Table of Contents

I. Introduction .................................................................................................................... 1

II. Mission Statement ........................................................................................................ 1

III. Program Objectives .................................................................................................... 2

IV. Program Overview ...................................................................................................... 3
   A. Components Overview ............................................................................................. 3
      1. Coursework ............................................................................................................ 3
      2. TRAVERSE Outreach Program ............................................................................. 3
      3. Practica Opportunities ......................................................................................... 3
   B. Standardized Examinations ...................................................................................... 3
      1. Comprehensive Exam ......................................................................................... 3
      2. National Counseling Exam (NCE) ...................................................................... 4
   C. Licensure Levels ....................................................................................................... 4
      1. Mental Health Counselor ..................................................................................... 4
      2. School Counselor ................................................................................................ 4

V. Program Components .................................................................................................. 5
   A. Coursework ................................................................................................................ 5
   B. Counselor Education Program Tracks ...................................................................... 7
   C. Course Sequence ..................................................................................................... 8
   D. TRAVERSE Outreach Program .............................................................................. 9
   E. Practica .................................................................................................................... 9
      1. Manzanita Counseling Center ............................................................................. 9
      2. Practicum in Group Counseling ......................................................................... 10
      3. Internship ........................................................................................................... 10
   F. Liability Insurance .................................................................................................. 11
   G. Comprehensive Examinations ................................................................................. 11

VI. Policies and Procedures ............................................................................................. 12
   A. Non-degree and Transfer Credits ......................................................................... 12
   B. Your Advisor ......................................................................................................... 12
   C. Scholarships .......................................................................................................... 13
   D. Grades and Incompletes ....................................................................................... 14
   E. Syllabi .................................................................................................................... 15
   F. Mid-point Review .................................................................................................. 15
   G. Submitting a Program of Studies (POS) ................................................................. 15
   H. Comprehensive Exam (COMPS) ........................................................................... 16
   I. Intent to Graduate .................................................................................................. 16
   J. National Counseling Exam (NCE) .......................................................................... 16
   K. Time Limits for Completing the Degree and Leaves of Absence ......................... 17
L. Professional Identity and Conduct ................................................................. 17
M. Professional Organizations .............................................................................. 18
   1. National Organizations ............................................................................... 18
   2. State Organizations ................................................................................... 18
   3. UNM Organization ..................................................................................... 19
N. Petitions and Grievances ............................................................................... 20
O. Disability Accommodation Policy ................................................................. 20
P. Counselor Education Bulletin Board .............................................................. 20
Q. Future Opportunities for Graduates .............................................................. 21

VII. Miscellaneous Information ........................................................................... 20
     A. Websites ........................................................................................................ 22
     B. Six Steps to Completing Your Master’s Degree in Counseling ..................... 23
     C. Tips from Your Fellow Counseling Students ............................................. 26
     D. Internship Advice ........................................................................................ 27

VIII. Appendices .................................................................................................. 28
     Appendix 1 – Problems Course Agreement (sample form) ............................ 29
     Appendix 2 – A. Program of Studies (POS) (sample form) .............................. 30
                   B. Announcement of Exam (form) ......................................................... 33
     Appendix 3 – Mid-Point Review .................................................................... 34
     Appendix 4 – Comprehensive Professional Portfolio ..................................... 38
The University of New Mexico  
Counselor Education Program

I. Introduction

The Master’s degree in Counseling, offered by the Counselor Education Program at the University of New Mexico, is accredited by the Council for The Accreditation of Counseling and Related Educational Programs (CACREP) for both Community/Agency Counseling and School Counseling. The Master’s degree program currently meets the preparatory standards for eligibility for 1) New Mexico Counseling and Therapy Practice Board state licensure as a counselor in New Mexico and 2) State Board of Education certification as a school counselor.

This Master’s Student Manual answers many of the questions students may have about the Counselor Education Program and how to complete their Master’s degree in Counseling. This Manual explains the requirements of the program, some of the challenges students may encounter, and some of the procedures they must follow. However, this guide is not intended to be a complete and authoritative compilation of the rules and policies governing graduate studies at the University of New Mexico. These are found in the University Catalog and the UNM Pathfinder. You should retain a copy of these publications and become familiar with these documents. The Manual cannot replace the relationship and guidance that can be achieved by establishing a student mentor relationship with a faculty advisor. The faculty will review and revise any policy when they deem it necessary.

II. Mission Statement

The Counselor Education Program prepares students to address the counseling and human development needs of a pluralistic society. The program recruits and retains students who reflect the broad range of diversity found in New Mexico. Students graduate with knowledge and skills in core competency areas that include: professional identity, social and cultural foundations, human growth and development, career development, helping relationships, group work, assessment, research and program evaluation.

The Counselor Education Program features an integration of theory, research, practice, and interdisciplinary collaboration. It is intended to prepare counselors who are informed, who will be sensitive to the diversity and uniqueness of individuals, families, and communities, and who will value and promote the dignity, potential and well-being of all people. The program prepares professional counselors and counselor educators to respond to a world with challenging and pressing social problems.

Faculty members are committed to integrating teaching, scholarship, research, clinical practice, and service, while promoting a climate of social justice, systemic change and advocacy. The faculty’s goal is to infuse multicultural and diversity training in all aspects of academic and clinical coursework in order to prepare multiculturally competent counselors and counselor educators. From the beginning of the graduate course of study, classroom education is combined with on-site training. These experiences provide the opportunity for students to work in and with various education and community settings.
III. Program Objectives

1. The student will demonstrate a knowledge and understanding of human development as it relates to personality and counseling theory, and as it applies to self-awareness, interpersonal interactions and counselor-client dynamics.

2. The student will demonstrate a knowledge and ability to apply personality and counseling theory as it relates to the role of the professional counselor in a variety of professional settings.

3. The student will demonstrate an ability to effectively synthesize, integrate and apply the major counseling and developmental theories into a coherent personal philosophy which can be applied in school and community agencies, as demonstrated in the final comprehensive exam, practicum and internship experiences.

4. The student will demonstrate an ability to synthesize, integrate and apply knowledge of human development, counseling theory, and ethical and legal principles to the effective practice of counseling as demonstrated in the practicum and internship experiences.

5. The student will have general knowledge of and respect for the influences of culture/ethnicity, gender, race, religion, sexual orientation, and socioeconomic class, and have experience in working with a broad array of clientele representing such diversity.

6. The student will demonstrate an understanding of current issues and concerns confronting counselors in schools and agency settings.

7. The student will be able to identify resources within the community for continued education and consultation for specialized counseling concerns.

8. The student will demonstrate knowledge and understanding of assessment and diagnosis, its application and ethical considerations.

9. The student will demonstrate knowledge and understanding of the ethical standards and guidelines presented by the American Counseling Association.

10. The student will be able to provide an analytical critique of research published in a current professional journal, and develop a research design for a research project.

11. The student will demonstrate an awareness and understanding of professional organizations applicable to agency counseling and school counseling as evidenced by student membership.

12. The student will demonstrate self-awareness, self-understanding, and continued personal and professional growth, evidenced by class performance, small group activities, the comprehensive examination, and practicum and internship experiences.
13. The student will demonstrate a commitment to multicultural counseling competency as well as addressing social justice and advocacy.

14. The student will engage in both classroom education and on-site experiential training from the beginning of the graduate course of study.

IV. Program Overview

A. Components Overview

The Counselor Education Program includes three components: coursework, service learning, and practica. These three components prepare the student for a future in counseling, whether in a community agency or school setting.

1. Coursework

A variety of required and elective courses are offered. The Master’s degree in Counseling requires a minimum of 54 semester credit hours of course work, although many of our students take more than the required 54 hours. Our core courses are those courses that comprise the basic skills and professional knowledge necessary to function as a professional counselor.

2. TRAVERSE Outreach Program

Students will participate in TRAVERSE Outreach Program opportunities in conjunction with their classes, that are designed to enhance the students’ awareness and understanding of school and community settings. (See “Section V., C.” of this manual for further information.)

3. Practica Opportunities

Upon completion of required coursework, students will participate in four skill-based classes. Students, under the supervision of a faculty member, will complete communications skills, practicum, group practicum and internship.

B. Standardized Examinations

1. Comprehensive Exam

The Counselor Education comprehensive exam consists of two parts each weighted at 50%. A combined total score of 75% is required to pass, however each section also requires a minimum of 38 points to pass. Master’s students are limited to two attempts at passing comprehensive exams. Following two failures on comps, the student is dismissed from the program.
2. National Counseling Exam

The National Counseling Exam (NCE) identifies the student as a National Certified Counselor. It is administered by the National Board of Certified Counselors (NBCC) and is recognized by most, if not all, state licensing authorities. The UNM Counseling Program is an authorized NBCC site. We offer the exam each October and April for students graduating from our CACREP-accredited program. It is not necessary to pass this exam in order to graduate, but it will be necessary to pass in order to apply for licensure. (See “Section VI, I” of this manual for further information.)

