings. The use of generative AI (such as ChatGPT or similar generative models) must align with the expectations of each course and instructor. Students are responsible for understanding and following course-specific AI policies, including whether AI use is permitted, limited to certain assignments, or prohibited altogether. When AI tools are allowed, students must cite them appropriately and are accountable for verifying the accuracy and integrity of AI-generated content. Using AI deceptively, such as to misrepresent authorship or circumvent learning, is a violation of academic integrity.
8. **Complicity in Academic Dishonesty:** No student shall knowingly assist, offer guidance or support for another student's attempt, or be personally involved in an attempt to obtain in any deceptive or unauthorized manner, information, or documents such as tests, examinations, roll books, reports, etc., that were considered to be the confidential or private property of other students, faculty, administrative personnel, or the University. Examples include, but are not limited to, knowingly permitting another to copy one's own paper/work, or paper/work of another; distributing or providing others with test or research material/questions; taking an exam for another, collaborating with another student with the intent of submitting work intended to be presented as original.

The following policies will cover violations of academic honesty and integrity:

- **Course-Level Disciplinary Action:** The minimum course-level penalty will be a zero on the assignment. The maximum penalty will be earning an 'F' for the course. The instructor has discretion to determine the course-level penalty, depending on the severity of the occurrence, and the instructor will confer with the student and inform them as to what specific penalty, within these limits, they intend to impose. The course instructor will notify the department chair of the violation.

- **Administrative Disciplinary Action:** Administrative disciplinary action for violations of academic honesty and integrity is not to be considered in any way a substitute for an course-level penalty imposed by the instructor. The department chair receives notice of violations from course instructors and determines an appropriate course of action.
  - For a first offense, the Department Chair will refer the student either for a Student Referral for Action Process or a Professional Assessment Review (PAR) within the Department of Counselor Education, depending on the severity of the violation.
  - For subsequent offenses, the Department Chair will refer the student to the Dean of the College of Arts and Sciences for adjudication.
  - Once a charge of academic dishonesty has been resolved, notice of the occurrence will be sent to the College of Arts and Sciences Dean's office to become a part of the student's record.

### **DISCIPLINARY SUSPENSION AND DISCIPLINARY EXPULSION**

A student who is determined to have violated the Student Code of Community Standards and who has had the sanction of either disciplinary suspension or disciplinary expulsion imposed for such violation, shall have his or her enrollment terminated and shall be excluded from the University for the period specified in the terms of suspension or expulsion. During the period of the suspension or expulsion, the student shall not be permitted to enroll in any course offered by the University, either in residence or in correspondence, nor shall credit be given by the University for academic work taken at other institutions. In addition, the individual is not permitted to visit the campus community without obtaining prior permission from an appropriate University official. Conditions for readmission may be specified.

### **CODE OF COMMUNITY STANDARDS**

Stetson University endeavors to provide a living and learning environment in which students can meet their academic goals. The University has the responsibility of providing students with a clear understanding of the academic requirements and policies, which are generally published online in the University catalog ([catalog.stetson.edu](http://catalog.stetson.edu)). The University determines, publishes, and makes known its rules and regulations concerning student and organizational conduct in the Code of Community Standards, as well as department/unit specific policies. These regulations should be read broadly and are not designed to define prohibited conduct in exhaustive terms. The Vice President for Campus Life and Student Success is designated by the University President to be responsible for the administration of the Student Code of Community Standards.

### **PROFESSIONAL ETHICAL STANDARDS**

Students are also expected to abide by ethical codes from professional organizations representing the counseling profession:

- [American Counseling Association Code of Ethics and Standards of Practice](#)
- [American Mental Health Counselors Association Code of Ethics](#)

## **PROFESSIONALISM AND NETIQUETTE**

Professional and respectful communication is an essential part of being a professional counselor, both in-person and online. Students are expected to demonstrate respect, professionalism, and courtesy in all university-related interactions, both in and out of class. Vulgar, abusive, or disrespectful language is not permitted. While open discussion and differing viewpoints are encouraged, all communication must reflect respect for others' ideas and perspectives.

Class discussions, small group work, role-plays, and demonstrations may involve personal self-disclosure. To support a safe and trusting learning environment, all students are expected to maintain confidentiality. Sharing personal information disclosed by others outside of class is strictly prohibited and considered unethical. Students are encouraged to reflect on and share their own experiences but must avoid revealing classmates' names, identifying details, or personal disclosures. Respect for confidentiality applies to all classroom activities, whether in person or online, and is essential to upholding professional standards in counselor education.

When participating in email, discussion boards, virtual meetings, or any other online medium, students are expected to follow general netiquette guidelines:

- Communicate professionally: Use respectful language and proper titles, just as you would in face-to-face interactions.
- Write clearly and thoughtfully: Use correct spelling, grammar, and punctuation. Avoid slang, abbreviations, and typing in all caps.
- Be mindful of tone: Humor and sarcasm can easily be misinterpreted online. Choose your words carefully.
- Be concise but complete: Avoid overly short or abrupt replies as well as unnecessarily long messages.
- Respect confidentiality: Do not share personal or sensitive information via email or online platforms.
- Use "Reply All" intentionally: Make sure all recipients need to see your message before using this feature.
- Engage respectfully: Honor others' perspectives, even when you disagree. Avoid personal remarks or insults.

Students are expected to act in an ethical and professional manner that reflects the standards of the American Counseling Association, American Mental Health Counseling Association, and relevant Florida statutes related to counseling. Violating any portion of these ethical and legal expectations will result in referral for either a Student Referral for Action Process or a Professional Assessment Review (PAR) within the Department of Counseling.

## **CLASSROOM EXPECTATIONS**

Students are expected to attend all classes and exhibit professional and ethical behavior. Missed classes and/or tardiness may result in a reduction in grade or failing the course. It is the responsibility of the student to communicate with the instructor regarding any attendance or related challenges. Please see course syllabi for specific information.

## **ONLINE COURSES**

Students are responsible for all material presented in synchronous and asynchronous online courses. During synchronous online classes, students must be in a private space, free of

distractions, and with their cameras on. If there are others present in your location that may be able to hear, please wear headphones for privacy.

Students are not permitted to be driving or to be a passenger in a vehicle during class. Online courses should be treated with the same level of professional and ethical behavior as an in-person course. Please attend class in an appropriate space (e.g., seated in a chair at a desk/table not reclined on a couch or in a bed), dress in a manner reflective of how you would attend an in-person course (e.g., business casual or casual dress, not lingerie, bathrobe), and give your full attention to the class (e.g., no cooking dinner during class, no side conversations, no multitasking).

## **DEPARTMENTAL COURSE ATTENDANCE AND ENGAGEMENT EXPECTATIONS**

The practice of Professional Counseling requires consistent presence, engagement, and accountability. In the Department of Counselor Education, class attendance and active participation are essential not only for meeting course objectives but for developing the professional dispositions expected of future counselors. Active engagement is expected in all counseling courses. This includes contributing to class discussions and activities; demonstrating preparation through completion of readings and assignments; participating in experiential activities, including role plays and simulated counseling exercises; and interacting with respect and professionalism toward peers, faculty, and guest speakers. Students are expected to demonstrate professional dispositions, including openness to feedback, self-awareness, and a cooperative attitude consistent with counseling practice standards.

Students are expected to attend all scheduled class meetings. If a student anticipates an absence, they must notify the instructor in advance. Unanticipated absences should be communicated as soon as feasible. Students are expected to arrive on time and remain present for the full duration of each class session. Absences are not differentiated as excused or unexcused. However, students are permitted by Stetson University policy to be absent from class to observe an established religious/spiritual holiday or observance. Students who miss more than three hours of scheduled class meeting time will receive a one-letter grade deduction in their final grade and will be required to complete additional assignments, at the discretion of the instructor, to make up for missed class time. Students who miss five or more hours of scheduled class meeting time will receive a final grade no higher than a C and will be referred for a Professional Assessment Review (PAR) within the Department of Counseling, which may include being required to retake the course. For pass/fail courses, missing five or more hours of scheduled class meeting time will result in receiving a failing grade.

The classroom environment is a cell phone/text free and laptop free zone unless directed by your instructor to bring and utilize technology in class. As courtesy to classmates and the instructor, students should excuse themselves from class for urgent communication.

## **PROFESSIONAL LIABILITY INSURANCE**

Litigation involving practitioners in the counseling profession is always a possibility. Adherence to professional ethical standards and high standards for personal and professional conduct may help avoid litigation. Nevertheless, since there is no "foolproof" way to avoid litigation, professional insurance is a necessity.

Students must obtain professional liability insurance prior to beginning practicum and internship experiences. Students can obtain professional liability insurance through professional organizations such as the American Counseling Association (ACA), American Mental Health Counselors Association (AMHCA), and Association for Counselor Education and Supervision (ACES). Students must maintain this insurance for the duration of their practicum and internship experience.

**THE DEPARTMENT OF COUNSELING REQUIRES YOU TO PURCHASE PROFESSIONAL LIABILITY INSURANCE AT THE START OF PRACTICUM.**

If you become involved in litigation as a result of activities engaged in during practicum or internship, you may or may not be entitled to the services of University attorneys and/or the attorneys representing the practicum or internship site. However, remember that University and practicum & internship site attorneys are employed to represent the interests of the University and practicum & internship site first.

**Academic Appeal Policy**

The authority for academic matters in a particular course, including establishing the requirements and assigning grades, is the responsibility of the instructor of the course. Students are entitled to full and clear explanations of their grades. Students have the right to protection from capricious action. A student who desires to appeal a decision on a semester grade must follow the procedure listed below, which aligns with Stetson's [Graduate Student Grievance Policy](#).

1. The student shall request an explanation of the grade from the faculty member. The faculty member should be prepared to discuss and show records relating the disputed grade to both the course assignment(s) and grading scale as defined in the course syllabus. This disclosure must not include any revelation of another student's grade(s). If, after communicating with the faculty member, the student thinks that a complete or satisfactory explanation has not been provided, the student may direct a formal written appeal summarizing the grievance to the department chair. This appeal must be initiated no later than 30 calendar days after the beginning of the subsequent regular semester (i.e., fall or spring). The student bears the burden of proof to demonstrate that prejudice, arbitrariness, or nonacademic factors have inappropriately influenced the disputed grade. The chair shall investigate the matter by collecting a written report from the faculty member. The faculty report will provide appropriate documents and supporting evidence; a written defense of the disputed grade may be included. The chair shall make a decision within ten business days. If the chair sustains the appeal, the faculty member shall be advised to assign a new grade. The new grade may be higher or lower than the disputed grade. If the chair denies the appeal, the student shall be informed in writing immediately and the grade in question remains in effect.
2. Following the chair's decision, either the student or the faculty member may initiate an appeal of the chair's decision to the Dean of the College of Arts and Sciences. The appeal must be in writing and explain the reasons for the appeal. The dean shall then refer the grievance to the school's grade grievance officer. The officer shall enlist two senior faculty members from the College of Arts and Sciences to constitute a three-person examining board. This board shall investigate the matter. The investigation must include a conference with both the student and faculty member present. If one or more of the parties involved in the proceedings is not available to attend in person,

technology enabled remote conferencing may be used to conduct a hearing and/or a meeting. (If circumstances prevent the faculty member's participation, the dean may appoint a representative or delay the proceedings until the faculty member can be present.) The board shall submit a report to the dean within ten business days. The board may recommend that the grade be upheld, that the faculty member assign a different grade, or that the record of the course be removed from the student's transcript. A recommendation for the assignment of a different grade may result in a grade higher or lower than the disputed grade. The dean shall review the report and all supporting data and report in writing to all parties within ten business days. The decision of the dean will be final.

For all other grievances, students should talk with the instructor and/or department chair, and, in the spirit of collegial problem solving, attempt to resolve the concern. If the student thinks that a complete or satisfactory explanation has not been provided, the student may direct an appeal in writing to the Dean of the College of Arts and Sciences. The dean has the responsibility for maintaining the integrity of all academic policies and regulations of the University, and the decision of the dean is considered to be final.

Stetson is committed to fairness, equity, and justice in all relationships. A student who believes that the decision by the dean is either arbitrary or grossly unfair may appeal the dean's decision to the provost. This appeal must be in writing and must show why, in the view of the student, the decision of the dean was unfair. The appeal should be delivered to the Office of Academic Affairs and should provide the provost with the following additional data:

- Full Name
- Student number
- Academic major
- Academic advisor
- Address, Phone, and email

The provost will communicate their response to the formal appeal in writing to the local address provided by the student after consultation with the parties involved.

## **STUDENT SUPPORT SERVICES**

### **LIBRARY AND COMPUTER SERVICES**

Computer lab stations are available for student use at various locations on campus. In the computer labs, there are support personnel available to answer questions and provide assistance. Computer support is also available to students and faculty through the Office of Information Technology Help Desk (386-822-7217).

All faculty, staff, and students at Stetson University have access to a considerable array of library services. The duPont Ball Library offers a vast array of scholarly material pertinent to counseling and related fields. The library staff is committed to maintaining and developing traditional and virtual library collections and is a net lender in Florida's interlibrary loan network.

The hours of the duPont Ball Library are available on the University website, and accessible via telephone voicemail (386-822-7183). During academic sessions please visit their website at <https://www2.stetson.edu/library/>.

## **ACADEMIC SUCCESS**

If a student anticipates barriers related to the format or requirements of a course, they should meet with the course instructor to discuss ways to ensure full participation. If disability-related accommodations are necessary, students must register with Academic Success through the Accessibility Services Center located at the duPont-Ball Library, second floor in the Hollis Family Student Success Center, 134 E. Minnesota Ave, DeLand, FL 32724, [asc@stetson.edu](mailto:asc@stetson.edu), 386-822-7127, <http://www.stetson.edu/administration/academic-success/> and notify the course instructor of their eligibility for reasonable accommodations. The student, course instructor and Academic Success will plan how best to coordinate accommodations.

Accessibility Services Center (ASC) recommends reasonable accommodations in accordance with Title III of the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 (Section 504) and Stetson University's academic standards to ensure that there will be no discrimination on the basis of disability. These recommendations are developed through the review of disability documentation and with the consideration of each student's individual needs, strengths and academic program.

Academic Success also coordinates success coaching on campus for students. Success Coaching is designed to aid students in achieving their maximum academic potential. Success Coaching sessions are generally divided into four main areas: assessment, study strategies, practice skills and "closing the loop." To review the available success coaching options, please see our website <https://www.stetson.edu/administration/academic-success/success-coaching.php>

## **TUITION**

Please visit the Financial Aid website at <https://www.stetson.edu/administration/financial-aid/tuition-and-costs.php> for information on current tuition rates. Tuition payment or payment arrangements must be in place prior to the first day of class.

## **FINANCIAL AID**

Stetson University is committed to helping students identify resources to assist with educational costs. Numerous financial aid packages are available to graduate students based on need. This information is disseminated during the interview process and/or orientation. Students must meet the following criteria to receive financial assistance:

- U.S. citizenship or eligible non-citizen.
- Make satisfactory academic progress.
- Register with the Selective Service, if required.
- Not be in default on a loan or owe repayment on a federal grant.
- Complete the Free Application for Federal Student Aid (FAFSA) <http://www.fafsa.ed.gov>
- Acceptance in a program of study leading to a specific graduate (Master's or Specialist) degree.
- Enroll at least half time (3 credits per term for graduate students)

Contact Stetson's Office of Student Financial Planning at [finaid@stetson.edu](mailto:finaid@stetson.edu) or 386-822-7120 for questions pertaining to financial aid eligibility.

## **COLLEGE OF ARTS AND SCIENCES IN-SERVICE TUITION SCHOLARSHIP**

Stetson University, College of Arts and Sciences, offers a 40% tuition scholarship for graduate-level and post-baccalaureate students enrolled in the Counselor Education program. Eligibility is determined at the time of admission. Requirements to qualify are:

- Employed full-time at a nonprofit or a private school as a teacher, academic coach, school counselor, paraprofessional, dean, or leadership position within the school or district or
- Employed full-time at a non-profit counseling center or rehab facility as an intake specialist, behavioral technician, or a position with direct patient contact and mentorship responsibilities or
- Employed full-time as a clergy member under contract.

Proof of employment is required and will be requested by and submitted to the Office of Admissions. Any student who believes they are now eligible for the In-Service Scholarship **after** being admitted to the program should contact the Office of Graduate Studies at [gradstudies@stetson.edu](mailto:gradstudies@stetson.edu) or 386-822-7037.

## **GRADUATE ASSISTANTSHIPS**

Currently, there are no graduate assistantships within the Department of Counselor Education, but other assistantships may exist on campus. More information is available on the Graduate Student Employment webpage here: <https://www.stetson.edu/other/student-employment/graduate-assistant.php>

## **ACCESSIBILITY SERVICES CENTER**

If a student anticipates barriers related to the format or requirements of a course, they should meet with the course instructor to discuss ways to ensure full participation. If disability-related accommodations are necessary, students must register with the [Office of Academic Success](#) through the [Accessibility Services Center](#) located on the second floor of the duPont-Ball Library (386-822-7127) and notify the course instructor of their eligibility for reasonable accommodations. The student, course instructor, and the Office of Academic Success will plan how best to coordinate accommodations.