C. Licensure Levels

1. Mental Health Counselor

There are two licensure levels in New Mexico and there are qualifications needed to acquire each.

Licensed Mental Health Counselor (LMHC) must pass the NCE (See “Section IV, B, 2” of this manual for more information)

Licensed Professional Clinical Counselor (LPCC) must have LMHC, must have 3000 hours of supervised client contact hours and 100 hours of supervision.

* Please be advised that licensure requirements are always subject to revision by the New Mexico State Licensure Board. Consult the board website for current information.

Continuing Education Units

After completion of your Counseling degree, there will be an ongoing number of hours of continuing education units (CEU) required by the National Board of Certified Counselors (NBCC). The number of CEUs is subject to change based on the NBCC. CEUs must also be completed within a certain timeframe in order to maintain licensure.

Further information about licensure requirements and criteria may be obtained from the New Mexico Counseling and Therapy Practice Board’s web-site at http://www.rld.state.nm.us/b&c/Counseling/index.htm.

2. School Counselor

Upon completion of the Master’s degree in Counseling and Internship in a school setting, a student is eligible for licensure as a New Mexico School Counselor for grades K-12. Transcripts and documentation of internship in a school must be sent to the New Mexico Public Education Department. Further information is available at their website: http://www.ped.state.nm.us/div/ais/lic/index.html.
V. Program Components

A. Coursework

Foundational Core Courses
These four core courses are prerequisites for the remainder of the program courses and are offered on a rotating basis.

COUN520 Foundations of Counseling
COUN530 Dynamics of Human Behavior
COUN517 Theories of Counseling
COUN518 Group Counseling

Additional Core Classes:
COUN513 Career Counseling
COUN515 Testing & Assessment in Counseling

COUN521 Community/Agency Counseling
- for students electing to specialize in Community/Agency Counseling
- includes a 30-hour Traverse experience
  (See “Section V, C. Traverse”)
- This course must be taken prior to beginning an agency internship

COUN522 Communication Skills in Counseling
- This course should be taken the semester before practicum.

COUN545 School Counseling
- for students electing to specialize in School Counseling
- includes a 30-hour Traverse experience
  (See “Section V, C. Traverse”)
- This course must be taken prior to beginning a school internship.

COUN584 Multicultural Issues in the Helping Professions

COUN576 Diagnosis of Mental Disorders
COUN590 Practicum in Counseling
- Includes a minimum of 128 hours, which are fulfilled on the UNM campus in the Manzanita Counseling Center. (See “Section V, D. Practicum”)
- This course should be taken the semester before Internship.
- Call number for the course can be obtained online. However, prior permission MUST be obtained from the instructor BEFORE registering for the course.

COUN519 Practicum in Group Counseling
- Includes co-facilitating in a 10-week internship placement
- Call number for the course can be obtained online. However, prior permission MUST be obtained from the instructor BEFORE registering for the course.

COUN595 Internship
2 semesters of 300 hours each
- Includes field placements – (See “Section V, D. Practicum”)
- Sites must be consistent with your track of study: school and/or community agency.
- Call number for the course can be obtained online. However, prior permission MUST be obtained from the instructor BEFORE registering for the course.

COUN610 Professional Issues and Ethics

Other Required Classes:
EDPY 503 Principles of Human Development
or
FS 503 Seminar in Human Growth and Development

EDPY 500 Survey of Research Methods in Education --
or
EDPY 505 Conducting Quantitative Educational Research

EDPY 502 Survey of Statistics in Educational
or
EDPY 511 Introductory Educational Statistics

Common Elective Courses: These courses are not offered every semester.

COUN541 Counseling Children & Adolescents
**COUN591 Problems (Independent Study)**
This is a course that a student or students design, in collaboration with a faculty member, to meet the individual educational and professional needs of the student(s). In order to take COUN591, student(s) must complete a Problems Course Agreement form (see Appendices) in which the topic and expectations of the course are specified and agreed upon by both the student(s) and a faculty member. Student(s) cannot sign up for a problems course on a topic for which a course already exists.

Please Note: Students are not permitted to apply any other course for credit toward their Master’s degree in Counseling other than those listed above. If a student wishes to substitute a different course for one of the above listed courses, the student must petition the faculty and receive approval from the program faculty.

**B. Counselor Education Program Tracks**

The Counselor Education program offers two professional tracks: a) the Community/Agency Counseling track and b) the School Counseling track. Each track requires a course specific to that specialty. COUN521, *Community/Agency Counseling*, must be completed for students pursuing the Community/Agency Counseling track. COUN545, *School Counseling*, must be completed for students pursuing the School Counseling track. **COUN521 and/or COUN545 must be completed prior to a student enrolling in COUN595, Internship.**

Please Note: For those planning dual tracks, COUN521, *Community/Agency Counseling*, and COUN545, *School Counseling*, are required and are prerequisites for COUN595, *Internship*. In addition, each of these classes includes a 30-hour Traverse Outreach Program component.

*Community Agency Counseling*: The community/agency counseling program prepares students for counseling positions in various community agencies such as mental health centers, private counseling agencies, child protective services, child counseling clinics, residential therapy facilities, and family counseling centers. The program area provides the opportunity to counsel a broad range of clientele. This program meets academic specifications for New Mexico licensure as a counselor.

*School Counseling*: This program area prepares students to become school counselors in New Mexico. Students become familiar with school counseling and guidance services, and develop the competencies of school counseling and guidance specialists. This program meets New Mexico requirements for certification as a School Counselor.

Two semesters of Internship are required for the Master’s Degree in Counseling. For those students interested in completion of dual tracks (both Community/Agency Counseling and School Counseling), an MA in Counseling could be accomplished by successfully completing COUN545, *School Counseling*, and COUN521, *Community/Agency Counseling*. Two required Internship semesters could then be completed, one at a school site and the other at a community/agency site, making the student eligible for both NM state licensure in a community setting and NM state certification as a school counselor. Students interested in Higher Education or Career Counseling may want to consider setting,
such as TVI or UNM Career Services completing their community/agency semester at a college

C. Course Sequence

Nine hours is considered full-time in the Master’s Program. The Master’s in Counseling is a three-year program, including summers, if a student takes approximately nine hours during fall and spring semesters. The following is the sequence of courses recommended by the faculty. If you plan any variation to this sequence (course sequence or timing) you must work closely with your advisor to determine how you will meet the degree requirements. Please make sure that you have fulfilled the prerequisites for a class prior to registration. It is required that you meet with your advisor every semester to review your progress.

Sequence of Courses
MASTERS STUDENTS ADMITTED FOR FALL & Spring

<table>
<thead>
<tr>
<th>Students Admitted for Fall</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Theories 517</td>
<td>Multicultural 584</td>
<td>Ethics 610</td>
</tr>
<tr>
<td></td>
<td>Foundations 520</td>
<td>Group 518</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dynamics 530</td>
<td>EDPY 500/505</td>
<td></td>
</tr>
<tr>
<td>Year 2</td>
<td>EDPY 502/511</td>
<td>Comm Skills 522</td>
<td>EDPY 503</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>Career 513</td>
<td></td>
</tr>
<tr>
<td></td>
<td>School 545</td>
<td>Community 521</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(elective if single track)</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Diagnosis of MD 576</td>
<td>Internship 595</td>
<td>Internship 595</td>
</tr>
<tr>
<td></td>
<td>Manzanita 590</td>
<td>Group Practicum 519</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Testing 515</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students Admitted for Spring</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Foundations 520</td>
<td>Theories 517 (*)</td>
<td>Ethics 610</td>
</tr>
<tr>
<td></td>
<td>Dynamics 530</td>
<td>Ethics 610 (*)</td>
<td>Multicultural 584</td>
</tr>
<tr>
<td></td>
<td>Theories 517</td>
<td>Diagnosis of MD 576 (*)</td>
<td>EDPY 500/505</td>
</tr>
<tr>
<td>Year 2</td>
<td>Career 513</td>
<td>Group 518 (*)</td>
<td>Comm Skills 522</td>
</tr>
<tr>
<td></td>
<td>Community 521</td>
<td>Career 513 (*)</td>
<td>Testing 515 (*)</td>
</tr>
<tr>
<td></td>
<td>EDPY 502/511</td>
<td>Testing 515</td>
<td>School 545</td>
</tr>
<tr>
<td></td>
<td>Group 518</td>
<td>Elective (if single track)</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>Elective</td>
<td>Internship 595</td>
<td>Group Practicum 519</td>
</tr>
<tr>
<td></td>
<td>Manzanita 590</td>
<td>Group Practicum 519</td>
<td>Internship 595</td>
</tr>
<tr>
<td></td>
<td>EDPY 503</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Indicates alternate summers. Summer schedules vary and are subject to faculty availability and administrative approval. Consult with your faculty advisor for the summer schedule in late fall or early
spring in order to include summer courses in your schedule. If the summer course is not offered, you will need to adjust your Fall/Spring schedule.

D. **TRAVERSE Outreach Program**

Some courses involve an experiential component through our Traverse Outreach Program. Traverse is a service-learning program in which traditional course content and theory are enhanced by gaining on-site experience in schools and community agencies. Students are advised that the hours spent in Traverse are observational hours and are outside of normal classroom time. During these hours, students will not be providing counseling. Information regarding approved sites will be provided within the first week of class. Traverse faculty facilitate placement, evaluation, site visits and process groups for these classes.

While several of our courses may include a service-learning component, the following require it:
- COUN521 *Community/Agency Counseling* (30 hours)
- COUN545 *School Counseling* (30 hours)

E. **Practica**

The practicum and internship experiences are the culmination of experiential learning. The COUN590, *Practicum in Counseling*, is a course in which students, under the supervision of a faculty member, conduct counseling for a minimum of 30 direct client contact hours. COUN590 is completed on campus in the Manzanita Counseling Center. COUN 519 will be completed at a site to be determined by the student and Group Practicum Director. After successfully completing the COUN590, *Practicum in Counseling*, students qualify to take COUN519, Group Practicum where they counsel for 10 group sessions in a field setting.

FOR ALL CLINICAL COURSES:
No more than two (2) absences are allowed in a practica/internship class without remediation. If you miss more than two classes/clinics, you will need to meet with your professor to develop a remediation plan.

Call numbers for Practica courses can be obtained on-line. However, prior permission must be obtained from the instructor BEFORE registering for a Practicum course.

Liability insurance is requirement for ALL practica classes. Please see section V.E. for more information on obtaining insurance.

Students are required to log and document all practica hours of service and supervision and obtain signatures from supervisors. Log sheets are handed out in practica classes. Keep a copy of your logs for your own reference and future licensure/certification.

1. **Manzanita Counseling Center**

The Manzanita Counseling Center serves as the official clinical training facility for the Counselor Education Program. The facility operates as a part-time community agency
that is open during the fall and spring semesters. Manzanita is closed during the summer months. Individual, couple and family counseling services are offered by graduate students enrolled in the Counselor Education Program. The deadline for notifying the instructor of your intent to enroll in practica courses is the last Friday of September for Spring enrollment and the last Friday in February for Fall enrollment.

All Master’s level students spend a minimum of one full semester enrolled in COUN590, Practicum in Counseling. This course must be completed in its entirety at the Manzanita Counseling Center. Throughout the practicum semester, students provide one-on-one community counseling to a small caseload of clients. The students are monitored via two-way mirrors and videotaping, and receive supervisory feedback directly following their sessions. Master’s level students should plan on spending a minimum of eight hours per week at the clinic during the semester they enroll in COUN590, Practicum in Counseling. Most students spend between 10 and 15 hours at the clinic each week that they are enrolled in the practicum class.

2. Practicum in Group Counseling

Practicum in Group Counseling requires advanced planning. It may take several weeks to secure a site and complete the necessary steps to begin a group, therefore, students are expected to meet with the group practicum director and arrange for a group practicum site the semester prior to enrollment in the course. The deadline for notifying the instructor of your intent to enroll in practica courses is the last Friday of September for Spring enrollment and the last Friday in February for Fall enrollment. The list of Traverse and Internship sites (located on the Counselor Education website) can be used for ideas for sites for group practicum. Students planning to complete practicum in the schools will also have to be fingerprinted and submit to a background check. Those who are planning to complete Internship within the public schools must contact the Director of Support Service with APS or Rio Rancho District Offices to arrange a school site. Students should have groups starting no later than the third week of the semester to insure the completion of ten group sessions. A 10-week written plan is part of the course requirements.

Upon completion of COUN 590, students are eligible to enroll in COUN519, Practicum in Group Counseling. Students must co-facilitate with a qualified counselor at either a school or community/agency setting. Students are responsible, with assistance from the group practicum director, for finding their own site and supervisor for group practicum.

3. Internship

Internship requires advanced planning. Begin planning for Internship by speaking with the Internship Director. The deadline for notifying the instructor of your intent to enroll in practica courses is the last Friday of September for Spring enrollment and the last Friday in February for Fall enrollment. The Internship Manual, which contains a listing and description of possible Internship sites, is housed in the Department Office. The program has agreements with numerous Internship sites throughout the Greater Albuquerque area. It may take several weeks to interview with
prospective Internship sites. Students planning to do Internship in the schools will also have to be fingerprinted and submit to a background check. Those who are planning to complete Internship within the public schools must contact the Director of Support Service with APS or Rio Rancho District Services to arrange a school site

Internship requires 600 hours of supervised counseling experience over two semesters in a local school and/or community agency. This equals 300 hours per semester in a school or community agency setting. Each semester includes 120 direct client contact hours for a total of 240 direct client contact hours over the two semesters. During the fall and spring semesters, this amounts to approximately 20 hours per week and during the summer semester it is approximately 30 hours per week. Students may choose to complete these two Internship semesters at one site, or at two different sites. Students completing the dual track will need to complete one semester at a school site and one semester at a community/agency site.

F. Liability Insurance

One of the requirements when taking the Practicum, Group Practicum and Internship, where you will be working with clients, is the purchase of professional liability insurance. Upon registration for ALL Practica classes, you will be required to provide proof of Liability Insurance. The most affordable Student Liability Insurance can be obtained through the American Counseling Association (ACA). In fact, the ACA currently offers Liability Insurance to all Master’s student members included in the cost of annual dues, offering another reason to join this organization. It is advisable that this insurance be applied for during the semester prior to intended enrollment in the Practicum course. An application for insurance through ACA can be completed via the internet at www.counseling.org.

G. Comprehensive Examinations

The Counselor Education comprehensive exam consists of two parts each worth 50 points. A combined total score of 75 points is required to pass, however each section also requires a minimum of 38 points to pass. Master’s students are limited to two attempts at passing comprehensive exams.

The first portion is a Comprehensive Professional Portfolio. The portfolio will include assignments from a variety of your Master’s degree courses representing the following areas of knowledge, skills and awareness: Professional Orientation, Identity and Ethical Practice, Social and Cultural Diversity, Human Growth and Development, Career Development, Helping Relationships, Group Work, Assessment, and Research and Program Evaluation. The faculty of record for many of your counseling classes will include an assignment in the course that is designated for inclusion in the portfolio. To be included in your portfolio, your assignment must receive the score specified by the instructor on the assignment. You will collect these assignments as you progress through the program. Prior to your comprehensive exam date, you will compile them into a
portfolio that is organized and professional in appearance. The portfolio is due the student’s advisor no less than ten working school days (in which classes are in session at UNM) prior to the scheduled oral case study date of examination. (Additional information about the portfolio is located in Appendix 6)

The second portion of the comprehensive examination consists of an oral case study presentation before the faculty. During this portion of the exam, you will be given a case scenario and a specified period of time to prepare (about 30 minutes). You will then present a case conceptualization to the faculty addressing the areas provided to you (for example: theoretical approach you would use with the client and initial diagnostic and treatment considerations). Typically, the general areas you will be expected to cover in the oral presentation, in relation to your case, are: Ethics, Social and Cultural Diversity, Human Growth and Development, Career Development, Helping Relationships/Theories, Group Work, and Assessment. You may be asked questions regarding the case by the faculty. Following the presentation, you will leave the room and the faculty will evaluate your presentation.

Results are mailed to the student’s home address approximately one week after the oral examination. It is important to keep the staff in Simpson and UNM aware of your current home address.

Remember, graduation from the Counselor Education Program is contingent upon successful completion (75 point score) on this two-part Comprehensive Exam. The exam is offered each spring and fall, and is normally taken during a student’s first or second semester of COUN 595, Internship. (See “Section VI., G” of this manual for further information)

VI. Policies and Procedures

A. Non-Degree and Transfer Credits

Up to four courses (12 credits), from approved Counselor Education coursework, may be taken as a non-degree student at UNM and applied toward a student’s Master’s degree as long as the student received a grade of “B” or better. The program faculty in unusual circumstances accepts courses taken at other institutions as transfer credit. Course syllabi and a rationale for transferring the course must be provided. If the other institution is CACREP accredited, the faculty typically accepts the course for transfer credit. If the course was taken at a non-CACREP institution, the faculty will ask to examine the course syllabus before deciding if the course will be accepted for transfer credit. Generally, courses taken more than five years ago are not accepted for transfer credit.