## **TITLE IX**

Stetson University is committed to maintaining a safe, inclusive learning environment free from sex- and gender-based discrimination, including sexual harassment, sexual misconduct, dating/domestic violence, stalking, and discrimination related to pregnancy or a pregnancy-related condition. In accordance with Title IX, all faculty and staff are required to report potential violations to the Title IX Coordinator. Students seeking assistance, resources, or wishing to make a report may contact the Title IX Coordinator at [www.stetson.edu/reportit](http://www.stetson.edu/reportit), 386-822-7960, or [titleix@stetson.edu](mailto:titleix@stetson.edu). Students may also reach out to confidential resources (Student Counseling Services, Health Services, and University Chaplain) for support without initiating a formal report. For more information, please see visit [www.stetson.edu/titleix](http://www.stetson.edu/titleix).

## PHOTO RELEASE POLICY

As part of your time here at Stetson, we take photographs from time to time at events or in classes. By signing the signature page at the end of the handbook, I hereby agree and consent as follows:

1. I consent to and authorize Stetson University to use my likeness in any photograph, video or other digital media (“photos”) in any and all of its publications, including print or web-based publications.
2. I irrevocably authorize Stetson University to copy, edit, enhance, crop, or otherwise alter any photo for the use in their publications. I also waive any rights for approval or inspection of any photos.
3. I understand and agree that all photos are the property of Stetson University and will not be returned to me.
4. I acknowledge that I am not entitled to any compensation of royalties with respect to the use of the photos.
5. I agree to release and forever discharge Stetson University and its affiliates, successors and assigns, officers, employees, representatives, partners, agents and anyone claiming thought them, in their individual and/or corporate capacities from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, causes of action of any nature or kind, known or unknown, which I, and anyone claiming on behalf of me, may have or claim to have against releasee in connection with this release.
6. I have carefully read and fully understand all the provisions of this Photo Release and am freely, knowingly, and voluntarily agreeing.

## IMPORTANT INFORMATION

### SAFETY

Students, faculty, and staff can make Stetson University a safer place by being mindful and by extending a helping hand to each other. We need to be careful about our physical safety. Books, wallets, purses, backpacks, and other personal belongings should never be left unattended, even for brief periods of time (e.g., during a class break in which everyone leaves the classroom). Doors should be locked whenever rooms are vacated. Care should be taken not to be alone on campus facilities (e.g., classrooms and laboratory counseling rooms) or walk alone at night on campus. Let us take care to escort each other to and from buildings and parking lots, especially at night.

Stetson University has a free app available for download called [Stetson Safety](#). This app can be a valuable resource for students and faculty and includes features such as an emergency call button, weather information, support resources, a campus map, and a link for reporting incidents.

### CHI SIGMA IOTA

Chi Sigma Iota (CSI) is the Counseling Academic and Professional Honor Society International. Stetson University is the home of the [Alpha Omicron Chapter of CSI](#). CSI is an honor society of counseling professionals and counseling professionals-in-training dedicated to excellence in scholarship, research, and clinical practice. The primary purpose of CSI is to promote and recognize exemplary attainment in the study and practice of counseling. Students in the Department of Counselor Education who anticipate becoming counseling professionals may be

eligible for membership in CSI - Alpha Omicron Chapter. Membership criteria include completion of a minimum of six (6) program-applicable semester credit hours, a graduate grade point average of at least 3.50, and approval by the CSI faculty advisor(s). Those eligible for and interested in membership in CSI are encouraged to apply; contact the current CSI-Alpha Omicron Chapter President for information.

### **CANVAS LEARNING MANAGEMENT SYSTEM**

Many classes will use Canvas, a popular, award-winning learning management system used by colleges, universities, K-12 schools, and other organizations around the globe. Canvas is a robust digital foundation for all aspects of higher ed learning.

It is the student's responsibility to contact the IT Office (386-822-7217) if you experience any issues with your Canvas account.

It is also the student's responsibility to make sure to retrieve all documents and papers from Canvas at the end of each semester. Canvas courses are periodically archived, and we will be unable to recover this information for you. It is your responsibility to make sure all your documents are properly saved and backed up.

### **RETENTION OF COURSE SYLLABI**

The Counselor Education faculty recognizes that most State Licensure Boards require a copy of the syllabus of the ACTUAL COURSE TAKEN by an applicant. It is your responsibility to maintain personal copies of course syllabi. Since course content changes from semester to semester in response to new knowledge and innovative practices, neither the faculty nor the Department can guarantee that a current course description and/or syllabus adequately represents a course as it was taught previously. Older versions of course syllabi are not retained by the university and, therefore, are not available at student request.

**SAVE A COPY OF THE SYLLABUS FOR EACH COURSE. THE SYLLABUS MAY BE NEEDED TO DOCUMENT TOPICS REQUIRED FOR LICENSURE.**

### **DEPARTMENT INFORMATION AND RESOURCES**

Current course schedules, forms, and department handbooks are located in the Department of Counselor Education Student Course in Canvas. The Student Course contains information about professional counseling organizations, opportunities for professional involvement, and activities appropriate for students. Pertinent information is also available on the Department's website located at: <https://www.stetson.edu/artsci/counselor/index.php>.

### **ACADEMIC YEAR**

The academic year consists of three semesters. Students are expected to register for classes at the designated time in accordance with planned program of study unless they have an approved leave of absence.

### **TECHNOLOGY REQUIREMENTS**

Students will need access to a computer with internet access to successfully complete programs in the Department of Counselor Education. Students taking courses with an online component must also have a working webcam, microphone, speakers, and earphones. Access to Canvas

and your Stetson email will be required for all courses. You access Canvas by logging into [My Stetson](#) using your Stetson ID and password. Students also need to check Canvas regularly for important announcements. Students should be proficient in basic internet applications, word processing, and spreadsheet applications. Students participating in class held online should participate from a private, confidential space that is free from distractions and interruptions.

## **TUITION AND FEES**

Tuition for courses in the Department of Counselor Education is located on Stetson's Financial Aid Office [website](#). Total tuition costs may vary depending on students' specific enrollment. Estimated costs may not represent the total cost of the program. Students should anticipate an annual review of fees by the university and possible increases. Students are expected to pay tuition in full at the time of registration. Students receiving financial aid must familiarize themselves with the requirements of the Financial Aid Office regarding payment. Students are responsible for making all appropriate payments.

# **GRADUATE POLICIES**

## **STUDENT EVALUATION OF CLASSROOM INSTRUCTION**

Stetson University faculty value effective classroom instruction. Faculty are able to improve course instruction by receiving specific student feedback on teaching methods and activities. Therefore, College and University policy stipulates that faculty members (and others who teach courses for the department) must obtain students' evaluations of their teaching for all classes during each academic year.

Students are asked to assess faculty on their teaching effectiveness each semester. You are asked to access the on-line course evaluations prior to the end of each semester. An email is sent to your Stetson.edu email address with directions.

Please be honest and specific in your responses. Include comments about what was most helpful in your learning process and what the instructor could change to increase your overall learning. The evaluation will not affect your course grade. Instructors receive a summary of evaluations after grades are submitted.

## **STUDENT INFORMATION POLICY**

Faculty and staff are obligated to protect students' rights, privacy, and safety; therefore, information concerning students' names, address, and phone numbers will not be given out.

## **ANNUAL STUDENT MEETING AND ORIENTATION**

The Department of Counselor Education holds a student meeting at the beginning of each fall academic term. All new and current students are encouraged to attend this meeting yearly. In addition to this meeting, Faculty Advisors may hold individual and/or group meetings throughout the remainder of the year (i.e., spring and summer semesters). You are responsible for knowing all information provided in the annual student meeting. All new incoming students must attend new student orientation sessions that are offered.

## **PROGRAM PLANNING WITH FACULTY ADVISOR**

Upon admission to a degree-seeking program in the department, you will receive a letter from the Office of Graduate Studies. Each student is to have a designated faculty advisor (who is a core member of the department faculty) at all times during the student's enrollment in a program.

You are required to schedule an appointment with your Faculty Advisor no later than mid-term during your first semester of enrollment to develop a Planned Program of graduate study. Planned Programs are developed and saved in Degree Audit which students may access through my.stetson.edu. Failure to do so may prevent you from continuing in the program. You will continue to consult with your Advisor throughout the graduate program. Any changes made to your planned program of study must be approved and updated in Degree Audit by your advisor. Please note that students are permitted to take a maximum of nine (9) credit hours during the Fall and Spring semesters. In Summer, students pursuing advanced studies courses may take more than nine (9) credit hours.

## **CHANGE OF PLANNED PROGRAM**

A student's approved planned program (and therefore curricular requirements for graduation) may only be changed under one of three conditions: (1) the student requests a change of planned program, and her/his Faculty Advisor approves the request, (2) the department institutes new or revised curricular requirements for a program, or (3) the Stetson Graduate School or College of Education mandates a change in requirements for all graduate students. A change in your planned program may affect your graduation date. Work closely with your faculty advisor to maintain an accurate program at all times. If you do not follow your planned program of study and do not request a change with your faculty advisor, you may be removed from courses that are not on your program and/or your graduation date may be delayed.

## **WRITTEN ENDORSEMENT POLICY**

A formal endorsement policy by an academic unit should stipulate endorsement for employment or credentialing only in the program area in which a student received training (e.g., graduates from the Clinical Mental Health Counseling program would be endorsed for mental health counseling positions and credentialing, but not for Marriage, Couple, and Family Counseling positions or credentialing).

Faculty advisors and/or program faculty will write recommendations for students only for positions for which they are qualified as a result of their graduate degree and experiences. Students should allow adequate notice when requesting recommendations from faculty advisors or program faculty. Last-minute requests may not be accommodated. Faculty also reserve the right to decline to provide an endorsement or letter or recommendation.

## **GRADING POLICIES**

Permission to turn in assignments later than the scheduled due date must be obtained from the instructor prior to the due date. The instructor has the right to refuse any written assignment submitted past the due date when the student has not obtained prior permission to turn in the assignment late. The instructor may elect to allow an assignment to be turned in late for less than full credit. Course instructors set course-specific penalties for assignments that are turned in late; students should refer to their course syllabi for this information.

## **INCOMPLETE GRADES**

Students are expected to complete all assignments on time. On occasion, because of illness or other serious circumstances, the Course Instructor, with the approval of the Dean of Arts and Sciences may approve an extension of time for the completion of a course by awarding an "I". When an "I" is granted, the course requirements must be completed two (2) weeks prior to the end of classes at the next academic session, excluding summer, in which the student is enrolled. The requirements for all courses must be completed and the "I" grade removed by the following fall/spring semester (or by permission) or a grade of F will be issued.

It is the responsibility of the student to contact the faculty member of the course(s) to request an Incomplete grade. The student must also notify their faculty advisor about any Incomplete grade request. After contacting the faculty member as well as notifying the faculty advisor, students should complete the Incomplete grade request form (making sure all sections are completed) and submit to their instructor(s).

Incomplete grades must be requested no later than 3 weeks before the last day of classes. Approval of an Incomplete grade request is NOT guaranteed.

## **TRANSFER OF CREDITS**

Transfer of course credit is not automatic. An individual who holds the baccalaureate degree from a regionally accredited college or university may apply only six (6) semester hours of graduate courses toward the graduate degree prior to admission to the program. A maximum of six semester hours may be transferred from another CACREP accredited graduate school provided these hours are approved by the department chair as part of the student's planned program. The student must complete the Request for Approval of Transferred Graduate Courses form, attach a copy of the syllabus from each course and submit it to their Faculty Advisor.

After being admitted to a graduate program, a student wishing to complete course work at another CACREP-accredited institution (maximum of 6-credit hours) must have written approval from the department chair prior to taking a course. After course completion, an official transcript of the course work must be submitted to the department chair for final approval of transfer credit along with the Request for Approval of Transferred Graduate Courses form. Note: Transfer credits expire six years after completion.

## **APPLICATION FOR GRADUATION**

Degree candidates must file an application for graduation, with a fee, by the Registrar's Office deadline, in the semester in which they expect to complete their degree requirements. Failure to do so will result in a late fee. Complete the online [application for graduation](#) that is available on the Office of the Registrar's home page at the beginning of the semester in which you plan to graduate. Refer to the online Academic Calendar for application deadlines. It is the student's responsibility to stay abreast of the requirements for graduation.

## **SEQUENCE OF EVENTS LEADING TO A GRADUATE DEGREE FROM THE DEPARTMENT OF COUNSELOR EDUCATION IN THE COLLEGE OF ARTS AND SCIENCES**

1. Admission to a graduate degree program
2. Assignment to a Faculty Advisor; *Upon successful admission, each student is assigned a faculty advisor.*

3. Advancement to Candidacy (**18 credits**).
4. Acceptable completion of all academic coursework including Practicum and Internships.
5. Join at least one professional counseling organization. Options include:
  - a. [American Counseling Association](#) (ACA)
  - b. One of the ACA [divisions](#) (note: some divisions allow you to join as a “division only” member and some require you to be an ACA member first in order to join the division)
  - c. [Florida Counseling Association](#) (FCA)
  - d. [American Mental Health Counselors Association](#) (AMHCA)
  - e. [Florida Mental Health Counselors Association](#) (FMHCA)
  - f. [Chi Sigma Iota, Counseling Academic and Professional Honor Society International \(CSI\)](#) (note: membership to CSI is by invitation and formal initiation only. Stetson has an active chapter and invites eligible students into membership)
6. Engage in eight (8) personal counseling sessions. These may include individual, group, couple or family counseling and must be completed prior to entering Practicum. A signed letter from the therapist stating that you have completed the 8 sessions is needed for your file, but you are not required to disclose any information about your sessions or your clinical history. Personal counseling sessions letters should be emailed to the faculty advisor and included in the E-Portfolio.
7. Attendance to at least two conferences (e.g., state, regional, national, or international conference- must attend at least 2 days). Evidence of attendance is required (e.g., conference registration, CEU certificates, certificate of attendance). Evidence of conference attendance should be emailed to [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu) and included in the E-Portfolio.
8. Successful passing score on the Counselor Preparation Comprehensive Examination (CPCE).
9. Application for graduation (required fee).
10. E-Portfolio
11. Ordering a cap and gown; *To be done in conjunction with filing for the degree.*
12. Commencement: *Attendance expected.*

### **TRANSITION POINTS IN COUNSELOR EDUCATION MS PROGRAMS**

- Admission into one of two programs
- Advancement to candidacy (the Spring semester after a student has earned 18 credits)
- Successful passing of all coursework, including practicum & internship
- Successful passing of CPCE
- Successful evaluation and presentation of portfolio
- Exit from one of two programs
- Exit from University
- Follow-up studies by the department through alumni surveys and employer satisfaction surveys

### **Time Limitations**

All work toward a master’s degree, including transferred courses, must be completed within eight years of the first enrollment in the degree program as a graduate student at Stetson. The student who is unable to complete all degree requirements within this time may appeal to the Graduate Council for an extension. Students who allow degree program work to lapse and

fail to respond to the Graduate Office inquiry may be charged a reactivation fee whenever they attempt to resume work. Applicants who do not register for course work within 12 months of initial application will be dropped from the records and may be charged a fee for reinstatement.

**Note: Eight-year time-limitation period approved by the A&S Graduate Council, February 10, 2016 – New policy is for students beginning fall 2016. Previous start term students are held to the six-year completion policy but may appeal for an extension, if needed.**

## STUDENT ASSESSMENT

The Stetson University Department of Counselor Education is committed to a comprehensive, formative, and summative assessment process for each of its students. Faculty members use a variety of approaches to assess student progress and competency in each course. These assessments may include exams, journals, papers, research projects, class presentations and demonstrations, group projects and self-evaluation. The department recognizes its commitment to the student, the profession, and clients the students will ultimately serve. The department's focus on formative assessment provides the opportunity to address deficiencies and remediate them. As soon as it becomes clear that factors exist that would prevent successful completion of the program, the department will advise the student.

### PERIODIC EVALUATION OF STUDENTS

Students are evaluated throughout their program-by-program faculty. After a student completes 18 hours of graduate course work the advancement to candidacy committee reviews each student's progress and makes a recommendation to the student and to the faculty. Advisors for each student periodically offer feedback to students. In addition, faculty who teach COUN 503 Human Relations Methods and Skills evaluate progress of student's facilitative skills. Program faculty and site supervisors also evaluate students during practicum and internship. During the Advancement to Candidacy process or at any time in the student's tenure in the program students are deemed inappropriate for the program, their advisor will meet with them and assist them in identifying options such as selecting out of the program, taking a semester off from studies, or initiating personal counseling in order to determine a course of action.

### ADVANCEMENT TO CANDIDACY

Admission to a degree program does not imply advancement to candidacy for a degree. To advance to candidacy, a student must complete at least eighteen hours of graduate work at Stetson with the minimum of a 3.0 average. The faculty reviews the student's acquisition of developmentally appropriate counseling knowledge, skills, and dispositions to determine eligibility for advancement. The student is notified by letter when advanced to candidacy. Failure to meet the requirement for advancement to candidacy may result in the student being dismissed from the Graduate Program.

### THE COUNSELOR PREPARATION COMPREHENSIVE EXAMINATION (CPCE)

The Department of Counselor Education has adopted the Counselor Preparation Comprehensive Examination (CPCE) as one of its graduation requirements. The CPCE is required of all degree-seeking students. It is designed as a summative evaluation that measures the pertinent and professional relevant knowledge students have obtained during their counselor preparation program at Stetson University. The CPCE reflects the eight core

curriculum areas approved by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). Students should plan to sit for the CPCE when the majority of their coursework is completed toward the end of Practicum. Students may take the exam prior to their Practicum term if all core courses are completed.

This national examination is researched, developed, and distributed by the Research and Assessment Corporation for Counseling (RACC) in conjunction with the Center for Credentialing and Education (CCE). Both the RACC and CCE are affiliates of the National Board for Certified Counselors (NBCC) which is the historical credentialing body for counselors. The CPCE was developed in response to requests from counselor educators for a graduate counseling program exit exam. The purpose of the CPCE is to assess counseling student's knowledge of counseling information, provide feedback that can be used in program and curriculum development, and give the student a simulated experience for taking the national certification exam. Benefits of the CPCE include providing students with comparative strength and weakness feedback relative to the 8 CACREP common-core areas; providing a more psychometrically sound master's comprehensive exam; and providing comparison of our program to national data.

There is a fee and non-negotiable deadline for application and completion of the CPCE. Be sure to check the website and/or the office for dates, deadlines, and applications. The following FAQs further clarify the procedures:

**QUESTION: Where do I take the CPCE and is there a cost?**

ANSWER: Testing will take place at a Pearson VUE testing location that is convenient to each student. There is a \$150.00 payment due by credit/debit card when registering for the exam.

**QUESTION: When and how do I sign up to take the CPCE?**

ANSWER: Students are required to register for and take the CPCE during the semester they are enrolled in Practicum by first notifying the department at [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu) of their intent to take the CPCE by the deadline listed on the CPCE portion of the [Important Dates webpage](#). Registration instructions will be sent out to students after the roster has been compiled.

**QUESTION: May I take the CPCE prior to the semester I enroll in Practicum?**

ANSWER: If students have completed all required coursework (COUN 501, 502, 503, 504, 505, 506, 507, 513, 515) they may register one semester prior to beginning Practicum.

**QUESTION: How many questions are on the CPCE?**

ANSWER: There are 160 multiple choice items with 20 items per CACREP area.

**QUESTION: What constitutes a passing score?**

ANSWER: A student will need to obtain a passing Total score on the CPCE, calculated by Pearson after each administration. A passing score constitutes 1.00 standard deviation unit below the national mean score for all students who took the CPCE as an exit exam. You will be notified of your results by email once the scores are received approximately six weeks after taking the CPCE.

**QUESTION: If I should not pass the first time, how many times may I retake the exam?**

ANSWER: A student will be given two opportunities to pass the CPCE. If the student fails to receive a passing score on their first attempt, they must retake the exam a second time. Failing to pass the comprehensive exam a second time will result in the development of a remediation plan to satisfy the requirement or dismissal from the program.

**QUESTION: Is there a preparation guide or book available?**

ANSWER: There is no official study guide for the CPCE, however, the online Registration Form contains a list of references and study guides. *CPCE Secrets Study Guide: CPCE Test Review for the Counselor Preparation Comprehensive Examination* is recommended as well as *Mastering the National Counselor Exam and Counselor Preparation Comprehensive Exam* and can be valuable resources for student preparation. Since the CPCE and the National Counselor Examination for Licensure and Certification (NCE) are based on the same eight knowledge areas, any study materials developed for the NCE should be useful for the CPCE. Information may be found at <http://www.nbcc.org/>. Students are encouraged to match their course syllabi objectives to the CACREP objectives and then to their course notes and textbooks.

**QUESTION: What are the eight core CACREP areas and what counseling classes relate to those areas?**

ANSWER: The eight core CACREP areas (classes) include:

- Human Growth and Development (COUN 506)
- Social and Cultural Diversity (COUN 513)
- Counseling and Helping Relationships (COUN 503, 505)
- Group Counseling and Group Work (COUN 504)
- Career Development (COUN 507)
- Assessment and Testing (COUN 501, 509)
- Research and Program Evaluation (COUN 515)
- Professional Counseling Orientation and Ethics (COUN 502)

Other courses may also address these areas. Please refer to your syllabi.

## CCE ACCOMMODATIONS

If you are approved to receive additional time, ZOOMTEXT, or color contrast for testing, the Disabilities Office or Student Affairs at your school should email a letter on school letterhead with your name stating that you are approved for this accommodation, along with a signature and date, to the department at [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu). They will then work with you and CCE accommodations to ensure needed accommodations are in place for the exam. Keep in mind, additional time will not show on your computer screen until you have clicked on question 1. All other accommodations will be set up by your school. DO NOT PAY for the exam online if the accommodations are not shown. Please call the Pearson VUE Accommodations team at 800-466-0450 to register and pay for the exam instead. Accommodations requests must be submitted by the deadline to register for the CPCE. If you have any questions about this process, please contact CCE accommodations at [accommodations@cce-global.org](mailto:accommodations@cce-global.org).

## STUDENT PORTFOLIOS

In addition to the requirement that students maintain a B (3.0) average, successfully complete their prescribed program of study, and pass the CPCE, students are also required to create a comprehensive program portfolio. The portfolio contains key documents and products that the student has generated throughout the degree program. These documents will serve to confirm competencies and track the learning process. Students are required to store documents in an electronic format in Watermark.

The portfolio is a capstone experience for counselor education graduate students and a tool that will allow them to focus on specific experiences as they progress through the program.

One aim is to help students develop connections between courses and integrate knowledge. The portfolio becomes a resource for students to build confidence and credibility in their work and to connect learning to career opportunities.

The portfolio is an important assessment tool. Faculty members gain a better understanding of the student's learning from coursework, outside activities, volunteer work and integration of external learning experiences. Further, it provides a strong basis for recommendations.

### **Portfolio Committee**

The portfolio committee is composed of at least two members from the Department of Counselor Education Faculty.

### **Portfolio Contents**

Students prepare their materials throughout their graduate programs and present them in a series of sections containing collected materials. Portfolios document evidence from course work, papers, conference attendance, readings and other learning experiences that prepared students in several core areas. Students are required to provide an introduction and outline of their portfolio contents and a one-page written reflection for each section. The portfolio committee reviews the portfolio in the final term enrollment with the exception of the summer session. Summer graduates will submit their portfolios during the Spring semester prior to their final summer session.

### **Evaluation of the Portfolio**

Certification of the student's competency is achieved at the discretion of the committee before the portfolio is accepted. If the student fails to achieve certification of competency based on a particular area of weakness, the committee may grant the student the opportunity to remediate that area. If a student fails to achieve certification of competency in all five areas, the student will delay graduation a minimum of one semester while undertaking remediation (see the Portfolio Rubric in the Appendices).

### **Personal Counseling Requirement**

One of the portfolio requirements involves Self-Awareness and Personal Growth. Each student is required to participate in a minimum of eight sessions of therapy (individual, couple, family, or group) with a licensed practitioner *prior to beginning practicum*. This counseling requirement helps produce better counselors by sensitizing them to the role of client. The student is not required to present any information about the fulfillment of this requirement other than a letter composed and signed by the licensed practitioner stating that the required number of sessions has been met.

### **Portfolio Guidelines and Policies**

Students finishing their final course work should apply for graduation during the first month of an academic semester. This application indicates that s/he will be presenting the portfolio to the Counseling Department faculty.

The student is responsible for:

- I. Applying for graduation with the Office of the Registrar

2. Paying the required fee that is charged to the student account
3. Making the link to the portfolio on Watermark available to their portfolio committee by the established deadline

### **Format**

The portfolio is not just a collection; it is an organized, structured argument that the student has developed competencies in several categories during his/her studies at Stetson. The portfolio must be presented in Watermark. Every portfolio must include an outline of the portfolio contents and a section for each competency area that includes a written reflection. The rubric for the portfolio can be found in the appendices. The portfolio should reflect the acquisition, integration, and application of counseling knowledge, skills, and dispositions (providing both academic and clinical evidence). We have created [videos](#) to help students develop their E-Portfolio.

Students are required to provide the following in the portfolio:

- Table of Contents for the five competencies and a sub-table of contents for each competency.
- A 3–5-page written reflection for each competency to be placed at the beginning of that particular competency.

Note: Students should not include syllabi in the portfolio, only their own original work. Documents serving as evidence should be included in only one section. Listed below are the five competencies required for successfully passing the portfolio. Beneath each competency is a list of suggestions for items that serve as evidence.

## Demonstrate Evidence of Competency in:

### I. Ethically Informed Professional Identity

- a. In this section, students must provide thorough evidence of developing their professional identity, gaining legal and ethical knowledge within the counseling realm, and demonstrating the ability to use an ethical decision-making model (which is to include consultation with other professionals when law and ethical standards do not specifically address a client situation).
- b. Evidence may include professional resume, professional memberships, proof of conferences attended, papers/presentations regarding counselor identity development, career portfolio elements, certificates earned from additional training outside of the master's program (e.g., certificate programs), papers/presentations that pertain to legal and ethical knowledge and application, (e.g., responses to cases on ethical and legal issues), certificates earned while developing legal and ethical knowledge (e.g., Baker Act training), general liability insurance policy, an example of navigating an ethical dilemma during practicum/internship, etc.

### 2. Awareness of Personal Strengths and Resiliency

- a. In this section, students must provide thorough evidence of their developing self-awareness and knowledge of its impact on both their personal and professional growth and wellness. Students should describe a developmental process that includes future plans for growth, express commitment to continued personal change and to providing counseling services based on implementation of counseling skills, research, and best practices.
- b. Evidence may include personal wellness plans, assessment results, reaction papers, eight personal counseling sessions letter, expressive arts activities, papers/presentations that involve personal insight and/or reflection, plans for continued growth and wellness, rationale for maintaining wellness and the impact of personal wellness on professional competence, description of personal and professional strengths, etc.

### 3. Appreciation of Diverse Cultures

- a. In this section, students must provide evidence of their developing cultural competence. Students should demonstrate and articulate attitudes, knowledge, and skills related to their own cultural values and biases, the counselor's awareness of the client's worldview, and culturally appropriate interventions strategies.
- b. Evidence may include papers/presentations that detail knowledge about and/or experiences with a particular cultural group besides one's own, assessment/treatment plans for specific multicultural cases, a broad description of personal biases and identified strategies for maintaining cultural competence in light of these biases, acknowledgement of privilege and discrimination, an example of a time in practicum/internship in which the student demonstrated cultural competence while working with a client who identifies as culturally different than the student.

#### 4. Critical Thinking and Creative Expression

- a. In this section, students must provide thorough evidence of learning to integrate theory, research, and skills into evidence-based practice for their specialty through varied methods and skills. Students should demonstrate their abilities to assess, sets goals, and design treatment plans to deliver appropriate counselor interventions and to facilitate growth or change in clients and to provide feedback to clients in a facilitative manner and help them identify options for change utilizing their own positive assets and potential as human beings.
- b. Evidence may include transcripts from counseling sessions in skills class, theoretical orientation paper, mock session video feedback (*do not* include actual client or mock counseling videos in your portfolio), treatment planning papers/projects, papers/presentations on intervention strategies for client populations, certificates demonstrating additional training (e.g., Prepare/Enrich, Gottman, TF-CBT, EMDR), assessment and research projects, practicum/internship evaluations, case conceptualization presentations, a client example of one or more sessions in which the student integrated counseling theory and intervention appropriately (being sure to clearly connect the intervention to the tenets of the identified theory or theories), etc.

#### 5. Efficacious Commitment to Professional and Community Service

- a. In this section, students must provide thorough evidence of understanding the role of counselor as a leader, an advocate, and change agent in the community. Students should demonstrate recognition of the important role that counselors play in the legal, business, and helping fields; understand the powerful role of the counselor and utilize that role to serve as an advocate for marginalized clients; serve as leaders in the professional community and provide knowledge and expertise to agencies.
- b. Evidence may include professional organizational involvement, CSI involvement and leadership activities, community service, papers/presentations that involve the topic of advocacy, relevant career portfolio elements, community needs assessment, discussion of community service, community leadership and advocacy activities, plans for future professional advocacy.

## PROGRAM ASSESSMENT

Assessment is an especially important part of the graduate student's experience in the Department of Counselor Education. Not only is the student assessed using a variety of methods, but the program is also assessed in a systemic manner. Many departments within the University, community agencies, students, alumni, and advisors play a part in the most important process of program assessment.

### CONTINUOUS SYSTEMATIC EVALUATION PLAN

As part of our on-going systematic assessment process, the Department of Counselor Education utilizes several platforms and processes to evaluate student progress and to assist students, faculty, and staff in the collection of and dissemination of data. These platforms and processes include an aggregate data spreadsheet, Qualtrics, Banner by Ellucian, Canvas, and Time2Track, and Watermark. The data collected includes student grades, student feedback, rubrics, annual student review, advancement to candidacy, student evaluations, scores on the CPCE, and the defense of the portfolio. This data is then used to make improvements in the program as evidenced by student grades and rubric scores, student feedback, student review, advancement to candidacy, scores on the CPCE, and the defense of the portfolio.

### WATERMARK STUDENT LEARNING AND LICENSURE

Watermark is an electronic portfolio and accreditation management system that is important to your success within the program. Students are required to demonstrate that they have met the standards associated with their specific CACREP program. Students complete key assignments and faculty then assess these assignments within Watermark. The program is then able to generate data reports for accreditation and assessment purposes.

An active subscription to Watermark is a requirement for one or more courses that comprise your professional counselor education curriculum. Because your Watermark membership is valid for seven full years, you will be able to use your electronic Watermark portfolio in the job seeking process.

As you progress through your program, you will find that Watermark allows you to work more efficiently, communicate effortlessly, and grow academically. Benefits for students include:

- Unlimited digital storage accessible via the web (which eliminates the need to purchase external jump drives);
- Ability to create professional electronic portfolios that can be easily shared;
- Ability to submit major assignments and receive feedback electronically;
- Personal file manager, which allows you to upload and manage external files, such as MS Office, PDF, videos, pictures, and text documents – and which includes labeling capabilities to make document management easy.

In addition to the student benefits listed above, Watermark will enable the program faculty to collect and analyze course assignments and assessment data more quickly and efficiently. Watermark also will allow the Department of Counselor Education to access data for accreditation needs and to address program improvements in a timely manner.

### **How much does it cost and how do I set up my Watermark account?**

For newly enrolled students, your account will be billed a **one-time fee of 130.00** just after your first semester drop/add period. It is listed on your billing as a “Course Fee”. Once your account is billed, your Watermark code will be ordered. Your Watermark registration instructions will be emailed to you. It is important that you set up your account right away. If you have been in the program for one semester or more and have not activated your Watermark account, please contact us at [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu).

## **PRACTICUM AND INTERNSHIP**

A practicum or internship setting is a public or private community agency; elementary, middle, or secondary school; community or junior college; university; or not-for-profit business; publicly or privately funded service program; or other appropriate setting that accepts a graduate student fully enrolled in a program in the Stetson University Department of Counselor Education for supervised professional experience. Please note that practicum and internship are separate, sequential experiences; concurrent registration in a practicum and internships is not permitted.

Changes to your site placement(s) for any reason must be approved by your faculty supervisor and the Clinical Coordinator prior to any changes including but not limited to adding a secondary site.

### **Program Requirements:**

- Students in the M.S. program in Clinical Mental Health Counseling are required to take one practicum and two internships.
- Students in the M.S. program in Marriage, Couple and Family Counseling are required to take one practicum and two internships.

### **PRACTICUM**

All students must apply for their practicum experience. Application information, forms, and updated deadlines are located on the Practicum and Internship webpage: <https://www.stetson.edu/artsci/counselor/internship.php>. Failure to apply may result in a denial of beginning the practicum experience.

Practicum is a supervised clinical experience intended to enable the student to develop basic counseling skills and integrate professional knowledge. Practicum is offered prior to internship. Students with lower than a 3.0 GPA may not register for practicum. Students must have been accepted into degree-seeking graduate program, completed Evaluation and Assessment (COUN 501), Legal, Ethical & Professional Issues (COUN 502), Human Relations Methods & Skills (COUN 503), Group Counseling (COUN 504), Theories of Counseling (COUN 505), Human Development (COUN 506), Family Systems (COUN 508), Individual, Marital & Family Psychopathology & Psychotherapy (COUN 509), Multicultural Counseling and Psychosocial Theory (COUN 513), and Statistical Analysis and Research Design (COUN 515), and have been advanced to candidacy.