The acceptance of courses is not an automatic process. It is the responsibility of the student to petition, in writing to the Program Coordinator, to have courses applied toward a degree, even if these courses were taken at UNM. The Program Coordinator presents the petition to the faculty. The faculty then makes a decision on the petition.

B. Your Advisor
Students **must** meet with their assigned advisor as soon as they are admitted into the program and each semester thereafter. The student’s advisor can assist in planning coursework, alert the student to developments in the program or profession, and provide the student with support and encouragement. (See Appendix for “Counseling Advisement Chart.”)

When students are first admitted into the Program, a faculty member is assigned to serve as an advisor. This initial assignment is a random assignment to ensure that every student has a designated faculty member he or she can approach. Students may retain this initially assigned faculty member as their advisor, or may change advisors to a faculty member of their choice. Changing advisors is a simple procedure. First, make sure the faculty member you wish to change to is amenable to taking you on as an advisee. Ordinarily this poses no problem, but sometimes a faculty member knows he or she will be going on a sabbatical or engaging in a research project that may make him or her less available for additional advisees. Second, write a brief memo to your previous advisor telling him or her of the change and send a copy of this memo to the program coordinator and the front office staff in Simpson so they can keep records up to date.

**C. Scholarships**

These include the New Mexico Graduate Scholars Award (3% Scholarship) (must be a NM resident to qualify), the Presidential Scholarship and Graduate Fellowship. Additional information about these and other funding options can be found at the Office of Graduate Studies (OGS) web site:  [http://www.unm.edu/~grad/funding/funding.html](http://www.unm.edu/~grad/funding/funding.html).

The New Mexico Graduate Scholars Award is an award in the amount equivalent to full-time graduate tuition and fees for which a student is registered during the fall and spring semesters. The purpose of the award is to provide financial support and to promote progress toward completion of the graduate degree. Each graduate unit may nominate up to three students for this award.

To apply for The New Mexico Graduate Scholars Award (3% Scholarship), submit a letter to Dr. Keim, the Program Coordinator by email to jkeim@unm.edu **no later than March 1 for the next academic year**. Include the following information in your letter:

- Name
- Student ID number
- Current mailing address
- New Mexico resident since ____________ (month) ________ (year)
- New Mexico High School graduate ____ yes   ____ no
- Financial need ____ yes   ____ no
- Your current status in the program
- Your current grade point average (GPA)

**D. Grades and Incompletes**

- **COUN Courses:** Students are required to report any course grade of C+ or lower (including WF, NC, and/or IF) in any COUN course to their faculty advisor.
immediately. Students (both admitted and non-degreed) are required to earn B- or higher in all COUN courses to remain in the Program.

Upon earning one C+ or lower grade (including two WF, NC, and/or IFs), the student is dismissed from the program. In an extenuating circumstance the student may petition the faculty to retake a single course with a C+ or lower (including WF, NC, and/or IF)

In no circumstance will a student be allowed to retake more than one COUN course. Upon earning two C+ or lower grades (including two WF, NC, and/or IFs, or any combination thereof) regardless of whether one course was repeated or replaced with a higher grade, the student is dismissed from the program. The faculty will review this policy when the faculty deems it necessary.

**EDPY and all other non-COUN Courses:** Students are required to report any course grade of C- or lower (including WF, NC, and/or IF) in any non-COUN course to their faculty advisor immediately. Students (both admitted and non-degreed) are required to earn a C or higher in all non-COUN courses to remain in the Program. Upon earning a C- or lower grade (including WF, NC, and/or IFs), the student is dismissed from the program. In an extenuating circumstance the student may petition the faculty to retake a single course with a C- or lower (including WF, NC, and/or IF).

In no circumstance will a student be allowed to retake more than one non-COUN course. Upon earning two C- or lower grades (including two WF, NC, and/or IFs) or any combination thereof, regardless of whether one course was repeated or replaced with a higher grade, the student is dismissed from the program. The faculty will review this policy when the faculty deems it necessary.

**GPA Requirements:** Any student who believes he or she will, or who does, receive a cumulative GPA below 3.0 in any given semester must speak with their faculty advisor immediately. To remain in good academic standing students must maintain a cumulative GPA of at least 3.0. If a student’s cumulative GPA falls below 3.0, the student must improve the cumulative GPA to a 3.0 or higher in his/her next semester of enrollment. If the cumulative GPA does not reach 3.0 or higher in the subsequent semester, the student is dismissed from the Program. The faculty will review this policy when the faculty deems it necessary.

b. **Incompletes**
Occasionally, students encounter circumstances beyond their control that prevent them from completing the requirements of a course. When this happens, a student may ask the course instructor for permission to take a grade of “Incomplete” for the course. The student is then responsible for making whatever arrangements are necessary with the instructor for completing the course requirements. For incompletes after Summer 2005, if the incomplete course is not completed by the end of twelve months, the grade of “Incomplete” becomes a grade of “F”. Remember, that while the university limit is one year, faculty members may require you to complete it much sooner. The faculty is unlikely to remind a student of his or her responsibility to complete a course. Moreover, we recommend that students request a grade of
“Incomplete” only when there are no other available options. A complete description of academic probation and suspension policies can be found in the University Catalog.

E. Syllabi and Assignments

Copies of the syllabi for all courses are kept in the Counselor Education Department office and are available to students. **It is required that you save a copy of the course syllabi for each class you complete in your graduate program for your records. These syllabi may be required for state licensure. It is also necessary to minimally save all assignments that are a part of the portfolio. Note: The faculty strongly recommend you save all assignments from all your courses as you progress through the program.**

F. Mid-point Review

The purpose of the midpoint review is to focus on the student’s progress throughout the counseling program. The three areas being reviewed are: 1) academic achievement, 2) clinical skills, and 3) personal characteristics. The review is conducted during the semester the student is enrolled in COUN 522, *Communication Skills in Counseling*, by the program faculty. The student’s Program of Studies will be turned in to the faculty at the mid-point review. Additionally, the student will complete the mid-point self-evaluation and distribute copies of it to the faculty during the meeting. (See below for information on completing the Program of Studies.)

G. Submitting a Program of Studies (POS)

As students near the completion of their course work (during COUN522) they are required to complete a document referred to as the Program of Studies (POS). The form is downloaded from the OGS website. Students provide demographic information, the name of the degree they are completing, and a complete listing of the courses they have taken or will take and intend to have applied toward their Master’s degree. There are spaces for courses taken during their tenure as a Master’s student, courses taken as non-degree graduate students, and any courses transferred from another institution of higher learning. **OGS is stringent about how this form is completed. **Students must complete the form neatly and legibly, list their courses in the order in which they were taken, beginning with the oldest courses and ending with the most recent courses, and note both the first and last names of the instructor of the course. Students must also list courses they have not yet taken, but anticipate completing during their final semesters. If plans change or the program changes the instructor for a course, the student simply files an addendum to his or her POS updating his or her original document. (See “Program of Studies” in Appendix.)

The POS form asks for a “major code,” which is ‘MA-COUN.’

During the mid-point review, the student and faculty members will review the courses the student has taken, as well as the student’s plans for completing his or her coursework via the POS. The student’s advisor will sign the document when he or she is satisfied that the student has a plan for completing the required courses and corrects noted in the midpoint are completed. Once this is achieved, the program coordinator will present the form to the department chair for approval. The document is then sent to OGS for its review and approval. The completed POS, with all its approvals, represents an agreement between the
student and the University, documenting that, upon completion of course work, the student will have fulfilled the course requirements for the Master’s degree. **The POS must be submitted to the Counselor Education Faculty during the midpoint and in accordance with OGS deadlines.**

**H. The Master’s Comprehensive Exam**

All students must successfully pass the Master’s Comprehensive Exam (COMPS) in order to graduate. Students qualify to take the comprehensive exam during their first or second semester of COUN595, *Internship*, and after they have completed all classroom-based courses. **We discourage students from taking the comprehensive exam the same semester they are taking courses that reflect the content of the comprehensive exam.**

The Comprehensive Exam is described in detail in section IV b. Students must register for comprehensives. Exact registration deadline and exam dates will vary from year to year. Check with the department office.

There are two forms that need to be completed before the end of the registration period:

1. Approved *Program of Studies* (This is submitted during your mid-point review)
2. *Announcement of Examination* (Must be submitted to the department three weeks prior to exam along with exam registration.)