Prior to being permitted to enroll in practicum, students must complete the following:

- Choose 3-4 potential sites
- Advancement to candidacy

- Attend a Practicum orientation meeting
- Have faculty advisor complete the Advisor Practicum Approval Form (found on the Practicum and Internship webpage above)
- Complete the Academic Risk Acknowledgement Form (found on the Practicum and Internship webpage above)
- Documented attendance at 8 personal counseling sessions with a letter in the student file
- Practicum site approved by Clinical Coordinator
- Professional liability insurance secured and uploaded to the student's file
- Signed site contract by student, site supervisor, Faculty Supervisor, and Clinical Coordinator
- Provide Clinical Coordinator and Faculty Supervisor with a copy of site supervisor license/certification and resume

### ***Practicum Requirements: Clinical Mental Health Counseling***

Practicum students in the Clinical Mental Health Counseling program are required to complete practicum experiences that total a minimum of **200** clock hours. The practicum provides for the development of individual, couple and family counseling and group work skills under supervision. The student's practicum includes the following:

1. A minimum of **40** hours of direct service (face-to-face counseling) with clients, so that experience can be gained in individual and group interaction.
2. A minimum of (1) hour a week of individual supervision (using audiotape, videotape, and/or direct observation) over a minimum of one academic term by a program faculty member or a supervisor working under the supervision of a program faculty member.
3. A minimum of one and one-half (1 1/2) hours a week of group supervision with other students in similar practicum over a minimum of one academic term by a program faculty member or a supervisor under the supervision of a program faculty member; and
4. Evaluation of the student's performance throughout the practicum including a formal evaluation at the completion of the practicum.

### ***Practicum Requirements: Marriage, Couple and Family Counseling***

Students are required to complete supervised practicum experiences that total a minimum of **200** clock hours. The practicum provides for the development of individual, couple, family counseling and group work skills under supervision. The student's practicum includes the following:

1. A minimum of **40** hours of direct service (face-to-face counseling) with clients, so that experience can be gained in individual and group interaction.
2. A minimum of (1) hour a week of individual supervision by on-site supervisor. (This may include review of audiotapes, videotapes and/or direct observation) over a minimum of one academic term by a program faculty member or a supervisor working under the supervision of a program faculty member.

3. A minimum of one and one-half (1 1/2) hours per week of group supervision with other students in similar practicum over a minimum of one academic term by a program faculty member or a supervisor under the supervision of a program faculty member.
4. Evaluation of the student's performance throughout the practicum including a formal evaluation at the completion of the practicum.
5. The **200**-clock hour requirement for practicum may be met through a variety of approaches, with permission from your University and Site Supervisor.

### ***Practicum Requirements: Dual Major***

Students pursuing a dual major specializing in both Clinical Mental Health Counseling and Marriage, Couple, and Family Counseling are required to complete a practicum that will total a minimum of **200** clock hours. The practicum provides for the development of individual, couple and family counseling and group work skills under supervision. The student's practicum includes the following:

1. A minimum of **40** hours of direct service (face-to-face counseling) with clients, so that experience can be gained in individual and group interaction.
2. A minimum of (1) hour a week of individual supervision (using audiotape, videotape, and/or direct observation) over a minimum of one academic term by a program faculty member or a supervisor working under the supervision of a program faculty member.
3. A minimum of one and one-half (1 1/2) hours a week of group supervision with other students in similar practicum over a minimum of one academic term by a program faculty member or a supervisor under the supervision of a program faculty member; and
4. Evaluation of the student's performance throughout the practicum including a formal evaluation at the completion of the practicum.

## **INTERNSHIPS**

Internship is a post-practicum supervised clinical experience intended to enable the student to refine and enhance basic counseling or student development skills and integrate professional knowledge and skills appropriate to the student's specialization and post-graduation professional placement. Students must have completed COUN 525 (Advanced, Individual, Couple, and Family Therapy, Techniques and Treatment Planning) prior to the start of Internship I.

### ***Internship Requirements: Clinical Mental Health Counseling***

Clinical Mental Health Counseling students are required to complete internship experiences that total a minimum of **600** clock hours during Internship I and II (**300** clock hours in each clinical internship). The internship provides students with "work experience" in the setting and further development of individual, couple, family, and group work skills under supervision. The student's internship includes the following:

1. A minimum of **260** hours of direct service with clients appropriate to the program of study (130 hours each semester of Internship);
2. A minimum of one (1) hour per week of individual supervision, throughout the internship, usually performed by the on-site supervisor;

3. A minimum of one and one-half (1 1/2) hours per week of group supervision, throughout the internship, usually performed by a program faculty member supervisor;
4. The opportunity for the student to become familiar with a variety of professional activities other than direct service;
5. The opportunity for the student to develop audio and/or videotapes of the student's interactions with clients appropriate to the specialization for use in supervision;
6. The opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computer, print and non-print media, professional literature, research, and information and referral to appropriate providers; and
7. A formal evaluation of the student's performance during the internship by a program faculty supervisor in consultation with the site supervisor.
8. Internship I and Internship II must be completed over a minimum of two (2) semesters.

The combination of the Practicum and Internship I & II enables the student to record at least 800 clock hours of supervised professional experience.

### ***Internship Requirements: Marriage, Couple and Family Counseling***

Students are required to complete internship experiences that total a minimum of **600** clock hours (**300** clock hours in each clinical internship). The internships provide students with "work experience" in the setting and further development of individual, couple, family counseling and group work skills under supervision. The student's internship includes the following:

1. A minimum of **260** direct contact hours with clients appropriate to the program of study (130 hours each semester of Internship) with 200 of the total direct hours providing marriage & family services to meet Florida licensure requirements.
2. A minimum of one (1) hour per week of individual supervision, throughout the internship usually performed by the on-site supervisor.
3. A minimum of one and one half (1 1/2) hours per week of group supervision.
4. The opportunity for the student to become familiar with a variety of professional activities other than direct service.
5. The opportunity for the student to develop audio and/or videotapes of the student's interactions with clients appropriate to the specialization for use in supervision.
6. The opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, professional literature, research and information and referral to appropriate providers.
7. A formal evaluation of the student's performance during the internship by a program faculty supervisor in consultation with the site supervisor.
8. Internship I and Internship II must be completed over a minimum of two (2) semesters.

### **Internship Requirements: Dual Major**

Students pursuing a dual major specializing in both Clinical Mental Health Counseling and Marriage, Couple, and Family Counseling are required to complete three internship experiences that total a minimum of **1200** clock hours (400 clock hours in each internship). Students will take one internship in Clinical Mental Health Counseling, one internship in Marriage, Couple, and Family Counseling, and one additional internship in Counseling that covers both program areas. The three internships provide students with "work experience" in the setting and further development of individual, couple, family counseling and group work skills under supervision. The student's internship includes the following:

1. A minimum of **480** direct contact hours with clients appropriate to the program of study (160 hours each semester of Internship) with 200 of the total direct hours being relevant clinical relational work (e.g., couple, family therapy) over the entirety of the clinical experience to meet Florida licensure requirements
2. A minimum of one (1) hour per week of individual supervision, throughout the internship usually performed by the on-site supervisor.
3. A minimum of one and one half (1 1/2) hours per week of group supervision.
4. The opportunity for the student to become familiar with a variety of professional activities other than direct service.
5. The opportunity for the student to develop audio and/or videotapes of the student's interactions with clients appropriate to the specialization for use in supervision.
6. The opportunity for the student to gain supervised experience in the use of a variety of professional resources such as assessment instruments, computers, print and non-print media, professional literature, research and information and referral to appropriate providers.
7. A formal evaluation of the student's performance during the internship by a program faculty supervisor in consultation with the site supervisor.
8. Internship I, Internship II, and Internship in Counseling must be completed over a minimum of three (3) semesters.

### **GRADES FOR PRACTICUM AND INTERNSHIP**

All practicum courses are graded A, A-, B+, B, B-, C+, C, C-, or F. Internship courses in the department are graded on a "P/F"(Pass or Fail) basis. Courses for which a grade of "P" (Pass) is awarded are counted as part of the total credit hours completed in a program but are not counted for grade point average (GPA) computations (i.e., no "grade points" are awarded for grades of "P").

All grades are awarded by program faculty who are supervising your practicum or internship experience. Program faculty will consult with your site supervisor regarding your grade for the course.

**COUN 517 Incomplete Policy:** Students who are unable to complete class requirements within the time limitations of the semester are responsible for initiating and working out an arrangement with the professor prior to the end of the term in order to receive an "incomplete" for the course. Students will be required to register for the COUN 523 Clinical Experience Completion course (1 credit hour) and remain in a practicum course the following

semester. An agreed upon plan for completion must be submitted in writing identifying a date when work will be completed. Students must complete all requirements for the incomplete before beginning COUN 518 Internship I. If the requirements are not resolved by the end of the following semester, the grade will turn into an “F.” This incomplete policy applies only to COUN 517 Practicum.

**COUN 519/520 Incomplete Policy:** Students who are unable to complete class requirements within the time limitations of the semester are responsible for initiating and working out an arrangement with the professor prior to the end of the term in order to receive an “incomplete” for the course. Students will be required to register for the COUN 523 Clinical Experience Completion course (1 credit hour) and remain in an internship course the following semester. An agreed upon plan for completion must be submitted in writing identifying a date when work will be completed. If the requirements are not resolved by the end of the following semester, the grade will turn into an “F.” This incomplete policy applies only to COUN 519 Internship II and, for Dual Major students only, the COUN 520 Internship in Counseling course.

## **EVALUATION OF PRACTICUM AND INTERNSHIP**

### ***Students’ Required Paperwork***

It is the student’s responsibility to make sure that all required paperwork is submitted to the DeLand main office by the last day of regularly scheduled classes in the academic term in which Practicum and Internship take place or a grade of incomplete (“I”) will be recorded for the practicum class or the internship class in which students are registered. Failure to turn in the required paperwork may prevent further progress in the program.

### ***Students’ Evaluation of Site Placement***

Students are also asked to evaluate the setting in which the practicum or internship was completed and the Site Supervisor at that setting. The information provided will be helpful in determining the suitability of the site for subsequent placements. The content of evaluations of sites and site supervisors will not affect permanent grades in practicum or internship.

### ***Mid-Term Evaluation of Student***

Feedback from the site supervisor is one of three important sources of information considered in monitoring student progress. Therefore, each site supervisor is asked to complete a Mid-Term Evaluation of the student. Site supervisors are expected to complete the evaluation form digitally by the due date specified in the syllabus.

### ***Site Supervisors Evaluation of Student***

Feedback from the site supervisor is one of three important sources of information considered in monitoring student progress and determining grades for practicum and/or internship experiences. Therefore, each site supervisor is asked to complete a digital End-of-Term Evaluation of the student. The evaluation needs to be completed by 5:00 PM on the date listed on the evaluation. If the evaluation is not received by the due date, students will receive a grade of incomplete (“I”).

### ***Student Removal from Practicum or Internship Site***

If a student is dismissed from a practicum or internship site due to unethical, unprofessional, or otherwise unacceptable behavior, the student will be required to participate in the PAR process. At a minimum, the student will be required to take one or more semesters away from the program and fulfill a remediation plan. Additionally, there is the possibility the student would be dismissed from the program.

### ***Logging Hours for Practicum and Internship: Time2Track***

Students are required to enroll in Time-2-Track to maintain all clinical hours' documentation. The cost is \$79.00 per year and can be paid directly to the Stetson Department of Counselor Education by following this link: <https://www.stetson.edu/artsci/counselor/student-fees.php>. Specific instructions for using Time2Track are provided in your Practicum syllabus.

## **PROGRAMS OF STUDY**

### **MASTER OF SCIENCE IN CLINICAL MENTAL HEALTH COUNSELING (CMHC)**

The M.S. in Clinical Mental Health Counseling is designed to prepare students for careers as mental health counselors in the community, public and private human service agencies, inpatient, partial, outpatient and other treatment settings, business, and independent practice, as well as settings that provide human service consulting.

Students who complete the program are eligible to take the examination of the National Board for Certified Counselors (NBCC) and the Florida licensure exam for clinical mental health counseling.

The Clinical Mental Health Counseling program is an ecosystemic and community-focused program which emphasizes building personal and professional strengths and resiliency. Students are trained to understand human problems (individual, family, and community) from a strength-based approach. Specific attention is paid to learning about culturally diverse and vulnerable populations and communities. Students gain exposure and experience in providing counseling and community service in culturally diverse settings.

### ***Program Objectives***

To prepare graduates to:

- Have a general knowledge of and experience with treatment modalities appropriate for a broad range of mental health service recipients and mental health service settings.
- Establish a professional identity as Clinical Mental Health Counselors.
- Interact effectively with the full spectrum of mental health professionals
- Provide competent professional service and leadership within the mental health field.
- Have knowledge and skill as scientist-practitioners.
- Demonstrate knowledge and competency in culturally appropriate, community-focused mental health interventions and service delivery.
- Be ethically and legally informed practitioners.

## **Hours Requirements/Planned Program**

A minimum of 60 semester hours of coursework is required; 51 hours are considered required courses, and 9 hours are earned in practicum and internship in the Clinical Mental Health Program. Students must create a portfolio of their learning experiences as the capstone project to complete the degree. Be aware that state licensure requirements may change based on legislation.

### **CMHC Planned Program Standard Track – Fall Start 60 Semester Hour Program**

#### **FALL YEAR 1**

COUN 508 Family Systems  
COUN 526 Foundations of Clinical Mental Health Counseling

#### **SPRING YEAR 1**

COUN 503 Human Relations Methods & Skills  
COUN 505 Theories of Counseling

#### **SUMMER YEAR 1**

COUN 502 Legal, Ethical, & Professional Issues  
COUN 515 Statistical Analysis & Research Design

#### **FALL YEAR 2**

COUN 504 Group Counseling  
COUN 506 Human Development

#### **SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy  
COUN 513 Multicultural Counseling

#### **SUMMER YEAR 2**

COUN 507 Career Counseling  
COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment Planning

#### **FALL YEAR 3**

COUN 501 Evaluation & Assessment  
COUN 516 Addictions Counseling

#### **SPRING YEAR 3**

COUN 514 Sexuality Counseling  
COUN 517 Practicum in Counselor Education

#### **SUMMER YEAR 3**

COUN 527 Counseling in a Community Setting  
COUN 518 Internship I: Clinical Mental Health Counseling

#### **FALL YEAR 4**

COUN 521 Counseling Children and Adolescents  
COUN 519 Internship II: Clinical Mental Health Counseling

**CMHC Planned Program**  
**Moderate Track – Fall Start**  
**60 Semester Hour Program**

**FALL YEAR I**

COUN 508 Family Systems  
COUN 526 Foundations of Clinical Mental Health Counseling

**SPRING YEAR I**

COUN 503 Human Relations Methods & Skills  
COUN 505 Theories of Counseling

**SUMMER YEAR I**

COUN 502 Legal, Ethical & Professional Issues  
COUN 515 Statistical Analysis & Research Design  
COUN 507 Career Counseling

**FALL YEAR 2**

COUN 501 Evaluation & Assessment  
COUN 504 Group Counseling  
COUN 506 Human Development

**SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy  
COUN 513 Multicultural Counseling

**SUMMER YEAR 2**

COUN 527 Counseling in a Community Setting  
COUN 517 Practicum in Counselor Education  
COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment Planning

**FALL YEAR 3**

COUN 516 Addictions Counseling  
COUN 521 Counseling Children & Adolescents  
COUN 518 Internship I: Clinical Mental Health Counseling

**SPRING YEAR 3**

COUN 519 Internship II: Clinical Mental Health Counseling  
COUN 514 Sexuality Counseling

**CMHC Planned Program**  
**Standard/Moderate Track – Spring Start**  
**60 Semester Hour Program**

**SPRING YEAR 1**

COUN 503 Human Relations Methods & Skills  
COUN 505 Theories of Counseling

**SUMMER YEAR 1**

COUN 502 Legal, Ethical & Professional Issues  
COUN 515 Statistical Analysis & Research Design

**FALL YEAR 1**

COUN 508 Family Systems  
COUN 526 Foundations of Clinical Mental Health Counseling  
COUN 506 Human Development

**SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy  
COUN 513 Multicultural Counseling

**SUMMER YEAR 2**

COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment  
Planning  
COUN 507 Career Counseling

**FALL YEAR 2**

COUN 501 Evaluation & Assessment  
COUN 504 Group Counseling  
COUN 521 Counseling Children & Adolescents

**SPRING YEAR 3**

COUN 514 Sexuality Counseling  
COUN 517 Practicum in Counselor Education

**SUMMER YEAR 3**

COUN 527 Counseling in a Community Setting  
COUN 518 Internship I: Clinical Mental Health Counseling

**FALL YEAR 3**

COUN 516 Addictions Counseling  
COUN 519 Internship II: Clinical Mental Health Counseling

## **MASTER OF SCIENCE IN MARRIAGE, COUPLE AND FAMILY COUNSELING**

The M.S. in Marriage, Couple and Family Counseling is designed to train counselors for roles in community agencies, hospitals, churches, businesses, family treatment centers, and private practice settings.

Students who complete the program are eligible to take the examination of the National Board for Certified Counselors (NBCC) and licensure exams for either licensed mental health counselor (LMHC) or licensed marriage and family therapist (LMFT).

The Marriage, Couple, and Family Counseling program emphasizes an ecosystemic approach for understanding human problems and generating opportunities for solutions: Students learn to moderate solution-oriented conversations among interested parties (i.e., stakeholders) who are invited to seek "double descriptions" of mutual concerns and problems, to listen carefully to each other, to provide and deliver multiple solution possibilities, and to construct alternatives of cooperation and commitment. Students learn about evidence-based theories and approaches to working with couples and families as part of developing their identity as a Marriage, Couple, and Family Counselor.