Sometimes students have unique physical or learning conditions that necessitate modification of comprehensive exam procedures. Students with a disability or condition that could require accommodation are responsible for contacting accessibility services and providing the necessary documentation to that office well in advance of comps. Note, accommodations are not retroactive, thus early contact with accessibility services is critical. Accommodations are not provided without documentation to the faculty from accessibility services.

**I. Intent to Graduate**

It is your responsibility to inform the Counselor Education Program the semester prior to the one in which you plan to graduate. Please see Cynthia Salas, Department Administrator, at least two weeks prior to the OGS deadlines. Consult OGS for deadlines, generally over a semester prior to the graduation date.

**J. National Counseling Exam (NCE)**

Although, not a degree requirement, one of the advantages of earning a degree from a CACREP-accredited program is the opportunity to sit for the National Counseling Exam (NCE) as you near your graduation. The NCE is administered by the National Board of Certified Counselors (NBCC) and is recognized by most, if not all, state licensing authorities. The UNM Counseling Program is an authorized NBCC site. We offer the exam each **October** and **April** (typically the third Saturday) for students graduating from our CACREP-accredited program. You can receive more information about this exam from Dr.
Olguin, the faculty member who serves as the NBCC liaison, or by contacting the NBCC directly. Their website is www.nbcc.org. Currently, the fee for this exam approximately $300, and is subject to change in the future. (See next page for the NCE Exam Schedule.)

The following are important dates to remember:

<table>
<thead>
<tr>
<th>Fall</th>
<th>NCE Exam Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Deadline:</td>
<td>July *</td>
</tr>
<tr>
<td>Exam Date:</td>
<td>October* (2&lt;sup&gt;nd&lt;/sup&gt; or 3&lt;sup&gt;rd&lt;/sup&gt; Saturday usually)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Deadline:</td>
<td>December*</td>
</tr>
<tr>
<td>Exam Date:</td>
<td>April* (2&lt;sup&gt;nd&lt;/sup&gt; or 3&lt;sup&gt;rd&lt;/sup&gt; Saturday usually)</td>
</tr>
</tbody>
</table>

- * Exact registration deadline and exam dates will vary from year to year.
- Exams will always be on a Saturday.
- Contact: Dr. David Olguin, NBCC liaison, UNM Counselor Education Department, or
- See the Counselor Education Bulletin Board in Simpson Hall for information.
- **Provide a Money Order payable to NBCC. (NO CASH or CHECKS)**

K. Time Limits for Completing the Degree and Leaves of Absence

Students admitted into the Counselor Education Program have **seven years** to complete the degree requirements. To be a student in good standing and remain enrolled in UNM’s Graduate School, a student must register for and complete at least one course every three semesters (including summer session). In other words, if a student goes more than two semesters without completing a course, he/she is disenrolled from the Graduate School, dropped from the Counseling Program, and can only be reinstated by applying for readmission. A student who is unable to continue his or her studies, due to exceptional circumstances, may apply for a leave of absence. A leave of absence can only be granted for one semester at a time and is not counted in the time limit for completion of the degree.

L. Professional Identity and Conduct

By accepting admission into UNM’s Counselor Education Program, you have committed yourself to comply with the ethical standards of the Counseling profession as outlined in the American Counseling Association’s (ACA) Code of Ethics & Standards of Practice. Any failure to comply with these codes will require an immediate evaluation of your status as a student within the program by the entire program faculty. This document details the professional standards that you will be required to follow, including issues of confidentiality, promoting the welfare of others, being aware of your own values, and respecting diversity and the values of others.

You are also expected to comply with the standards of conduct for students as outlined in the UNM Pathfinder and University Catalog. The faculty of the Counselor Education
Program endeavor to establish and maintain a community of mutual trust with students. The faculty expects students to respect and contribute to this community by maintaining their honesty and integrity in all academic and professional matters. The faculty wants all members of the academic community – faculty, students, and clients – to feel safe and respected so that individuals can learn from one another. Students are expected to do their part in all classes, academic and professional work by keeping an open mind, communicating considerately, and maintaining an attitude of tolerance.

Per the UNM Pathfinder and ACA Code of Ethics, student who plagiarize are subject to sanctions up to and including dismissal from the program and or the university.

The faculty is responsible for evaluating students’ professional and academic conduct. If the faculty has reason to believe that a student is not measuring up to professional or academic standards of conduct, a course instructor or advisor may address the issue with the student. On occasion, the faculty invites students to meet with the entire counseling faculty to speak about and resolve particular concerns. In cases involving serious ethical violations, professional standards or academic dishonesty, students may be dismissed from the program in accordance with the procedures detailed in the UNM Pathfinder and University Catalog.

M. Professional Organizations

We strongly recommend that our students become members of local, regional and national professional organizations. For example, student membership in the ACA is inexpensive and offers a variety of benefits including a monthly newsletter and a journal subscription that provide up-to-date information on professional issues, access to low cost professional liability insurance, reduced registration fees for conferences, and a copy of the ACA Code of Ethics & Standard of Practice.

1. National Organizations

Students are encouraged to join national organizations. Some of the national organizations available and actively participated in by UNM counseling students are:

American Counseling Association (ACA) www.counseling.org
– includes 19 divisions, including:
  American School Counselors Association (ASCA)
  Association of Counselor Education & Supervision (ACES)
American Psychological Association (APA) www.apa.org
Association for Play Therapy (APT) www.a4pt.org

2. State of New Mexico

Students are encouraged to join the New Mexico Counseling Association (NMCA), which includes many divisions in which students may participate. Student rates are available and membership in one division is included with the NMCA membership. Opportunities to interact with professional counselors in New Mexico are available, including participation in the fall conference, which hosts a variety of professional workshops. Students may also choose to serve on committees or prepare for leadership
roles. You may access NMCA and the following divisions at www.nmca-nm.org. A resource page is included on the website with links to licensure and ethics boards, national associations, state agencies, and much more.

Divisions of NMCA
Licensed Professional Counselors Association New Mexico (LPCA/NM)
New Mexico Association of Counselor Education and Supervision (NMACES)
New Mexico Association of Spiritual, Ethical and Religious Values in Counseling (NMASERVIC)
New Mexico Career Development Association (NMCDA)
New Mexico School Counselors Association (NMSCA)
New Mexico Advocates for Social Justice (NMASJ)

3. **UNM Organizations**

a. **Chi Sigma Iota/Upsilon Nu Mu**
Chi Sigma Iota (CSI) is the international honor society for students, professional counselors and counselor educators. CSI’s mission is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. The UNM Chapter name is Upsilon Nu Mu.

Membership in CSI, as specified in the national bylaws, is by chapter invitation to both students and graduates of counselor education programs. Students must have completed at least one semester of full-time graduate coursework in a counselor education degree program, have earned a grade point average of 3.5 or better on a 4.0 system, and be recommended for membership in CSI by the chapter. Further information about the national chapter can be found at www.csi-net.org/. Information about the Upsilon Nu Mu chapter can be found at www.edu.unm/~chisigma. If students do not receive an invitation by mail, they can complete the online application via the national CSI website.

b. Counseling Education Social Group Listserv – This is a student listserv and not part of the counseling program.
Use this listserv to organize fun events with other Counseling Education students. For example: Pot lucks, Happy Hour, weekend hikes, sell your text books, find a roommate

**To sign up:**
1. Go to https://list.unm.edu
2. Click on the link: Subscribe to a list (left-hand column, second option)
3. Enter this list name into the box: coun_social_group-L
4. Enter your name and email
5. Check your email address for a confirmation email
6. Compose messages to: coun_social_group-L@unm.edu

**To send emails to the group:**
Once you have joined the listserv you can send messages to all of the students on the list. The listserv is an open forum. Anyone can send messages to the group. Follow these steps:

1. Compose messages to: coun_social_group-L@unm.edu
2. Send as a normal email message, but keep in mind that the whole group will see the message.
3. Reply to messages by hitting “reply.” Keep in mind that the whole group will see your response.

N. Petitions and Grievances

Students are permitted to petition for a change in any University policy. The University Catalog provides the specific details of how to go about requesting a change. Similarly, if students are disappointed with some aspect of the program, they have the right to register a complaint. The grievance procedure is also detailed in the University Catalog. The first step in both of these procedures is to discuss their concerns with the program faculty. Similarly, the ACA’s Code of Ethics & Standards of Practice stipulates that professional counselors attempt to personally and informally resolve ethical issues and professional concerns before registering formal complaints. An initial conversation with your advisor or another faculty member is strongly encouraged. Talking to the faculty or your advisor may be helpful by providing the rationale for a policy or faculty decision, assisting students in composing their request, or informally resolving their concern. Additional information can be located in The Pathfinder.

O. Disability Accommodation Policy

The Counselor Education Program follows the University standards and non-discrimination policies regarding persons with disabilities. Any student with special needs or an identified disability that makes it difficult for the student to participate fully in any aspect of the program should notify the Accessibility Office of this condition. The faculty will make every effort to accommodate a student’s individual needs and to assist him or her in securing the assistance to which he or she is legally entitled. A complete definition and description can be found in The Pathfinder. The Accessibility Services office is located at 2021 Mesa Vista Hall Further information may be obtained at their website, www.unm.edu/~as/, or by calling 277-3506.

P. Counselor Education Bulletin Board and Email

The Counselor Education bulletin boards, labeled “Counseling,” are located in the southeast hallway of Simpson Hall and in the Manzanita classroom. Copies of program information are located on them and students are responsible for the information posted. This information is also typically sent to student via the counseling listserv. Students are responsible to signup for the listserv via https://list.unm.edu/cgi-bin/wa?SUBED1=macounseling-L&A=1 enter your UNM e mail address and your name and submit.

Not joining the listserv or reading the bulletin board is not a valid excuse for missing program information. Organizational membership forms, comps, job postings, conferences,
class for programs, GA/TA positions, and other pertinent information will be posted on
the bulletin board.

Q. Future Opportunities for Counseling Graduates

With a Master’s degree in Counseling, there are many avenues open to you. While
working on your degree, it is important to begin research on different types of counseling.
Along with the basic courses needed for your degree, you may find out that you will need
additional education to reach a specific goal you may have in mind. For example, if you
decide to become a substance abuse counselor, you will need to know what additional
requirements are necessary for certification. Take time to research career opportunities
through the library or on the Internet, or by utilizing UNM Career Services (located on the
second floor of the Student Services Building) to help you with choosing your career path.
You may also check out their website at www.career.unm.edu/index.php.

VII. Miscellaneous Information

A. Websites

University of New Mexico Websites include:
- University of New Mexico: www.unm.edu
- Career Services: www.career.unm.edu/index.php
- College of Education: http://coe.unm.edu
- Department of Individual, Family and Community Education: http://ifce.cte-
  0027.unm.edu/naw/Qdisp.naw?1=29%231.1Page.1.DBF%231&totalcount=2&outfile
  =InfoDISP.html or via a link in the College of Education website
- Counselor Education: www.unm.edu/~divbse/couns/counselor.htm
- Accessibility Services (277-3506) www.unm.edu/~as/
- Office of Graduate Studies www.unm.edu/~grad
- Pathfinder www.unm.edu/~sac
Office of Graduate Studies (OGS) – see “University of New Mexico”

Chi Sigma Iota – National www.csi-net.org/
  Upsilon Nu Mu chapter - www.edu.unm/~chisigma

David Olguin, Ph.D., LPC – www.unm.edu/~dolguin1
Other faculty websites/homepages are linked to the department website

Other New Mexico Websites
New Mexico Counseling Association (NMCA) www.nmca-nm.org/

New Mexico Counseling and Therapy Practice Board
http://www.rld.state.nm.us/b&c/Counseling/index.htm

New Mexico Public Education Department
http://www.ped.state.nm.us/div/ais/lic/index.html

Other Useful Websites
American Counseling Association www.counseling.org
    American Counseling Association’s Code of Ethics & Standard of Practice

American Psychological Association (APA) www.apa.org

Association for Play Therapy (APT) www.a4pt.org

Council for The Accreditation of Counseling and Related Educational Programs (CACREP) www.cacrep.org
National Board of Certified Counselors www.nbcc.org
Occupational Information Network: O*NET OnLine: http://online.onetcenter.org/
B. Six Steps to Completing Your Master’s Degree in Counseling

Upon admission to the Counselor Education Program, it is very important to keep in mind the following steps when working toward completion of your degree:

STEP 1:
ORIENTATION:

Orientation is mandatory for all students admitted to the Counselor Education Program. It is further recommended that at orientation you set up an appointment to meet with your advisor. The first meeting is for you and your advisor to establish a tentative program of studies (POS) in order to keep you on track for completing your graduation requirements. During each semester, it is important to meet with your advisor to make sure you continue on track and are aware of any changes in class schedules and policies and procedures.

STEP 2:
REQUIRED COURSEWORK AND TRAVERSE EXPERIENCES

COURSEWORK - Coursework is ongoing throughout the remainder of the timeline. Make sure you take the four foundational courses, COUN520, Foundations of Counseling, COUN530 Dynamics of Human Behavior, COUN517 Theories of Counseling, and COUN518 Group Counseling first.

TRAVERSE - The Traverse Outreach Program is a service-learning component of the Counselor Education Program in which traditional course content and theory are enhanced by gaining on-site experience in schools and community agencies. Students are advised that the hours spent in Traverse are observational hours and are outside of normal classroom time. Information regarding approved sites will be provided within the first week of class.

STEP 3:
PROGRAM OF STUDIES AND ANNOUNCEMENT OF EXAMINATION
As you near the last two semesters of your studies, there are important documents that must be submitted. It is recommended that these documents are completed during the 1st or 2nd semester of your Internship. Please pay special attention to the deadlines.

1. **Program of Study (POS):** This document lists all the courses you have taken or will take to complete the program. This document must be turned in before or on the deadline, otherwise you will not be allowed to take your comprehensive examinations. (See step 3 above.)

2. **Announcement of Examination:** This document must be submitted three weeks prior to the schedule date of the comprehensive exam; otherwise you will not be able to take your comprehensive examinations.

### STEP 4:
**PRACTICA AND MID-POINT REVIEW**

Before taking any of the practica courses, it is important to make sure you have completed all the required coursework needed for COUN590, *Practicum in Counseling*, COUN519, *Practicum in Group Counseling*, and COUN595, *Internship*. Refer to your student manual and talk to your advisor to confirm the required courses.

**PRACTICA** – This is the skill-based component of the Counselor Education Program. COUN590, *Practicum in Counseling*, is conducted on site at the Manzanita Center. COUN519, *Practicum in Group Counseling*, and COUN595, *Internship*, are completed off-site at a location of your choice. Take the time, early on in your program, to investigate possibilities of places to conduct your off-site practicum. **Be sure to schedule a meeting with the course instructor the semester prior to taking any practicum class.**

**MID-POINT REVIEW** – The semester you take COUN522, *Communication Skills in Counseling*, you will be evaluated through the policy and procedure known as the Mid-point Review. **At this time, have your Program of Studies completed as it will be reviewed and turned in during your mid-point review.**
### Exams:
After turning in the Program of Studies and Announcement of Examination, you will be able to register for your Master’s Comprehensive Exam and National Counselor Exam (NCE).

#### Masters Comps Schedule

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Deadline:</td>
<td>August*</td>
<td>December*</td>
</tr>
<tr>
<td>Exam Date:</td>
<td>September*</td>
<td>February*</td>
</tr>
</tbody>
</table>

*Exam dates will vary from year to year.

#### NCE Exam Schedule

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Deadline:</td>
<td>July *</td>
<td>December*</td>
</tr>
<tr>
<td>Exam Date:</td>
<td>October*</td>
<td>April*</td>
</tr>
</tbody>
</table>

*Exams will always be on a Saturday, exact dates will vary from year to year.

---

### STEP 6: GRADUATION
Tips from Your Fellow Students

1. Planning Your Degree
   - Attend orientation and ask lots of questions.
   - Choose an advisor with whom you feel comfortable. You may need your advisor to advocate for you.
   - Meet with your advisor at the beginning of each semester to plan your course sequence.
   - Ask students who have been in the program longer than you lots of questions.
   - Nine credit hours = Full time.
   - Take the foundation courses prior to other courses.
   - Find out when courses are offered - some courses rotate each semester.
   - If you have an interest in a certain field of counseling for which there is not currently a class, you may be able to “create your own minor” by choosing to write papers and do research on how that topic interfaces in different classes. (For example, there is not a class on feminist counseling, but you could put a feminist counseling skew on research/papers in many other classes, thereby developing a very good body of work on the subject.)
   - Electives taken outside of the Counselor Education Program can, in some cases, count for licensure. **They do not count toward your degree.** Gain approval from the licensure board before taking extra courses you plan to apply toward your license. The New Mexico Counseling and Therapist Board website is [http://www.rld.state.nm.us/b&c/Counseling/index.htm](http://www.rld.state.nm.us/b&c/Counseling/index.htm)
   - **Keep all syllabi.** You may need to present your syllabi to the licensing board for licensure.
   - Plan ahead when you are going to take the NCE and Master’s Comprehensive Exam.