### ***Program Objectives***

To prepare graduates to:

- Utilize a systemic, strength-focused theoretical perspective to assess, diagnose and provide treatment to a diverse population of clientele.
- Develop sensitivity and awareness of ethnicity, cultural heritage, socioeconomic status, family structure, age, gender, sexual orientation, religious and spiritual beliefs, occupation, physical and mental status and understand the impact of these factors on effective delivery of Marriage, Couple and Family Counseling services in the community.
- Establish a professional identity as a Marriage, Couple and Family Counselor who treats marital relationships, couples, families, and individuals from a systems perspective.
- Become ethical practitioners who are aware of societal trends in family life (families in transition, dual career couples, blended families, same sex couples) and who work with couples and families and other larger social systems in the community.
- Continue to grow professionally through affiliation with professional organizations such as ACA and IAMFC in order to provide "cutting-edge" clinical practice.
- Advocate on behalf of Marriage, Couple and Family Counseling to promote the profession as a whole and to address barriers that impede access, equity, and success for clients.

### ***Hours Requirements/Planned Program***

A minimum of 60 semester hours of coursework is required; 51 hours are considered required courses, and nine (9) hours are earned in practicum and internship in the Marriage, Couple and Family Counseling Program. Students must defend a portfolio of their learning experiences as the capstone project to complete the degree. Be aware that state licensure requirements may change based on legislation and vary from state to state.

**MCFC Planned Program**  
**Standard Track – Fall Start**  
**60 Semester Hour Program**

**FALL YEAR I**

COUN 506 Human Development  
COUN 508 Family Systems

**SPRING YEAR I**

COUN 503 Human Relations Methods & Skills  
COUN 505 Theories of Counseling

**SUMMER YEAR I**

COUN 502 Legal, Ethical, & Professional Issues  
COUN 515 Statistical Analysis & Research Design

**FALL YEAR 2**

COUN 501 Evaluation & Assessment  
COUN 504 Group Counseling

**SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy  
COUN 513 Multicultural Counseling

**SUMMER YEAR 2**

COUN 507 Career Counseling  
COUN 510 Marriage and Relationship Counseling

**FALL YEAR 3**

COUN 516 Addictions Counseling  
COUN 521 Counseling Children and Adolescents

**SPRING YEAR 3**

COUN 514 Sexuality Counseling  
COUN 517 Practicum in Counselor Education

**SUMMER YEAR 3**

COUN 518 Internship I: Marriage, Couple & Family Counseling  
COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment  
Planning

**FALL YEAR 4**

COUN 511 Seminar in Marriage, Couple and Family Counseling  
COUN 519 Internship II: Marriage, Couple & Family Counseling

**MCFC Planned Program**  
**Moderate Track – Fall Start**  
**60 Semester Hour Program**

**FALL YEAR I**

COUN 506 Human Development  
COUN 508 Family Systems

**SPRING YEAR I**

COUN 503 Human Relations Methods & Skills  
COUN 505 Theories of Counseling

**SUMMER YEAR I**

COUN 502 Legal, Ethical, & Professional Issues  
COUN 507 Career Counseling  
COUN 515 Statistical Analysis & Research Design

**FALL YEAR 2**

COUN 501 Evaluation & Assessment  
COUN 504 Group Counseling  
COUN 521 Counseling Children and Adolescents

**SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy  
COUN 513 Multicultural Counseling

**SUMMER YEAR 2**

COUN 510 Marriage and Relationship Counseling  
COUN 517 Practicum in Counselor Education  
COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment  
Planning

**FALL YEAR 3**

COUN 511 Seminar in Marriage, Couple and Family Counseling  
COUN 516 Addictions Counseling  
COUN 518 Internship I: Marriage, Couple & Family Counseling

**SPRING YEAR 3**

COUN 514 Sexuality Counseling  
COUN 519 Internship II: Marriage, Couple & Family Counseling

**MCFC Planned Program**  
**Standard Track – Spring Start**  
**60 Semester Hour Program**

**SPRING YEAR 1**

COUN 505 Theories of Counseling  
COUN 503 Human Relations Methods and Skills

**SUMMER YEAR 1**

COUN 502 Legal, Ethical & Professional Issues  
COUN 515 Statistical Analysis & Research Design

**FALL YEAR 1**

COUN 508 Family Systems  
COUN 506 Human Development

**SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy  
COUN 513 Multicultural Counseling

**SUMMER YEAR 2**

COUN 507 Career Counseling  
COUN 510 Marriage and Relationship Counseling

**FALL YEAR 2**

COUN 501 Evaluation & Assessment  
COUN 504 Group Counseling  
COUN 521 Counseling Children & Adolescents

**SPRING YEAR 3**

COUN 514 Sexuality Counseling  
COUN 516 Addictions Counseling

**SUMMER YEAR 3**

COUN 517 Practicum in Counselor Education  
COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment Planning

**FALL YEAR 3**

COUN 511 Seminar in Marriage, Couple and Family Counseling  
COUN 518 Internship I: Marriage, Couple & Family Counseling

**SPRING YEAR 4**

COUN 519 Internship II: Marriage, Couple & Family Counseling

**MCFC Planned Program**  
**Moderate Track – Spring Start**  
**60 Semester Hour Program**

**SPRING YEAR 1**

COUN 503 Human Relations Methods & Skills  
COUN 505 Theories of Counseling

**SUMMER YEAR 1**

COUN 502 Legal, Ethical, & Professional Issues  
COUN 507 Career Counseling  
COUN 515 Statistical Analysis & Research Design

**FALL YEAR 1**

COUN 501 Evaluation & Assessment  
COUN 506 Human Development  
COUN 508 Family Systems

**SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy  
COUN 513 Multicultural Counseling

**SUMMER YEAR 2**

COUN 510 Marriage and Relationship Counseling  
COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment  
Planning

**FALL YEAR 2**

COUN 504 Group Counseling  
COUN 516 Addictions Counseling  
COUN 521 Counseling Children and Adolescents

**SPRING YEAR 3**

COUN 514 Sexuality Counseling  
COUN 517 Practicum in Counselor Education

**SUMMER YEAR 3**

COUN 518 Internship I: Marriage, Couple & Family Counseling

**FALL YEAR 3**

COUN 511 Seminar in Marriage, Couple and Family Counseling  
COUN 519 Internship II: Marriage, Couple & Family Counseling

## **OPTIONAL ADVANCED STUDY COURSEWORK FOR CMHC AND MCFC STUDENTS**

The Department of Counselor Education offers optional advanced study coursework for students enrolled in the Master of Science in Clinical Mental Health Counseling or the Master of Science in Marriage, Couple, and Family Counseling. These optional courses allow students to pursue additional professional learning beyond the required 60-credit program of study.

Advanced study coursework is not a separate CACREP-accredited degree program or specialized practice area. Students completing advanced study coursework remain enrolled in their primary CACREP-accredited specialized practice area unless they are formally approved for and complete the full dual major requirements.

Advanced study coursework allows students to deepen their knowledge in selected counseling topics beyond the required curriculum for their primary specialized practice area. These courses may support professional development, broaden clinical understanding, or help students explore additional counseling interests. Completion of advanced study coursework does not replace, reduce, or alter the requirements of the student's primary CACREP-accredited specialized practice area.

### ***Hours Requirements/Planned Program***

Students who elect optional advanced study coursework complete the full required program of study for their primary CACREP-accredited specialized practice area, either CMHC or MCFC, plus additional approved elective coursework. Advanced study coursework means completing more than the minimum 60 credits required for the primary specialized practice area. The total number of credits depends on the approved additional coursework selected in consultation with the student's academic advisor.

Advanced study coursework does not alter practicum or internship requirements for the student's primary specialized practice area. Students who wish to complete both CMHC and MCFC as CACREP-accredited specialized practice areas must meet the dual major requirements described below.

<b>Major Core Requirements</b>	<b>Credits</b>
COUN 501 – Evaluation & Assessment	3
COUN 502 – Legal, Ethical, & Professional Issues	3
COUN 503 – Human Relations Methods & Skills	3
COUN 504 – Group Counseling	3
COUN 505 – Theories of Counseling	3
COUN 506 – Human Development	3
COUN 507 – Career Counseling	3
COUN 508 – Family Systems	3
COUN 509 – Individual, Marital, and Family Psychopathology/Psychotherapy	3
COUN 513 – Multicultural Counseling	3
COUN 514 – Sexuality Counseling	3
COUN 515 – Statistical Analysis & Research Design	3
COUN 516 – Addictions Counseling	3
COUN 521 – Counseling Children and Adolescents	3
COUN 525 – Advanced Individual, Couple, & Family Therapy Techniques & Treatment Planning	3

<b>Clinical Requirements</b>	<b>Credits</b>
COUN 517 – Practicum in Counselor Education	3
COUN 518 – Internship I in CMHC or MCFC	3
COUN 519 – Internship II in CMHC or MCFC	3

<b>Specialization Requirements</b>	<b>Credits</b>
<i>Choose one of the following specializations:</i>	
1. Clinical Mental Health Counseling (choose both of the following courses)	6
a. COUN 526 – Foundations of Clinical Mental Health Counseling	
b. COUN 527 – Counseling in a Community Setting	
2. Marriage, Couple & Family Counseling (choose both of the following courses)	6
a. COUN 510 – Marriage and Relationship Counseling	
b. COUN 511 – Seminar in Marriage, Couple and Family Counseling	
3. Dual Major in CMHC and MCFC	15
a. COUN 510 – Marriage and Relationship Counseling	
b. COUN 511 – Seminar in Marriage, Couple and Family Counseling	
c. COUN 526 – Foundations of Clinical Mental Health Counseling	
d. COUN 527 – Counseling in a Community Setting	
e. COUN 520 – Internship in Counseling	

<b>[Optional] Advanced Studies Requirements</b>	<b>Credits</b>
<i>Choose 2 to 4 electives from the list below:</i>	
COUN 510 – Marriage and Relationship Counseling	
COUN 511 – Seminar in Marriage, Couple and Family Counseling	
COUN 512 – Understanding Religious & Spiritual Themes in Counseling	
COUN 526 – Foundations of Clinical Mental Health Counseling	
COUN 527 – Counseling in a Community Setting	
COUN 531 – Play Therapy Theories and Practices	

COUN 532 – Play Therapy and Creativity with Families and Special Populations  
COUN 533 – Utilizing Expressive Arts in Counseling

**Total Semester Hours**

**66 – 72**

***Dual Major: Clinical Mental Health Counseling and Marriage, Couple, and Family Counseling***

The dual major is distinct from optional advanced study coursework. Optional advanced study coursework allows a student to take additional counseling courses beyond the requirements of one CACREP-accredited specialized practice area. The dual major is for students who seek to complete both CACREP-accredited specialized practice areas concurrently.

Students pursuing the dual major must complete all curricular and clinical requirements for both Clinical Mental Health Counseling and Marriage, Couple, and Family Counseling, including a minimum 600-clock-hour internship for each specialized practice area. Students are not recognized as having completed both CACREP-accredited specialized practice areas unless all requirements for both areas are completed.

***Benefits of Pursuing a Dual Major***

- Two CACREP accredited majors listed on your transcript.
- In Florida or if you move to another state, it's the more reliable path toward dual licensure – note: it is extremely important you investigate the licensure policies of the state you will be moving to verify licensure requirements as they vary in each state.
- More marketability in applying for positions with the Veteran's Administration (VA) and other agencies.

**Specific Internship Hours Requirements:**

After Practicum, dual major students will take a 400-hour Internship in Clinical Mental Health Counseling (CMHC), a 400-hour Internship in Marriage, Couple and Family Counseling (MCFC), and a 400-hour Internship in CMHC/MCFC.

## Dual Major CMHC/MCFC Planned Program

**Fall Start**

### 69 Semester Hour Program

#### **FALL YEAR I**

COUN 508 Family Systems

COUN 526 Foundations of Clinical Mental Health Counseling

#### **SPRING YEAR I**

COUN 503 Human Relations Methods & Skills

COUN 505 Theories of Counseling

#### **SUMMER YEAR I**

COUN 502 Legal, Ethical, & Professional Issues

COUN 515 Statistical Analysis & Research Design

#### **FALL YEAR 2**

COUN 501 Evaluation & Assessment

COUN 504 Group Counseling

COUN 506 Human Development

#### **SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy

COUN 513 Multicultural Counseling

#### **SUMMER YEAR 2**

COUN 507 Career Counseling

COUN 510 Marriage and Relationship Counseling

COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment Planning

#### **FALL YEAR 3**

COUN 516 Addictions Counseling

COUN 517 Practicum in Counselor Education

COUN 521 Counseling Children and Adolescents

#### **SPRING YEAR 3**

COUN 514 Sexuality Counseling

COUN 518 Internship I: Clinical Mental Health Counseling\*

#### **SUMMER YEAR 3**

COUN 519 Internship II: Marriage, Couple & Family Counseling\*

COUN 527 Counseling in a Community Setting

#### **FALL YEAR 4**

COUN 511 Seminar in Marriage, Couple and Family Counseling

COUN 520 CMHC/MCFC Internship (for Dual Major)

\*Note: Dual major students must take one Internship in MCFC and one internship in CMHC. It does not matter which section they take for Internship I and Internship II. The order the two classes are taken may at times be determined by enrollment numbers in the Internship sections.

**Dual Major CMHC/MCFC Planned Program**  
**Spring Start**  
**69 Semester Hour Program**

**SPRING YEAR I**

COUN 503 Human Relations Methods & Skills  
COUN 505 Theories of Counseling

**SUMMER YEAR I**

COUN 502 Legal, Ethical, & Professional Issues  
COUN 515 Statistical Analysis & Research Design

**FALL YEAR I**

COUN 506 Human Development  
COUN 508 Family Systems  
COUN 526 Foundations of Clinical Mental Health Counseling

**SPRING YEAR 2**

COUN 509 Individual, Marital, and Family Psychopathology/Psychotherapy  
COUN 513 Multicultural Counseling

**SUMMER YEAR 2**

COUN 507 Career Counseling  
COUN 510 Marriage and Relationship Counseling  
COUN 525 Advanced Individual, Couple, & Family Therapy Techniques & Treatment Planning

**FALL YEAR 2**

COUN 501 Evaluation & Assessment  
COUN 504 Group Counseling  
COUN 521 Counseling Children and Adolescent

**SPRING YEAR 3**

COUN 514 Sexuality Counseling  
COUN 517 Practicum in Counselor Education

**SUMMER YEAR 3**

COUN 518 Internship I: Clinical Mental Health Counseling\*  
COUN 527 Counseling in a Community Setting

**FALL YEAR 3**

COUN 511 Seminar in Marriage, Couple and Family Counseling  
COUN 516 Addictions Counseling  
COUN 519 Internship II: Marriage, Couple & Family Counseling\*

**SPRING YEAR 4**

COUN 520 CMHC/MCFC Internship (for Dual Major)

\*Note: Dual major students must take one Internship in MCFC and one internship in CMHC. It does not matter which section they take for Internship I and Internship II. The order the two classes are taken may at times be determined by enrollment numbers in the Internship sections.

## **COURSE DESCRIPTIONS**

### **COUN 501 EVALUATION AND ASSESSMENT**

This course is designed to provide students with an understanding of individual, couple, family, group and environmental/community approaches to assessment and evaluation. The course will provide the information necessary to understand the history, use, and purpose of evaluation instruments commonly utilized by counseling professionals. Basic descriptive and inferential statistics, validity, reliability, and measurement concepts will also be included. A major component of this course will provide students with the opportunity to acquire skills necessary for conducting basic assessments with attention to relevant social and cultural factors. Principles and ethics of diagnosis, formal and informal assessments and overview of intelligence, aptitude, interest, achievement, personality and cognitive status will be provided.

### **COUN 502 LEGAL, ETHICAL, & PROFESSIONAL ISSUES**

This course is designed to provide an overview of professional counseling including codes of ethics, legal considerations, standards of preparation, certifications and licensing, role identity of counselors, self-care strategies appropriate to the counselor role, and goals and objectives of counseling organizations. The role of counselors in promoting the welfare of all clients, by emphasizing the inherent dignity, worth, and equality of all persons will be emphasized. The primary focus of the course will be on the legal, ethical, and professional issues for counselors. The course is designed to teach the process of decision-making guided by ethics and social responsibility.

### **COUN 503 HUMAN RELATIONS METHODS AND SKILLS**

This is a workshop-centered, practice-oriented course to provide students with cognitive, behavioral, and affective training. The objectives of this training are to develop the essential interviewing and counseling skills needed to communicate and maintain essential dimensions of the helping relationship and to explore and clarify client concerns. Students will gain awareness of the invitational, processing, personalization, and conceptualization skills, in addition to an understanding of counselor characteristics and behaviors that influence the helping process. Procedures include activities designed to help students conceptualize a systemic framework for the counseling process with an understanding of strategies conducive to promoting dignity of all persons utilizing a wellness and prevention orientation.

### **COUN 504 GROUP COUNSELING**

This course is designed to provide students with the information necessary to understand the development of effective group facilitation skills and knowledge of organizing, implementing, and evaluating groups. Theoretical and experiential understanding of group dynamics will be addressed including group process components, developmental stages, group member roles and behaviors, and therapeutic factors. Students will have an opportunity to develop an understanding of group dynamics unique to each of the 4 group specialties: task groups, psychoeducational (classroom guidance groups), counseling groups, and therapy groups. The value of diverse persons and differing ideas in group work will be illuminated. Students will gain direct experience by participating in a minimum of 10 clock hours of small group activity approved by the program.