2. Practica
   - There is a difference between practicum and Internship. Practicum takes place in the Manzanita Counseling Center on campus, and Internship takes place at a site of your choice.
   - Plan ahead for Internship. Choose your internship sites carefully. Talk to other students about their experiences in internship. Visit places on your own.
   - To take practica classes, you must speak with the instructor to get permission to take the class.
   - Plan ahead for practica- (See “Internship Advice,” pg. 25 for more information.)
   - Step outside of your comfort zone and work with populations you don’t know much about.
   - Consider taking Group Practicum the same semester you are taking Internship as you will already have a site where you could possibly conduct your group.

3. Organizations

   Get involved in organizations
   - Chi Sigma Iota (CSI)
   - New Mexico Counseling Association (NMCA)
   - American Counseling Association (ACA)
Internship Advice
Amy Macmannis, Counseling Today, May 2004, retrieved online from:
http://www.counseling.org/Content/NavigationMenu/PUBLICATIONS/COUNSELINGTODAYONLINE/MAY2004/Free_labor_not_alway.htm

- Begin the process several months prior to deadline. It took several days on average to actually connect with the intended person and another week to meet in face-to-face.

- Start by networking with friends, family, work and school contacts. My best leads came from people I knew and from people who knew me. Classmates were invaluable because many worked in settings conducive to an internship.

- Keep a diary of contacts made. It was helpful to me when needing to refer to dates, times and contacts for future communications such as, "I called last Tuesday and spoke to your assistant Marge." The diary also helped to reflect on key points of conversations in order to formulate strategies for follow-up contacts.

- Prepare a resume and cover letter in advance. Be ready to e-mail an electronic version of credentials immediately upon request. My resume hadn't been revised in two years and needed to be targeted toward internship objectives. Polishing up credentials takes time, so don't do it under last-minute pressures.

- Research sites before contacting (many are online). Be familiar with the mission and philosophy as well as the history of an institution in order to have an informed conversation about how you could be an asset to them. Most prospects asked what their school had to offer me, what I could offer them and why they were chosen as a potential site.

- Prepare a script for telephone calls. Think about the impression you want to make during this initial contact. I wanted to present myself as organized and conscientious, so I sketched out a sequence of questions and an approach to obtaining an appointment. Many contacts have limited time to converse, and the script helped me to be efficient, although I needed to make sure I sounded natural.

- Make calls in the late morning or early afternoon (before or after lunch hour). I tried to be considerate and put myself in the shoes of those being called. No one likes getting calls during breaks and before you have a chance to hang up your coat.

- Wear business dress for the interview. Treat the internship interview as you would a paid position interview because students often get future job offers related to their sites. Dress appropriately for the site. Years of experience in sales and training taught me that dressing professionally portrays credibility to the interviewer and makes the wearer feel more confident.

- Inform the supervisor of program requirements in advance. Offer to e-mail or fax a copy of any requirements outlined by your graduate program or department. This saved time and helped begin a dialogue prior to meeting. It saved me some trips because I learned that many colleges in my area did not offer the activities needed.

- Send typed thank-you notes to all contacts who helped in any way (avoid e-mailing a thank you). The extra effort to buy a stamp shows greater appreciation than an e-mail. I actually received follow-up calls from a few classmates and an e-mail from Ms. K. expressing gratitude for the thank-you note. It may be a dying art, but it's well worth the 39 cents.
<table>
<thead>
<tr>
<th>VIII. APPENDICES</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 1</td>
<td>Problems Course Agreement (for COUN591) .................. 29</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>Program of Studies (POS) (sample form) ..................... 30</td>
</tr>
<tr>
<td></td>
<td>Announcement of Exam (sample form) ......................... 32</td>
</tr>
<tr>
<td></td>
<td>(Due 3 weeks prior to exam)</td>
</tr>
<tr>
<td>Appendix 3</td>
<td>Mid-Point Review ............................................. 34</td>
</tr>
<tr>
<td>Appendix 4</td>
<td>Comprehensive Professional Portfolio ...................... 38</td>
</tr>
</tbody>
</table>
Appendix I

Problems Course Agreement
Counseling 591

STUDENT’S NAME: __________________________________________

SEMESTER OF PROPOSED PROBLEMS COURSE: ________________

TITLE OF PROPOSED PROBLEMS COURSE¹ __________________________________________

DESCRIPTION OF THE PROPOSED PROBLEMS COURSE (e.g., the content of the proposed course, the
scope or depth and breadth of the proposed course, the goals of the proposed problems course):

REQUIREMENTS OF THE PROPOSED PROBLEMS COURSE² (e.g., what readings will be assigned, what
is the frequency of contact between student and instructor, whether a paper or test will be required):

GRADING CRITERIA (state explicitly how a grade will be assigned for the proposed problems course):

____________________________________  ______________________________
Student’s Signature                  Supervising Faculty Signature

¹ A problems course cannot be offered if the content of the proposed problems course is covered in a regularly scheduled
course offered by the program.
² University standards indicate that for every hour in class a student is expected to spend 2 hours in preparation out of class
per week. Consequently, a 3 credit problems should require approximately 120 hours of effort.
THE UNIVERSITY OF NEW MEXICO
The Office of Graduate Studies
PROGRAM OF STUDIES FOR THE MASTER’S DEGREE

Submit one completed form to OGS. The original is retained by OGS; a copy is returned by OGS to the graduate unit after approval. Please print legibly or type this form completely. Leaving any question blank will result in a delay of approval. Courses used for a master’s degree may not be more than 7 years old at the time of graduation; departments may impose stricter limits.

DEADLINES: March 1 for Summer, July 1 for Fall, and October 1 for Spring.

Early submission to your department or graduate unit is strongly recommended, as your faculty will need time to approve the form. Failure to submit this form on time will delay your graduation. This form must be approved by OGS before a student may take the master’s examination.

1. Personal Information

Social Security Number: _________________________________ Date: ____________________

Name (as it appears on UNM record): First: ________________ Last: ________________

Other Names used at UNM:

First: ____________________ Last: ____________________

Local Address: ____________________ City: ________________ State: ________________ Telephone: ________________

Permanent Address: ____________________ City: ________________ State: ________________ Telephone: ________________

E-mail Address: ____________________

2. Department or Graduate Unit:

3. List all degrees you currently hold (include both minor and major, institution, and date conferred for each):

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Institution</th>
<th>Date Conferred</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Indicate the UNM master's degree you are seeking (list exactly as shown in Graduate Bulletin/University Catalog; e.g., M.A. in Sociology). If seeking dual degrees, list both:

<table>
<thead>
<tr>
<th>Degree Abbreviation</th>
<th>Major</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Subdivision:
(concentration, emphasis, etc., if any)

6. Transcribed Minor (if any):
If declaring a formal minor, additional paperwork is required.

7. Plan I (with thesis) □ Plan II (without thesis) □

8. Semester and year that you expect to complete all requirements for this degree: Semester: ________________ Year: ________________

9. You must choose a UNMCatalog/Graduate Bulletin. You must meet all program degree requirements specified in a UNM catalog/bulletin in effect since your admission/readmission (see POS Guidelines for details and restrictions).


FOR OGS USE ONLY

Time limit for completion of degree:
10. Undergraduate Deficiencies

List courses required by your department to satisfy undergraduate prerequisites, if any. These courses may not be applied to a graduate degree.

<table>
<thead>
<tr>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem / Year</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Graduate Degree Courses: List courses used to fulfill requirements completed or to be completed at UNM after admission to your graduate program. For Dual Degree Programs, list courses for each MAJOR separately, in chronological order.

*In the left hand column, place a check mark \( \checkmark \) beside core requirement courses only. If you are listing a substitution for a required course, or if a required course is being waived by your program, this must be noted in a memo approved by your advisor and department chair.

<table>
<thead>
<tr>
<th>*</th>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Sem / Year</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sample
12. Applied Credit: List courses used to fulfill graduate degree requirements while in non-degree, extension or undergraduate status at UNM. Please see the section on APPLIED GRADUATE CREDIT in the University Catalog.

<table>
<thead>
<tr>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Sem / Year</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Transfer Courses: List courses completed at another institution, but used to fulfill requirements for this degree. Official transcripts required.

<table>
<thead>
<tr>
<th>Dept &amp; Course #</th>
<th>Course Title</th>
<th>Sem</th>
<th>Grade</th>
<th>Sem / Year</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. Language and/or Skill Requirements: (this section to be completed by Faculty Graduate Director only)

If your program requires a language and/or skill, has this student met the requirement? Yes ☐ No ☐ n/a ☐

Please Note:

- Credits used to fulfill requirements for any other degree may not be applied toward this degree.
- You are responsible for knowing all UNM graduate regulations and requirements as well as those specific to your graduate program. You are encouraged to obtain a University Catalog and obtain copies of your program's particular graduate requirements.