## **COUN 505 THEORIES OF COUNSELING**

This course provides an overview of the major theories of counseling and personality that provide models to conceptualize client presentation and to select appropriate counseling interventions. Exposure to models of counseling that are consistent with current professional research and practice in the field will be presented to assist in the development of a personal model of counseling. Personal assumptions regarding human nature and behaviors are examined along with some specific therapeutic styles and techniques. Students will develop an understanding of multidisciplinary immediate, intermediate, and long-term responses to crisis, emergencies, and disasters, including the use of psychological first aid strategies.

## **COUN 506 HUMAN DEVELOPMENT**

This course addresses major theories of human development across the lifespan, including learning and personality development, and understandings of neurobiological behavior. It is designed to examine human development issues from a multicultural perspective with attention to individual, cultural, and community resilience. The course addresses the cognitive, socio-emotional, spiritual, and physical nature and needs of individuals at all developmental levels, in addition to strategies for facilitating optimum development and wellness over the lifespan. Tasks related to normal development, prevention, early intervention, and counseling are addressed along with an understanding of developmental crises, disability, psychopathology, and situational and environmental factors that affect behavior. Issues of family development and transitions are addressed from a systemic perspective.

## **COUN 507 CAREER COUNSELING**

Factors contributing to career development that must be considered by counselors as they assist clients with career planning and decision-making processes will be addressed. Career development theories, guidance models, and strategies for various client groups will be presented. Emphasis will be placed on understanding the interrelationship between and among work, family, and other life roles, including the impact of multicultural issues in career development. Assessment instruments and techniques relevant to career planning and decision-making will be presented. Students will have an opportunity to gain awareness of the counseling skills necessary to address personal issues that emerge in career life.

## **COUN 508 FAMILY SYSTEMS**

This course provides analysis of the theory and research in marriage and family interaction and communication patterns. Conceptualization of family dynamics is accomplished through integration of systems theory, the developmental stages of family life, healthy family functioning, family structures, family of origin and intergenerational influences, and the interaction of the family in a multicultural society. Students will gain an understanding of specific problems and interventions that can enhance family functioning and demonstrate an understanding of the impact of disasters on families.

## **COUN 509 INDIVIDUAL, MARITAL, & FAMILY PSYCHOPATHOLOGY AND PSYCHOTHERAPY**

This course provides an overview of theory, research and practice related to the diagnosis and treatment of individual, marital, and family psychopathology. Specific attention is paid to understanding interlocking pathology. The diagnostic categories of the DSM-5 are examined as well as physiological, behavioral, social, cognitive and systems perspectives of dysfunction. Patterns of dysfunctional and functional individual, marital, sexual, and family behaviors and interactions are assessed and analyzed through an examination of theories, case studies, research, applied literature and specific therapeutic techniques.

### **COUN 510 MARRIAGE AND RELATIONSHIP COUNSELING**

This course provides an understanding of the coupling process including dimensions of communication, developmental sequences and family of origin issues, intimacy, sexuality, and marital conflicts. Students will learn theories of couples counseling and practice methods of working effectively with couples based on current research. Case Conceptualization, Treatment Planning and therapeutic strategies are emphasized.

### **COUN 511 SEMINAR FOR MARRIAGE, COUPLE AND FAMILY COUNSELING**

This course aims to introduce students specializing in the practice of marriage, couple and family counseling to the history and philosophy, professional organizations, competencies, preparation standards, credentials, pertinent legal issues, and professional trends in the field. Students will develop an understanding of the role of marriage, couple, and family counselors within the emergency management system of the practice site and community. The therapist's role will be explored within the framework of legal and community systems and will also address the therapist's role related to divorce, child custody, mediation, and domestic violence.

### **COUN 513 MULTICULTURAL COUNSELING AND PSYCHOSOCIAL THEORY**

This course addresses multicultural issues, e.g., ethnicity, religion, nationality, age, gender, sexual orientation, mental and physical characteristics, education, family influences, on the provision of counseling services. This course is designed to evaluate pluralistic trends including societal, human roles, subgroups, norms, diversity of lifestyle, and communication patterns. The course also emphasizes the examination of personal and institutional prejudice, bias, oppression, and discrimination as well as psychosocial theories of multicultural counseling and identity development. Students will develop and increase personal awareness of cultural issues and professional multicultural counseling competencies as well as gain insight into one's own assumptions, values, beliefs, and expectations about self and others as a means of working more effectively with diverse populations. Students will understand the counselor's role in promoting social justice, advocacy and conflict resolution, and other culturally supported behaviors that promote optimal growth of the human spirit, mind and body.

### **COUN 514 SEXUALITY COUNSELING**

This course is designed to explore the biopsychosocial aspects of human sexuality and the impact on family and couple functioning. Healthy sexual functioning is reviewed as well as the assessment and treatment of sexuality dysfunctions and disorders. Students will address personal attitudes, beliefs, and biases regarding sexuality and will consider appropriate assessment and treatment strategies based on the role of relational structure, age, gender, physical status, ethnicity, and sexual orientation. Ethical and legal considerations regarding the client-therapist relationship will also be discussed.

### **COUN 515 STATISTICAL ANALYSIS AND RESEARCH DESIGN**

This course is designed to provide an overview of basic statistical concepts and elements of research design that students will utilize to evaluate and design studies in counseling that inform evidence-based practice and lead to the advancement of the counseling profession. The course will cover specific research methods including qualitative, quantitative, single-case designs, action research, and outcome-based research. Students will learn which statistical analysis is associated with each type of design and be exposed to some of the problems with statistical hypothesis testing. Students will learn principles, models, and applications of needs assessment, program evaluation, and the use of findings

to effect program modifications using ethical and culturally relevant strategies for interpreting and reporting the results of research and/or program evaluation studies.

### **COUN 516 ADDICTIONS COUNSELING**

This course is an overview of the actions, uses, and side effects of psychoactive drugs. In addition, the course explores theories, etiology, and diagnosis of addictions and addictive behavior including strategies for prevention, referral, intervention, and treatment.

### **COUN 517-30 PRACTICUM IN COUNSELOR EDUCATION**

This multi-dimensional course provides practical experience in schools, community mental-health agencies, hospitals, private practice settings and other mental-health related settings for graduate counselor education students. This course is designed to enhance counseling skills and conceptualization processes acquired through direct counseling experience, supervision and classroom interaction. Students critique and receive feedback through peer interaction in a group setting, receive individual and group supervision and participate in weekly seminars. Students are expected to develop and demonstrate effective counseling skills based on personal strengths and ethical and professional principles. Students complete **200** hours of which **40** hours are direct client contact; the remaining hours are comprised of activities typically conducted by professional counselors in marriage and family, mental health, and school settings.

### **COUN 518-30 INTERNSHIP I: CLINICAL MENTAL HEALTH COUNSELING**

Supervised field work in counseling. Internship is a multi-dimensional course including a counseling field experience on site at an agency or institution and an ongoing Analysis of Practice Seminar. The Seminar consists of two parts: supervision and analysis of on-site practice and a professional seminar. Students must complete **300** hours of which **130** hours are direct client contact; the remaining hours are comprised of a variety of activities conducted by mental health counselors.

### **COUN 518-31 INTERNSHIP I: MARRIAGE, COUPLE & FAMILY COUNSELING**

Supervised field work in counseling. Internship is a multi-dimensional course including a counseling field experience on site at an agency or institution and an ongoing Analysis of Practice Seminar. The Seminar consists of two parts: supervision and analysis of on-site practice and a professional seminar. Students must complete **300** hours of which **130** hours are direct client contact; the remaining hours are comprised of a variety of activities conducted by marriage and family counselors.

### **COUN 519-30 INTERNSHIP II: CLINICAL MENTAL HEALTH COUNSELING**

Supervised field work in counseling. Internship is a multi-dimensional course including a counseling field experience on site at an agency or institution and an ongoing Analysis of Practice Seminar. The Seminar consists of two parts: supervision and analysis of on-site practice and a professional seminar. Students must complete **300** hours of which **130** are direct client contact; the remaining hours are comprised of a variety of activities conducted by mental health counselors.

### **COUN 519-31 INTERNSHIP II: MARRIAGE, COUPLE & FAMILY COUNSELING**

Supervised field work in counseling. Internship is a multi-dimensional course including a counseling field experience on site at an agency or institution and an ongoing Analysis of Practice Seminar. The Seminar consists of two parts: supervision and analysis of on-site practice and a professional seminar. Students must complete **300** hours of which **130** are direct client contact; the remaining hours are comprised of a variety of activities conducted by marriage and family counselors.

### **COUN 520 INTERNSHIP IN COUNSELING (for Dual Majors)**

Clinical Mental Health Counseling and Marriage, Couple, & Family Counseling is a multi-dimensional course including a counseling field experience on site at an agency or institution and an ongoing Analysis of Practice Seminar. The Seminar consists of two parts: supervision and analysis of on-site practice and a professional seminar. Students must complete 400 hours with 200 hours in any two specialty areas (200 hours in Clinical Mental Health Counseling and/or 200 hours in Marriage, Couple, & Family Counseling and/or 200 hours in School Counseling) of which 160 (80 hours in Clinical Mental Health Counseling and/or 80 hours in Marriage, Couple & Family Counseling and/or 80 hours in School Counseling) are direct client contact; the remaining hours are comprised of a variety of activities conducted by mental health counselors, marriage, couple & family counselors, and school counselors. Prerequisites: COUN 501, COUN 502, COUN 503, COUN 505, COUN 506, COUN 508, COUN 509, COUN 510 (MCFC), COUN 513, COUN 514, COUN 515, COUN 516, COUN 517, COUN 518, COUN 519, COUN 521, COUN 525, COUN 526 (CMHC) (note: these are based on the two areas chosen).

### **COUN 521 COUNSELING CHILDREN AND ADOLESCENTS**

This course provides an overview of theories and research pertinent to counseling children and adolescents. Factors that promote and hinder healthy human development will be studied. Students will be provided with information regarding assessment, counseling process, and evaluation process unique to working with children and adolescents. Multicultural dynamics will be addressed. Procedures include activities designed to help students conceptualize an ecosystemic framework for the counseling process.

### **COUN 525 ADVANCED INDIVIDUAL, COUPLE, AND FAMILY THERAPY, TECHNIQUES AND TREATMENT PLANNING**

Advanced analysis of individual and family systems theory, research in individual, marriage, couple, and family counseling literature, and the study of current trends in the counseling field. The course emphasizes the application of these elements to case conceptualization, clinical assessment, treatment planning and progress note construction. Students will receive feedback on documentation skills as well as skills demonstrated in simulated counseling sessions.

### **COUN 526 FOUNDATIONS OF CLINICAL MENTAL HEALTH COUNSELING**

This course examines the historical, philosophical, societal, cultural, economic, and political dimensions of mental health counseling. Professional roles, functions, and relationships with other human service providers, including strategies for interagency collaboration and communications, will be explored within structures and operations of professional organizations. Attention is given to the implications of professional issues unique to mental health counselors including recognition, reimbursement, right to practice, core provider status, practice privileges within managed care systems and expert witness status. Sociocultural, demographic and lifestyle diversity relevant to mental health counseling will also be addressed. The course will address counselor's roles and responsibilities as members of an interdisciplinary emergency management response team during local, regional, or national crisis, emergency, or disaster.

### **COUN 527 COUNSELING IN A COMMUNITY SETTING**

This course explores typical client characteristics of communities served by a wide spectrum of institutions and agencies that offer counseling services in diverse communities. Models, methods, and principles of program development and service delivery based on human and

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organizational development assumptions will be emphasized. Students will develop a knowledge and skills base that will include, but not be limited to, prevention models, implementation of support groups, peer facilitation training, parent education, career information and counseling services and encouragement of self-help for clients. Students will develop skills and effective strategies for client advocacy in public policy, consultation, outreach, and promotion of community mental health while focusing on culturally diverse populations.

### **COUN 531 PLAY THERAPY THEORIES AND PRACTICES**

Prerequisites: COUN 503, 505, 506, 508

This course provides an overview of the essential elements and principles of play therapy, including history, theories, techniques, applications, and skills. Students will be able to apply information toward creating a developmentally appropriate play therapy room with proper materials. The course is highly experiential with a strong focus on basic play therapy skill development within the context of ethical and diversity-sensitive practice.

### **COUN 532 PLAY THERAPY AND CREATIVITY WITH FAMILIES AND SPECIAL POPULATIONS**

Prerequisites: COUN 503, 505, 506, 508, 531

This course continues to build upon basic play therapy skill development and focuses on the case conceptualization and application of play therapy theories and techniques to families, groups, and individual children belonging to special client populations. Topics of special focus will include treatment of trauma, grief, abuse, and autism spectrum disorders. The course contains an experiential component focused on the demonstration of skill development within the context of diversity-sensitive practice.

### **COUN 533 UTILIZING EXPRESSIVE ARTS IN COUNSELING**

Prerequisites: COUN 503, 505, 506, 508, 531

This course continues to build upon basic play therapy skill development and focuses on the application of expressive arts techniques when counseling children, adolescents, and families. Through an experiential format, students will learn to facilitate and process interventions utilizing expressive medium such as clay, painting, drawing, movement, and sand tray.

### **COUN 535 PLAY THERAPY SERVICE-LEARNING LAB**

Prerequisites: COUN 503, 505, 506, 508

The service-learning lab experience takes place in the community at a location serving the needs of children and is taken concurrently with COUN 531 Play Therapy Theories and Practices. During the weekly lab, each student provides an individual play therapy session for his/her assigned client under live supervision. Students receive immediate feedback regarding strengths and areas for continued growth and additionally benefit from observing supervisors' and peers' sessions. The hours of play therapy service and supervision can be applied toward the requirements for the Registered Play Therapist credential.

### **COUN 585 INDEPENDENT STUDY**

## CERTIFICATION AND LICENSURE INFORMATION

There are a number of different avenues students can take to obtain either certification and/or licensure. Portability in the counseling profession is tricky and it is critical that students know the certification and/or licensure laws of their respective state. The National Board of Certified Counselors (<http://www.nbcc.org/directory>) has information concerning licensure laws in all 50 states, as well as Puerto Rico and Guam. Additionally, the Counseling Compact is an interstate compact, or a contract among states, allowing professional counselors licensed and residing in a compact member state to practice in other compact member states without need for multiple licenses. For additional information: <https://counselingcompact.org>

If you plan on remaining in the state of Florida, know that the National Clinical Mental Health Counselor's Examination (NCMHCE) is the appropriate licensing exam to become a Licensed Mental Health Counselor. The NCMHCE is administered by the Center for Credentialing & Education (CCE), an affiliate of the National Board for Certified Counselors (NBCC). Stetson does not administer or oversee this exam, and you are not required to take this exam while you are a student enrolled in the Department of Counselor Education. You can learn more about the requirements for this exam, including registration information, at <https://nbcc.org/exams/ncmhce>. Information regarding Florida requirements for Registered Mental Health Counselor Intern and Licensed Mental Health Counselors can be found at: <https://floridasmentalhealthprofessions.gov/licensing/>.

If you are not staying in the state of Florida and move to a state where the National Counselor Examination (NCE) is required, then taking the examination prior to graduating or within six (6) months of graduation will be important for you. Stetson also does not administer or oversee this exam. You should consult relevant state licensure laws to determine the approved licensing exam and when you are required to complete it to obtain licensure.

The [Association of Marital and Family Therapy Regulatory Board's \(AMFTRB\)](#) Examination in Marital and Family Therapy is provided to assist state boards of examiners in evaluating the knowledge of applicants for licensure or certification. Information regarding Florida requirements for Registered Marriage & Family Therapist Intern and Licensed Marriage & Family Therapists can be found here: <https://floridasmentalhealthprofessions.gov/licensing/>.

It is the student's responsibility to find out the different licensure/certification laws pertaining to the state where you plan to reside. The above is given to you as information. Please take the time to familiarize yourself with the licensing laws of the state where you would like to live.

**FLORIDA LICENSING BOARD (BOARD 491) CONTACT INFORMATION**

**Customer Contact Center**

**Monday – Friday**

8:00 a.m. to 6:00 p.m. ET

(850) 488-0595

**Board Office**

8:00 a.m. to 5:00 p.m. ET

(850) 245-4292

FAX: (850) 413-6982

**Mailing Address:**

Department of Health

**Board of Mental Health Professions**

4052 Bald Cypress Way Bin C-08

Tallahassee, FL 32399-3258

**Applications and Fees ONLY:**

Department of Health

**Board of Mental Health Professions**

P.O. Box 6330

Tallahassee, FL 32314-6330

## PROFESSIONAL ORGANIZATIONS

Students are expected to join state and national organizations pertinent to your professional interests and areas of expertise. The faculty believes that professional organization membership is an integral part of their (and a student's) professional identity and responsibility.

While there are many benefits to be derived from membership in a professional organization, only the primary ones are noted here. As a member of a professional organization, you:

- Receive the publications (e.g., professional journals and newsletters) of the organization, as well as those of the divisions to which you belong.
- May be eligible for reduced registration rates for professional meetings (e.g., conventions and workshops) sponsored by the organization.
- Are eligible for member services (e.g., library resource use and legal defense funds and services) provided by or through the organization.
- Have a means for direct involvement with activities and issues (e.g., legislation and professional credentialing, including certification, licensure, and program accreditation) directly and/or indirectly pertinent to the profession.
- Can network with other professionals having interests similar to yours.

Other benefits are typically relevant to your specific professional activities and interests.

The national organizations that command the largest representation in the Department of Counselor Education are:

- [American Counseling Association \(ACA\)](#)
- [American Mental Health Counselors Association \(AMHCA\)](#)
- [Chi Sigma Iota, Counseling Academic and Professional Honor Society International](#)
  - Stetson University's chapter of Chi Sigma Iota is [Alpha Omicron](#)

Each of the above national organizations in turn has a state and local-level counterpart:

- [Florida Counseling Association \(FCA\)](#)
- [Florida Mental Health Counselors Association \(FMHCA\)](#)

Most national and state-level professional organizations have membership subsections, known as "divisions," for members who have common, more specific professional interests within the general organization. For example, the American Counseling Association has the following membership divisions:

Association for Counselor Education and Supervision (ACES)  
Association for Adult Development and Aging (AADA)  
Association for Child and Adolescent Counseling (ACAC)  
Association for Creativity in Counseling (ACC)  
National Career Development Association (NCDA)  
American College Counseling Association (ACCA)  
Society for Sexual, Affectional, Intersex, and Gender Expansive Identities (SAIGE)  
Association for Humanistic Counseling (AHC)  
American Rehabilitation Counseling Association (ARCA)  
Association for Assessment and Research in Counseling (AARC)

National Employment Counseling Association (NECA)  
International Association of Addictions and Offender Counselors (IAAOC)  
Association for Spiritual, Ethical, and Religious Values in Counseling (ASERVIC)  
Association for Specialists in Group Work (ASGW)  
Association for Multicultural Counseling and Development (AMCD)  
International Association of Marriage and Family Counselors (IAMFC)  
Counselors for Social Justice (CSJ)  
Military and Government Counseling Association (MGCA)  
Association of Counseling Sexology and Sexual Wellness (ACSSW)  
International Association for Resilience and Trauma Counseling (IARTC)

Similarly, the Florida Counseling Association has the following membership divisions:

Florida Association for Counselor Education and Supervision (FACES)  
Florida Association for Marriage and Family Counselors (FAMFC)  
Florida College Counseling Association (FCCA)  
Florida Career Development Association (FCDA)  
Florida School Counselors Association (FSCA)  
Florida Employment Counselors Association (FECA)  
Florida Association for Specialists in Group Work (FASGW)  
Florida Association for Multicultural Counseling and Development (FAMCD)  
Florida Association for Adult Development and Aging (FAADA)  
Florida Association for Spiritual, Ethical, Religious Values and Issues in Counseling (FASERVIC)

Notice that not all of the divisions of ACA are represented in FCA. This is typical of national professional organizations and their state-level counterparts.

## **STUDENT MEMBERSHIP**

Students in the department should know the following:

- The costs for "student" membership in professional organizations are typically less than those for "regular" membership.
- Membership in a national organization is separate from membership in the state-level counterpart of the organization; you may join one without joining the other.
- Membership in a division of a professional association is distinct from membership in the larger organization. However, typically, you must join the larger organization and then you also may join as many divisions as you wish. Some divisions of the ACA allow you to join just the division.
- Membership fees are typically for one year; memberships must be renewed annually.
- Memberships in professional organizations are accepted at any time during the (calendar) year.
- Membership fees are established by the respective organization. Stetson does not set membership fees for professional organizations and does not receive commissions or compensation related to student membership. Chi Sigma Iota does provide a \$10 annual rebate per active annual member to the Alpha Omicron chapter.

Information and/or application materials for various professional organizations are available in the department office or the organization's respective web sites. Also, please feel free to talk

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with any department faculty member about professional organizations. Note that, typically, you will be required to obtain the signature of a faculty member on the application materials in order for you to become a student member of a professional organization. All faculty members in the department are happy to provide signatures for this purpose. Program faculty expect students to join relevant professional organizations in the service of developing strong professional identities and a commitment to the counseling field.

## COUNSELOR EDUCATION FACULTY

### FULL-TIME FACULTY

The following persons hold full-time faculty appointments in Stetson University's College of Arts and Sciences Department of Counselor Education.

**Sarah Brow Corrigan, Visiting Assistant Professor**

M.S., Marriage, Couple, and Family Counseling, Stetson University  
Licensed Marriage and Family Therapist

**Brooke Bugni, Assistant Professor of Practice and Clinical Coordinator**

Ph.D., Counselor Education and Supervision, University of North Texas  
Licensed Mental Health Counselor

**Laura Cunningham, Assistant Professor of Practice**

Ph.D., Counselor Education, University of Central Florida  
Licensed Mental Health Counselor

**Tim Eng, Visiting Assistant Professor**

Ph.D., Counselor Education, University of Central Florida

**Jesse Fox, Associate Professor**

Ph.D., Counselor Education, University of Central Florida

**Danielle Lindner, Associate Professor and Associate Department Chair**

Ph.D., Clinical Psychology, University of Central Florida  
Licensed Psychologist

**Bradley McKibben, Associate Professor and Department Chair**

Ph.D., Counseling and Counselor Education, University of North Carolina at Greensboro  
Licensed Mental Health Counselor

**Allanah Roberts-Headley, Assistant Professor of Practice**

Ed.D., Counselor Education and Supervision, National Louis University  
Licensed Mental Health Counselor

### AFFILIATE AND ADJUNCT FACULTY MEMBERS

Affiliate and adjunct faculty members assist the department by providing instructional services, practicum, and internship supervision, and/or other activities necessary for the effective conduct of programs in the department. Persons who hold affiliate or adjunct status in the department are approved by the department chairperson and faculty and are appointed for specific time periods such as an academic term or year.

# APPENDICES

## PRACTICUM AND INTERNSHIP FORMS

- Practicum Resource Guide
- CMHC/MCFC Site Contract
- CMHC/MCFC Final Summary of Practicum and Internship Hours
- Supervision Evaluation – MCFC & CMHC

**Practicum Resource Guide**  
(found on the [Counselor Education Webpage](#))

# STETSON UNIVERSITY

## Pre-Practicum Resource Guide

### Nine months to one year prior to entering your Practicum semester:

- Attend a Practicum Orientation.
  - Orientation is offered only in Fall and Spring terms.
  - Proof of attendance is required prior to the start of your Practicum course.
- Update Professional Resume with most current training, etc.
  - Contact [Career and Professional Development](#) for guidance on creating your professional resume.
- [Counselor Education Practicum and Internship Manual](#).
  - Identify 3-4 potential sites from the Practicum and Internship Manual, link above.

### Securing your Practicum Site

#### **Students Participating in the HBHC Grant**

- Follow directions set forth by the grant guidelines for contacting sites.
- Practicum position will be secured with the help and guidance of Dr. Williams.
- Complete any required paperwork or background check required by the site. This may require a fee.

#### **Students NOT Participating in the HBHC Grant**

- Contact each of your 3-4 site choices to set up a professional interview.
- Discuss the availability of practicum space, expectations from the site, potential start date, identify hours you are able to work, etc.
- Secure practicum position at your desired location with a formal offer.
- Complete any required paperwork or background check required by the site. This may require a fee.

### Practicum Check-list

#### Three months prior to entering your Practicum semester, the following forms must be completed:

- [Counselor Education Practicum and Internship Manual](#) - not a form to complete
  - First item on the Practicum Check-list from above.
- [Academic Advisor Approval to start Practicum](#)
  - You must send the link above to your Academic Advisor for them to complete
- [Academic Internship Risk Acknowledgement](#)
- [Acknowledgment of Risk Form Off-Campus Educational Experiences](#)
- [Prerequisite Attestation Form](#)
- [Final Accepted Practicum Site Documentation](#) (the items below will be uploaded with the Final Practicum Documentation)
  - Completion Letter of Eight Counseling Sessions
  - Copy of Liability Insurance

### Additional Important Information

- Time2Track – This is an online system that is utilized to track training hours and is REQUIRED for all students at a cost of \$69 at the start of Practicum.
- As the Student Handbook states, the CPCE Exam is required as one of our graduation requirements and is normally taken during Practicum at a cost of \$75.

**All forms on the Practicum Check-List are required to be completed 90 days prior to the start of the term in which you are starting Practicum – no exceptions**

# STETSON UNIVERSITY

## DEPARTMENT OF COUNSELOR EDUCATION

### PRACTICUM/INTERNSHIP CONTRACT

#### Clinical Mental Health Counseling and Marriage, Couple & Family Counseling

This agreement is made on \_\_\_\_\_ (date) by and between \_\_\_\_\_ (field site) and Stetson University Graduate Program in Counselor Education. This agreement will be effective for a period from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ (number of hours) per week for \_\_\_\_\_ (student name).

#### PURPOSE

The purpose of this agreement is to provide a qualified graduate student with a practicum/internship experience in the field of counseling.

#### The University Program agrees:

1. To assign a University faculty liaison to facilitate communication between the University and site;
2. To notify the student that he/she must adhere to the administrative policies, rule, standards, schedules, and practices of the site;
3. That the faculty liaison shall be available for consultation with both site supervisors and students and shall be immediately contacted should any problem or change in relationship to the student, site, or University occur;
4. That the University supervisor is responsible for the assignment of a fieldwork grade; and
5. To provide workshops/training to field sites free-of-charge.

#### The Practicum/Internship site agrees:

1. To assign a qualified supervisor who has appropriate credentials, time, and interest for training the student;
2. To provide opportunities for the student to engage in a variety of counseling activities under supervision and for evaluating student's performance;
3. To provide the student with adequate work space, telephone, office supplies, and staff to conduct activities;
4. To facilitate audio/videotape opportunities or live supervision of student counseling activities;

#### The Site Supervisor agrees:

1. Practicum: To provide weekly supervision that averages one hour per week of individual and/or triadic supervision throughout the practicum.
2. Practicum: To participate in biweekly consultation with the University faculty supervisor
3. Internship: To provide weekly supervision that averages one hour per week of individual and/or triadic supervision throughout the internship experience
4. To meet with each student and give and receive feedback from the student goal statements and evaluations, supervisor evaluations, site evaluations; and
5. To inform the University faculty liaison of any concerns, difficulties with the student intern as soon as possible.

**If practicum/internship student is also an employee of the agency/site, the site agrees:**

1. To provide a qualified practicum/internship supervisor who is NOT the same supervisor as the student's employee supervisor;
2. To develop a schedule that separates employee duties/responsibilities from practicum/internship duties/responsibilities;
3. To evaluate the student based on his/her performance as a practicum/internship student separate from his/her employee evaluation;
4. To provide student with clinical responsibilities and opportunities that are NOT the same as the student's role as an employee;
5. To inform the University faculty liaison of any concerns, difficulties, conflicts of interest between role as student versus role as employee as soon as possible.

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Faculty Supervisor

\_\_\_\_\_  
University Practicum & Internship Coordinator

\_\_\_\_\_  
Date

# STETSON UNIVERSITY

## FINAL SUMMARY OF PRACTICUM/INTERNSHIP ACTIVITIES

**Student's Name:**  
**Practicum/ Internship I/ or Internship II?**  
**Dates of Practicum/Internship:**  
**Site:**  
**Site Supervisor's Name & Title:**

### ACTIVITY

#### **Direct Contact**

**Individual**..... \_\_\_\_\_  
**Group** ..... \_\_\_\_\_  
**Co-Therapy**..... \_\_\_\_\_  
**Classroom Guidance**..... \_\_\_\_\_  
**Other:**..... \_\_\_\_\_

(Other = Consultation, Crisis Intervention, Community Resources)

**SUBTOTAL Direct Hours:** ..... \_\_\_\_\_

#### **Individual Supervision**

**Site**..... \_\_\_\_\_  
**Campus** ..... \_\_\_\_\_

#### **Group Supervision**

**Site**..... \_\_\_\_\_  
**Campus** ..... \_\_\_\_\_

**SUBTOTAL Supervision:** ..... \_\_\_\_\_

**Administrative Case Management** ..... \_\_\_\_\_

**Other:** ..... \_\_\_\_\_

**SUBTOTAL Indirect Hours:** ..... \_\_\_\_\_

**TOTAL PRACTICUM HOURS:** ..... \_\_\_\_\_

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

**Faculty Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FACULTY SUPERVISOR EVALUATION OF SUPERVISEE (CMHC & MCFC)

	Exceeds 5	Meets 4	Developing 3	Insufficient 2	Unacceptable 1
<b>Counseling Practice &amp; Relationships</b>					
Demonstrates effective non-verbal skills that assist in building rapport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effective verbal invitational skills (e.g., door openers, minimal encouragers, open versus closed ended questions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accurately reflects the content, emotion, and meaning of clients' problem(s) and/or stories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accurately reflects and summarizes the client problem(s) and/or story (e.g., summarizing).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively challenges clients to recognize discrepancies (e.g., confrontation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effectively assists clients in determining appropriate goals (e.g., asks effective goal setting questions, questions remain focused on the client).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates self-awareness and ability to recognize countertransference when present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates acceptance of others, avoids imposing judgement (both positive and negative) and personal opinions on clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Counseling Orientation &amp; Ethical Practice</b>					
Demonstrates sound judgment in making ethical decisions and adheres to all legal and professional requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of credentialing, advocacy, and the role of counselors in diverse settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates openness to feedback, responding non-defensively and incorporating instructor feedback appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes all assignments correctly, in a professional manner, and by the allotted due dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates effective use of healthy coping skills and personal wellness strategies (and/or demonstrates a strong willingness to grow in these areas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates professional behavior by arriving on-time, organized and prepared, engaging in respectful interactions with faculty and peers, and following all program policies and guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Social and Cultural Identities and Experiences</b>					
Examines social and cultural identities and experiences across diverse populations and applies culturally sustaining, equity-focused strategies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifespan Development</b>					
Applies knowledge of human development across the lifespan, including biological, psychological, social, and systemic influences, to inform culturally and developmentally appropriate counseling interventions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Career Development</b>					
Integrates career development theories, models, and strategies into counseling practice to support client career decision-making, transitions, and wellness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Group Counseling and Group Work</b>					
Designs, facilitates, and evaluates group counseling interventions using theoretical foundations and culturally responsive practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Research and Program Evaluation</b>					
Evaluates and applies research and program evaluation methods to advance evidence-based counseling practice, assess outcomes, and contribute to continuous program improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### SITE SUPERVISOR EVALUATION OF SUPERVISEE (CMHC & MCFC)

Primary Counseling Skills and Dispositions	Exceeds 5	Meets 4	Developing 3	Insufficient 2	Unacceptable 1
Intake & Assessment Skills- How effectively does the student utilize appropriate skills in completing an intake, mental status exam, biopsychosocial assessment, psychological assessment, and/or initial session?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Verbal Communication- How effectively does the student demonstrate non-verbal counseling skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communication- How effectively does the student use verbal counseling skills (e.g., door openers, minimal encouragers, question types)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection of Content- How accurately does the student reflect or paraphrase client content?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection of Feeling- How accurately does the student identify and reflect client feelings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reflection of Meaning - How accurately does the student reflect the client's values and beliefs about self, others, and the world infused within the problem(s) and/or story (e.g., reflection of meaning)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summarizing- How effectively does the student summarize the client's narrative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confrontation / Challenging Discrepancies- How effectively does the student challenge client discrepancies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presenting Problem Identification- How well does the student identify the client's presenting concerns and maintain session focus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diagnostic Accuracy- How accurately does the student diagnose based on assessment data, including coding and differential diagnosis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Assessment Instruments- How effectively does the student use assessment tools to support diagnoses while considering cultural bias?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of Medical Issues- Does the student appropriately consider medical factors, including medications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment & Response- How effectively does the student document and respond to risks (harm to self/others, substance use, abuse, safety concerns)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Treatment Planning- How consistent is the student's approach with theory when creating measurable, specific, observable goals and interventions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goal setting- How effectively does the student assist clients in determining appropriate goals (e.g., asks effective goal setting questions, questions remain focused on the client)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation & Record Keeping- How accurate and complete is the student's documentation of ethical, legal, and clinical issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility in Treatment- How effectively does the student modify treatment based on client needs and responses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timeliness of Case Notes- Does the student complete case notes promptly and in compliance with ethical and legal standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multicultural Competence- How effectively does the student apply cultural awareness throughout case conceptualization, assessment, and treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Awareness & Supervision Use- How well does the student recognize limitations and seek supervision or refer appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to Feedback- How effectively does the student respond to supervisory feedback and incorporate guidance into clinical practice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Awareness & Boundaries- How effectively does the student manage personal issues, demonstrate insight, and maintain boundaries with clients/staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Behavior- How consistently does the student demonstrate professional behavior (punctuality, organization, engagement, respect, adherence to site rules)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## ADVANCEMENT TO CANDIDACY RUBRIC

### CACREP (2024) Common Core Standards:

1. **Professional Counseling Orientation and Ethical Practice:** Demonstrates understanding of the counseling profession's history, roles, ethical standards, and legal responsibilities, and applies these principles to professional practice. (3.A.)
2. **Social and Cultural Identities and Experiences:** Recognizes and responds effectively to the diverse cultural, social, and systemic factors that shape clients' identities, experiences, and access to care. (3.B.)
3. **Lifespan Development:** Understands and applies major theories and principles of human development across the lifespan to support client growth, wellness, and resilience. (3.C.)
4. **Career Development:** Understands career development theories, models, and strategies to support clients' vocational decision-making and life design in a changing world. (3.D.)
5. **Counseling Practice and Relationships:** Builds therapeutic alliances and applies counseling theories, techniques, and evidence-based practices to promote client change and wellness. (3.E.)
6. **Group Counseling and Group Work:** Applies principles and practices of group dynamics, development, and facilitation to create effective and ethical group counseling experiences. (3.F.)
7. **Assessment and Diagnostic Processes:** Demonstrates knowledge and application of assessment methods, diagnostic frameworks, and interpretation skills to inform treatment planning and decision-making. (3.G.)
8. **Research and Program Evaluation:** Understands and applies research methods and program evaluation principles to inform evidence-based practice and advance the counseling profession. (3.H.)