15. APPROVALS:

Signature of Student Date

Signature of Major Advisor Date

Major Advisor (printed or typed name) Date

Signature of Faculty Graduate Director or Graduate Unit Chair Date
ANNOUNCEMENT OF EXAMINATION

This form must be submitted to the Office of Graduate Studies at least two weeks prior to the date of the examination.

GRADUATE UNIT: ___________________________ DATE: ___________________________

GRADUATE UNIT CONTACT NAME AND PHONE: ______________________________________

STUDENT NAME: ___________________________ ID NUMBER: _________________________

☐ Master’s Exam
☐ Ph.D. Comprehensive Exam
☐ Ed.D. Comprehensive Exam
☐ M.F.A. Comprehensive Exam
☐ Final Exam for Thesis (Thesis Defense)
☐ Final Exam for Doctorate (Dissertation Defense)

Students wishing to take any of the exams listed must be in active graduate status and must not be on any type of probation.

Students seeking a master’s degree (other than MFA) must have a Program of Studies approved by the Dean of Graduate Studies on file with OGS to be eligible to take the master’s exam. The above named student’s Program of Studies was approved by the Dean of Graduate Studies on the following date: ___________________________

Doctoral/MFA Students: It is strongly recommended that taken for Candidacy be completed and approved by the graduate unit before the student takes the Comprehensive Examination.

Date, Time and Place of Examination:

Title of Thesis or Dissertation:

In consultation with the student, we propose the following examination committee:

<table>
<thead>
<tr>
<th>Full Name (please print or type)</th>
<th>Graduate Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Committee Chair:</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Graduate Unit Chair

To: Examination Committee Chair
From: Dean of Graduate Studies

The proposed committee is authorized to conduct the examination announced above, and the student is eligible to take the exam. Within two weeks of the examination, please complete the reverse side of this form and return it to the Office of Graduate Studies.

Signature of the Dean of Graduate Studies ___________________________ Date: ___________________________

Revised: 2/11/16
Appendix 3

MASTER’S STUDENT MID-POINT REVIEW

Student ______________________________ Date __________________

Please rate the student named above on the following:

5 = Outstanding: Exhibits extraordinary skill and personal attributes
4 = Above Average: Performs at an above average level
3 = Average: Meets expectations and performs at an appropriate level
2 = Below Average: Needs some improvement to meet professional standards
1 = Far Below Expectations: A concern that needs much improvement, and remediation required.

Academics

<table>
<thead>
<tr>
<th>Core Coursework</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Far Below</td>
<td>Below</td>
<td>Average</td>
<td>Above</td>
<td>Outstanding</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Research, Test and Assessment, and Related Courses   | 1          | 2         | 3          | 4         | 5          |
|                                                     | Far Below  | Below     | Average    | Above     | Outstanding|
| Comments:                                           |            |           |            |           |            |

| Writing, Completion of Paperwork                     | 1          | 2         | 3          | 4         | 5          |
|                                                     | Far Below  | Below     | Average    | Above     | Outstanding|
| Comments:                                           |            |           |            |           |            |

| Presentation Skills                                 | 1          | 2         | 3          | 4         | 5          |
|                                                     | Far Below  | Below     | Average    | Above     | Outstanding|
| Comments:                                           |            |           |            |           |            |

Clinical Skills

| Traverse Assignments (Assessed by Traverse)         | 1          | 2         | 3          | 4         | 5          |
|                                                     | Far Below  | Below     | Average    | Above     | Outstanding|
| Comments:                                           |            |           |            |           |            |

| Coun-522, Communication Skills                     | 1          | 2         | 3          | 4         | 5          |
| Comments:                                           |            |           |            |           |            |

| Coun-519, Group Practicum                           | 1          | 2         | 3          | 4         | 5          |
| Comments:                                           |            |           |            |           |            |

34
### Personal Characteristics

<table>
<thead>
<tr>
<th>Category</th>
<th>1 Far Below</th>
<th>2 Below</th>
<th>3 Average</th>
<th>4 Above</th>
<th>5 Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Multicultural/Diversity Competences</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Ethical Behavior</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Openness</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Flexibility</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Positive Attitude</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Cooperativeness</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Interpersonal Communication</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Ability to Accept and Use Feedback</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Accept Personal Responsibility</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Ability to Manage Conflict</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Awareness of Impact on Others</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student (Print)</td>
<td>(Signature)</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
<td>------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) Committee Member Chair (Print)</td>
<td>(Signature)</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) Committee Members (Print)</td>
<td>(Signature)</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) Committee Members (Print)</td>
<td>(Signature)</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) Committee Members (Print)</td>
<td>(Signature)</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) Committee Members (Print)</td>
<td>(Signature)</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) Committee Members (Print)</td>
<td>(Signature)</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) Committee Members (Print)</td>
<td>(Signature)</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 4

Comprehensive Professional Portfolio

This is a listing of sections of the portfolio and typical required documents. However, the document specific to each individual class will be listed in your syllabus. The exact title of the assignment may vary from that which is listed here. The faculty of record for the course will determine the exact nature of the assignment and what constitutes an acceptable grade for inclusion in the portfolio. The faculty of a course may also require you to put in papers in addition to those listed. (For example: including two of the course assignments in the portfolio rather than one). NOTE: for courses you completed prior to admission, your faculty advisor will work with you to determine appropriate assignments to include. You are expected to include a corrected copy of the assignment once it has received a passing grade from the professor.

**Resume or Vita** (COUN 513) include this in the beginning after the cover sheet

**PROFESSIONAL ORIENTATION, IDENTITY, AND ETHICAL PRACTICE**

**Required Documents:**
- Self-Disclosure Statement (COUN 595)
- Case Study (COUN 595)
- Ethics Case Study (COUN 610)

**Additional Documents:**
School Counseling
- CDSCP Proposal (COUN 545)
- Traverse Reflection Paper (COUN 545)

Community Counseling
- Agency Paper (COUN 521)
- Traverse Reflection Paper (COUN 521)

Evidence of involvement in professional organizations
Conferences attended and presentations given (if any)
Continuing education and/or specialized training

**SOCIAL AND CULTURAL DIVERSITY**

**Required Documents:**
- Values Paper (COUN 610)
- Personal Autobiography (COUN 584)
- Community Activity Reflection (COUN 584)

**Additional Documents:**
- Additional papers or journals on cultural diversity
- Interviews with persons from different cultures

**HUMAN GROWTH AND DEVELOPMENT**
Required Documents:
- Group Paper (COUN 518)
- Self Analysis Paper (COUN 520)

Additional Documents:
- School Counseling: classroom curriculum for specific ages
- Community Counseling: counseling plan for a specific age group
- Developmental assessments of individual clients

CAREER DEVELOPMENT
Required Documents:
- Career Portfolio (COUN 513)

Additional Documents:
- Self-Evaluation Paper (COUN 513)

HELPING RELATIONSHIPS
Required Documents:
- Self in Counseling Process Paper (COUN 522)
- Personal Counseling Theory (COUN 517)

Additional Documents:
- Videotape demonstrating counseling skills
- Papers addressing systems or family perspective

GROUP WORK
Required Documents:
- Group Leadership paper (COUN 518)

Additional Documents:
- Group Reflection Paper (COUN 519)
- Presentation of group counseling theories
- Ethical case study related to group

ASSESSMENT
Required Documents:
- Testing Report (COUN 515)

Additional Documents:
- Identify a variety of assessment instruments used in schools or community settings

RESEARCH AND PROGRAM EVALUATION
Required Documents:
- Meet with your faculty advisor to determine an appropriate assignment from EDPY 500 or EDPY 505 to include.

Additional Documents:
- Research proposal
- Summary of research you have assisted with.
# COUNSELOR EDUCATION MASTERS COMP PORTFOLIO
## SIGNATURE SHEET

**Student Name**

<table>
<thead>
<tr>
<th>Professional Orientation, Identity, and Ethical Practice</th>
<th>Professor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Self-Disclosure Statement (COUN 595)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Case Study (COUN 595)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ethics Case Study (COUN 610)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social and Cultural Diversity</th>
<th>Professor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Values Paper (COUN 610)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Personal Autobiography (COUN 584)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Community Activity Reflection (COUN 584)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Human Growth and Development</th>
<th>Professor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Group Paper (COUN 518)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Self Analysis Paper (COUN 520)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Development</th>
<th>Professor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Career Portfolio</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Helping Relationships</th>
<th>Professor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Self in Counseling Process Paper (COUN 522)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Personal Counseling Theory (COUN 517)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Work</th>
<th>Professor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Group Leadership Paper (COUN 518)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Professor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Testing Report (COUN 515)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research and Program Evaluation</th>
<th>Professor</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meet with your faculty advisor to determine an appropriate assignment from EDPY 500 or EDPY 505 to include</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Name:** ____________________________  **Date:** ____________________________