**Exceeds Expectations / Demonstrates Competencies (5)** = the counselor or trainee demonstrates **strong** (i.e., *exceeding* the expectations of a beginning professional counselor) knowledge, skills, and dispositions in the specified counseling content area.

**Meets Expectations / Demonstrates Competencies (4)** = the counselor or trainee demonstrates **consistent** and **proficient** knowledge, skills, and dispositions in the specified counseling content area.

**Near Expectations / Developing towards Competencies (3)** = the counselor or trainee demonstrates **inconsistent** and **limited** knowledge, skills, and dispositions in the specified counseling content area.

**Below Expectations / Insufficient / Unacceptable (2)** = the counselor or trainee demonstrates **limited** or **no evidence** of the knowledge, skills, and dispositions in the specified counseling content area.

**Unacceptable (1)** = the counselor or trainee demonstrates harmful use of knowledge, skills, and dispositions in the specified counseling content area.

<b>Elements</b>	<b>Exceeds Expectations / Demonstrates Competencies</b>	<b>Meets Expectations / Demonstrates Competencies</b>	<b>Near Expectations / Developing towards Competencies</b>	<b>Below Expectations / Insufficient / Unacceptable</b>	<b>Unacceptable</b>
	<b>5 Points</b>	<b>4 Points</b>	<b>3 Points</b>	<b>2 Points</b>	<b>1 Point</b>
<b>Knowledge</b>	Demonstrates strong knowledge in counseling as evidenced by above average GPA, scores on KPIs and assignments in courses, and course participation.	Demonstrates knowledge in counseling as evidenced by average GPA, scores on KPIs and assignments in courses, and course participation.	Demonstrates inconsistent knowledge in counseling as evidenced by average GPA, scores on KPIs and assignments in courses, and course participation.	Demonstrates limited knowledge in counseling as evidenced by below average GPA, scores on KPIs and assignments in courses, and course participation.	Failure to demonstrate knowledge in counseling as evidenced by low and/or poor GPA, scores on KPIs and assignments in courses, and course participation.
	<b>5 Points</b>	<b>4 Points</b>	<b>3 Points</b>	<b>2 Points</b>	<b>1 Point</b>
<b>Skills</b>	Demonstrates strong skills in counseling as evidenced by above average GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.	Demonstrates skills in counseling as evidenced by average GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.	Demonstrates inconsistent skills in counseling as evidenced by average GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.	Demonstrates limited skills in counseling as evidenced by below average GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.	Failure to demonstrate skills in counseling as evidenced by low and/or poor GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.
	<b>5 Points</b>	<b>4 Points</b>	<b>3 Points</b>	<b>2 Points</b>	<b>1 Point</b>
<b>Dispositions</b>	Demonstrates strong dispositions in counseling as evidenced by above average GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.	Demonstrates dispositions in counseling as evidenced by average GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.	Demonstrates inconsistent dispositions in counseling as evidenced by average GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.	Demonstrates limited dispositions in counseling as evidenced by below average GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.	Failure to demonstrate dispositions in counseling as evidenced by low and/or poor GPA, scores on KPIs and assignments in courses, score on the skills final evaluation, and course participation.

### Counselor Education Graduate Portfolio Rubric

<b>Portfolio &amp; Presentation Rubric</b>	<b>Exceeds Expectations / Demonstrates Competencies (5)</b>	<b>Meets Expectations / Demonstrates Competencies (4)</b>	<b>Near Expectations / Developing towards Competencies (3)</b>	<b>Below Expectations / Insufficient / Unacceptable (2)</b>	<b>Unacceptable (1)</b>
<b>Ethically Informed Professional Identity</b>	Provides in-depth, thorough evidence and articulation of integrating professional identity using an ethical decision-making model example regarding counseling clients by articulating the laws and/or professional ethical standards Describes consultation with other professionals when law and ethical standards do <i>not</i> specifically address a client situation.	Provides thorough evidence and articulation of integrating professional identity using an ethical decision-making model example regarding counseling clients by articulating the laws and/or professional ethical standards Describes consultation with other professionals when law and ethical standards do <i>not</i> specifically address a client situation.	Provides inconsistent evidence and/or articulation of integrating professional identity using an ethical decision-making model example regarding counseling clients by articulating the laws and/or professional ethical standards Describes consultation with other professionals when law and ethical standards do <i>not</i> specifically address a client situation.	Provides limited evidence and articulation integrating professional identity using an ethical decision-making model example regarding counseling clients by articulating the laws and/or professional standards Describes consultation with other professionals when law and ethical standards do <i>not</i> specifically address a client situation.	Fails to provide evidence and articulation of integrating professional identity using an ethical decision-making model example regarding counseling clients by articulating the laws and/or professional ethical standards Describes consultation with other professionals when law and ethical standards do <i>not</i> specifically address a client situation.
<b>Awareness of Personal Strengths and Resiliency</b>	Demonstrates in-depth, thorough evidence and articulation of integrating professional and pedagogical knowledge and skills, articulates personal and professional growth, describes a developmental process that includes future plans for growth, expresses commitment to continued personal change and to provide counseling services based on implementation of technology, counseling skills, research, and best practices.	Demonstrates thorough evidence and articulation of integrating professional and pedagogical knowledge and skills, articulates personal and professional growth, describes a developmental process that includes future plans for growth, expresses commitment to continued personal change and to provide counseling services based on implementation of technology, counseling skills, research, and best practices.	Demonstrates inconsistent evidence and/or articulation of integrating of professional and pedagogical knowledge and skills, articulates personal and professional growth, describes a developmental process that includes future plans for growth, expresses commitment to continued personal change and to provide counseling services based on implementation of technology, counseling skills, research, and best practices.	Demonstrates limited evidence and articulation of integrating professional and pedagogical knowledge and skills, articulates personal and professional growth, describes a developmental process that includes future plans for growth, expresses commitment to continued personal change and to provide counseling services based on implementation of technology, counseling skills, research, and best practices.	Fails to provide evidence and articulate professional and pedagogical knowledge and skills, articulates personal and professional growth, and describes a developmental process that includes future plans for growth, expresses commitment to continued personal change and to provide counseling services based on implementation of technology, counseling skills, research, and best practices.

<b>Appreciation of Diverse Cultures</b>	Comprehensively identifies and articulates attitudes, knowledge, and skills related to the counselor's own cultural values and biases, the counselor's awareness of the client's worldview, and culturally appropriate interventions strategies.	Identifies and articulates attitudes, knowledge, and skills related to the counselor's own cultural values and biases, the counselor's awareness of the client's worldview, and culturally appropriate interventions strategies.	Inconsistently identifies and/or articulates attitudes, knowledge, and skills related to the counselor's own cultural values and biases, the counselor's awareness of the client's worldview, and culturally appropriate interventions strategies.	Limitedly identifies and articulates attitudes, knowledge, and skills related to the counselor's own cultural values and biases, the counselor's awareness of the client's worldview, and culturally appropriate interventions strategies.	Fails to identify and articulate attitudes, knowledge, and skills related to the counselor's own cultural values and biases, the counselor's awareness of the client's worldview, and culturally appropriate interventions strategies.
<b>Critical Thinking and Creative Expression</b>	Comprehensively demonstrates and articulates integrating theory, research, and skills into evidence based practice for their specialty through varied methods and skills; assesses, sets goals, and designs treatment plans in order to deliver appropriate counselor interventions and to facilitate growth or change in their clients; provides feedback to clients in a facilitative manner and helps clients identify options for change utilizing their own positive assets and potential as human beings.	Demonstrates and articulates integrating theory, research, and skills into evidence based practice for their specialty through varied methods and skills; assesses, sets goals, and designs treatment plans in order to deliver appropriate counselor interventions and to facilitate growth or change in their clients; provides feedback to clients in a facilitative manner and helps clients identify options for change utilizing their own positive assets and potential as human beings.	Inconsistently demonstrates and/or articulates integrating theory, research, and skills into evidence based practice for their specialty through varied methods and skills; assesses, sets goals, and designs treatment plans in order to deliver appropriate counselor interventions and to facilitate growth or change in their clients; provides feedback to clients in a facilitative manner and helps clients identify options for change utilizing their own positive assets and potential as human beings.	Limitedly demonstrates and articulates integrating theory, research, and skills into evidence based practice for their specialty through varied methods and skills; assesses, sets goals, and designs treatment plans in order to deliver appropriate counselor interventions and to facilitate growth or change in their clients; provides feedback to clients in a facilitative manner and helps clients identify options for change utilizing their own positive assets and potential as human beings.	Fails to demonstrate and articulate integrating theory, research, and skills into evidence based practice for their specialty through varied methods and skills; assesses, sets goals, and designs treatment plans in order to deliver appropriate counselor interventions and to facilitate growth or change in their clients; provides feedback to clients in a facilitative manner and helps clients identify options for change utilizing their own positive assets and potential as human beings.
<b>Efficacious Commitment to Professional and Community Service</b>	Clearly articulates and demonstrates understanding role of counselor as a change agent in the community and recognize the important role that	Articulates and demonstrates understanding role of counselor as a change agent in the community and recognize the important role that	Provides unclear articulation and/or understanding of application of role of counselor as a change agent in the community and recognize the	Provides limited articulation and understanding application role of counselor as a change agent in the community and recognize the important role that	Fails to articulate and demonstrate embrace role of counselor as a change agent in the community and recognize the important role that counselors play in the legal, business and helping

	counselors play in the legal, business and helping fields; understands the powerful role of the counselor and utilizes that role to serve as an advocate for marginalized clients; serves as leaders in their professional community and provides knowledge and expertise to agencies.	counselors play in the legal, business and helping fields; understands the powerful role of the counselor and utilizes that role to serve as an advocate for marginalized clients; serves as leaders in their professional community and provides knowledge and expertise to agencies.	important role that counselors play in the legal, business and helping fields; understands the powerful role of the counselor and utilizes that role to serve as an advocate for marginalized clients; serves as leaders in their professional community and provides knowledge and expertise to agencies.	counselors play in the legal, business and helping fields; understands the powerful role of the counselor and utilizes that role to serve as an advocate for marginalized clients; serves as leaders in their professional community and provides knowledge and expertise to agencies.	fields; understands the powerful role of the counselor and utilizes that role to serve as an advocate for marginalized clients; serves as leaders in their professional community and provides knowledge and expertise to agencies.
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**STETSON UNIVERSITY**  
**DEPARTMENT OF COUNSELOR EDUCATION – GRADUATION AUDIT**

**Student Name:** \_\_\_\_\_  
**Student ID: 800** \_\_\_\_\_  
**Stetson Email:** \_\_\_\_\_

**Current Advisor:** \_\_\_\_\_  
**Previous Advisor:** \_\_\_\_\_  
**Personal Email:** \_\_\_\_\_

**Program of Study:**  MCFC       CHMC       PostBac       Play & Creativity

**Required Misc. Items**

**Completed**

1.  Admissions Letter (by program start date)
2.  Welcome Letter (by program start date)
3.  Student Handbook Signature Form (during the first semester)
4.  Annual Meeting Attendance (by graduation)
5.  Advancement to Candidacy Letter (after 18 credit hours complete)
6.  Conference Attendance Verification 1 (2 required, last semester in Portfolio)
7.  Conference Attendance Verification 2
8.  CPCE Letter (during practicum semester after completing CPCE)
9.  State Licensure Verification Form (during last semester)

**Practicum Application** – All items due prior to start of Practicum

10.  Practicum Orientation Attendance \_\_\_\_\_
11.  Personal Counseling Sessions Letter – (8 required) email letter to [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu)
12.  Practicum Site Choices Form (no longer in use)
13.  Prerequisite Attestation Form
14.  Advisor Practicum Approval Form
15.  Academic Internship Risk Acknowledgement Form
16.  Final Accepted Practicum Site Documentation
17.  Practicum Liability Insurance – email insurance to [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu)      Exp: \_\_\_\_\_

**Practicum Documents (Instructor Name) (Site Supervisor Name)** – All items due by end of semester

18.  Practicum Contract
19.  Practicum Hours Verification
20.  Practicum Site Supervisor Midterm Evaluation
21.  Practicum Site Supervisor Final Evaluation
22.  Practicum Supervisee Evaluation
23.  Practicum Faculty Evaluation
24.  Practicum Goals (no longer in use)

**Internship I Documents (Instructor Name) (Site Supervisor Name)** – All items due by end of semester

25.  Intern I Liability Insurance – email insurance to [counseloreducation@stetson.edu](mailto:counseloreducation@stetson.edu)      Exp: \_\_\_\_\_
26.  Intern I Academic Internship Risk Acknowledgement Form
27.  Intern I Contract
28.  Intern I Hours Verification
29.  Intern I Site Supervisor Midterm Evaluation
30.  Intern I Site Supervisor Final Evaluation
31.  Intern I Supervisee Evaluation

- 32.  Intern I Faculty Evaluation
- 33.  Intern I Goals (no longer in use)

**Internship II Documents (Instructor Name) (Site Supervisor Name)** – All items due by end of semester

- 34.  Intern II Liability Insurance – email insurance to counseloreducation@stetson.edu Exp: \_\_\_\_\_
- 35.  Intern II Academic Internship Risk Acknowledgement Form
- 36.  Intern II Contract
- 37.  Intern II Hours Verification
- 38.  Intern II Site Supervisor Midterm Evaluation
- 39.  Intern II Site Supervisor Final Evaluation
- 40.  Intern II Supervisee Evaluation
- 41.  Intern II Faculty Evaluation
- 42.  Intern II Goals (no longer in use)

**Dual Major Internship Documents (Instructor Name) (Site Supervisor Name)** – All items due by end of semester

- 43.  Intern III Liability Insurance – email insurance to counseloreducation@stetson.edu Exp: \_\_\_\_\_
- 44.  Intern III Academic Internship Risk Acknowledgement Form
- 45.  Intern III Contract
- 46.  Intern III Hours Verification
- 47.  Intern III Site Supervisor Midterm Evaluation
- 48.  Intern III Site Supervisor Final Evaluation
- 49.  Intern III Supervisee Evaluation
- 50.  Intern III Faculty Evaluation
- 51.  Intern III Goals (no longer in use)

**Optional Items**

- 52.  Transfer of Credit Approval (if applicable)
  - 53.  Letter Sent to State Date:
  - 54.  Letter to Alumni Date:
-

# STETSON UNIVERSITY

## OFFICE OF GRADUATE STUDIES – AUDIT FOR PROSPECTIVE GRADUATES

1. Graduation Application \_\_\_\_\_
2. Graduation Fee \_\_\_\_\_
3. Advancement to Candidacy Approval \_\_\_\_\_
4. Portfolio Defense Approval \_\_\_\_\_
5. Passing CPCE Score \_\_\_\_\_
6. Cap & Gown Order \_\_\_\_\_

Further information regarding Graduate Commencement and the application for graduation can be found on the [Graduation website](#).

# THE HANDBOOK SIGNATURE FORM IS REQUIRED FOR ALL STUDENTS

## HANDBOOK- SIGNATURE FORM



### Counselor Education Handbook Signature

By signing and submitting this form you are agreeing that you have read and understand the entire copy of the [Department of Counselor Education Student Handbook](#).

I also understand the specific counseling program policies and procedures related to the admission process, ethical and professional requirements, dispositions assessment, student learning assessments, program requirements and comprehensive exams. I understand that faculty members may require a remediation plan if I am not progressing in the program in relation to:

- Academics
- Professional identity and development as a counselor
- Ethical and legal behavior based on professional counselor codes of ethics
- Personal development in class, on campus and/or field placements
- Preparation and study plans for passing the comprehensive exam
- Other areas that need improvement in my development as a professional counselor

Further, I understand I have the following obligations:

- To follow the edicts of the handbook
- Use the handbook as a resource throughout the program.
- To communicate with my program advisor about any changes to my planned program.
- I understand that I am responsible for following my planned program in sequence and as discussed with my program advisor. In the event that I do not follow this sequence, I understand that the Graduate Program at Stetson University is not obligated to provide courses to accommodate the changes.

Email Address\*

Signature\*