Master’s in Counseling
Student Manual

Students matriculating Sept. 2014 and after

Subject to Revision
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Students may appeal any policy in writing.

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). Tracks in Clinical Mental Health Counseling (formerly Community Counseling) and School Counseling are currently available. The Clinical Mental Health Counseling track is currently accredited under the 2001 Standards for Community Counseling as a Community Counseling program. The 2009 Standards combine two previous areas (Community and Mental Health) into Clinical Mental Health Counseling. As part of the regular re-accreditation process, the Counselor Education Program is in the process of seeking accreditation under the 2009 standards for the Clinical Mental Health Counseling Program. The School track is also accredited by CACREP and seeking reaccreditation with no name change. 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 (CACREP Standard L-2a)

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 (CACREP Standard L-2.a)

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 examination, 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/internship. These three components prepare the student for a future in counseling, whether in a clinical mental health setting or school setting.

Admission into the Counseling/Counselor Education program in no way guarantees placements (e.g., Traverse, practica, internship), licensure, and/or employment. Additionally, fingerprinting and background checks may be required.

1. Coursework

A variety of required and elective courses are offered. The Master’s degree in Counseling requires a minimum of 60 semester credit hours of course work, although many of our students take more than the required 60 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 clinical 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 internship and internship.

B. Standardized Examinations

1. Comprehensive Examination (CACREP Standard L-2d)

The Counselor Education comprehensive examination consists taking the Counselor Preparation Comprehensive Examination (CPCE) and earning a score no less than one (1) standard deviation below the national mean for that administration of the examination. Master’s students are limited to two attempts at passing comprehensive examinations. Following two failures (not scoring at or above the cutoff score), the student is dismissed from the program. Comprehensive examination dates are announced via email by the examination coordinator. Students take the CPCE while enrolled in Internship (COUN 595).
2. **National Counseling Examination**

The National Counseling Examination (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 examination each October and April for students graduating from our CACREP-accredited program. It is not necessary to pass this examination 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. **Credentialing Levels (CACREP Standard L-2c)**

1. **Mental Health Counselor**

   There are two credential 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) and the state licensure board. The number of CEUs is subject to change based. 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.

Students seeking verification of their degree prior to it posting on the transcript will complete the OGS “Verification of Degree” form.

2. **School Counselor**

   Upon completion of the Master’s degree in Counseling and Internship (COUN 595) in a school setting, a student is eligible for certification 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 core courses are *prerequisites for the remainder of the program courses* and are offered on a rotating basis.

COUN 510 Professional Orientation and Ethics
COUN 517 Theories of Counseling and Human Behavior
COUN 584 Multicultural Issues in the Helping Professions
COUN 518 Group Counseling

*Additional Required Courses:*

COUN 576 Diagnosis of Mental Disorders
COUN 513 Career Counseling
COUN 515 Testing and Assessment in Counseling
COUN 516 Crisis, Disaster and Trauma Counseling
COUN 577 Substance Use and Abuse
COUN 522 Communication Skills in Counseling
   This course is taken before COUN 590. The call number for the course can be obtained online. However, prior permission MUST be obtained from the instructor BEFORE registering for the course. The deadline for notifying the instructor of your intent to enroll in communication skills is the last Friday of September for Spring enrollment and the last Friday in February for Fall enrollment.

COUN 590 Practicum in Counseling
   This course should be taken the semester before Internship. The call number for the course can be obtained online. However, prior permission MUST be obtained from the instructor BEFORE registering for the course. The deadline for notifying the instructor of your intent to enroll in practicum is the last Friday of September for Spring enrollment and the last Friday in February for Fall enrollment.

COUN 519 Group Counseling Internship
   This course is taken after COUN 590. The call number for the course can be obtained online. However, prior permission MUST be obtained from the instructor BEFORE registering for the course. The deadline for notifying the instructor of your intent to enroll in internship courses is the last Friday of September for Spring enrollment and the last Friday in February for Fall enrollment.
COUN 595 Internship (6 credits per program track)
This course is taken after COUN 590. The call number for the course can be obtained online. However, prior permission MUST be obtained from the instructor BEFORE registering for the course. The deadline for notifying the instructor of your intent to enroll in internship courses is the last Friday of September for Spring enrollment and the last Friday in February for Fall enrollment. 600 hours of internship is required in all counseling tracks that students pursue.

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 Education or
EDPY 511 Introductory Educational Statistics

School Counseling Focus:
COUN 545 School Counseling

COUN 541 Counseling Children and Adolescents

COUN 581 Sexuality in Counseling and Psychotherapy

Clinical Mental Health Counseling Focus:
COUN 521 Clinical Mental Health Counseling

COUN 581 Sexuality in Counseling and Psychotherapy

COUN 560 Family Counseling

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 Clinical Mental Health Counseling (formerly Community Agency Counseling) track and b) the School Counseling track. Each track requires a courses specific to that specialty. In addition to COUN 581 and COUN 560, COUN521, Clinical Mental Health Counseling, must be completed for students pursuing the Clinical Mental Health Counseling track. In addition to COUN 541 and COUN 581, 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.

Clinical Mental Health Counseling: The clinical mental health 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 LMHC.

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.

Dual Track. Some students elect to enroll in both Clinical Mental Health and School Counseling tracks. In order for a student to be considered a graduate from the two Counseling specialty areas concurrently, they must meet the degree requirements for both CACREP accredited specialties. This would include the curricular requirements for each specialty, a minimum 600 clock hour internship for each specialty, and any differences in the core curriculum that are specific to each of the specialty areas. The awarding of the degree(s) must occur simultaneously.

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. Courses are offered throughout the day and early evening. Students accepting enrollment into the program are expected to be able to attend classes at various times. The following is the sequence of courses recommended by the faculty. You must work closely with your advisor to determine how you will meet the degree requirements. You are required to complete all prerequisites for a class prior to registration. It is required that you meet with your advisor every semester to review your progress. Students are expected to take no more than 9 credits per semester without a petition and faculty approval.

Sequence of Courses

Masters Students Admitted for Fall & Spring

<table>
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<th>Students Admitted for Fall</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer*</th>
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<td>Year 1</td>
<td>Theories 517</td>
<td>Multicultural 584</td>
<td>Family 560 or</td>
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<td></td>
<td>Prof Orient 510</td>
<td>Group 518</td>
<td>Sexuality 581</td>
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<tr>
<td></td>
<td>EDPY 503</td>
<td>EDPY 500/505</td>
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</tbody>
</table>
| Year 2 | EDPY 502/511 (or Spring)  
| School 545 or  
| Diagnosis 576 (or Spring)  
| Comm Skills 522 | Career 513 (or summer)  
| CMHC 521 or  
| EDPY 502/211 | Testing 515 (or Fall) |
| Year 3 | Manzanita 590  
| Substance 577 (or Spring)  
| Crisis, Disaster, Trauma 516 (or Spring) | Internship 595  
| Group Internship 519 | Internship 595 or Fall  
| Children & Adol 541 |

Students Beginning in Spring as non-degree (pending space available)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Spring</th>
<th>Summer*</th>
<th>Fall</th>
</tr>
</thead>
</table>
| Year 1 | Prof Orient 510  
| Theories 517  
| EDPY 503 | Group 518  
| Sexuality 581 | Multicultural 584  
| EDPY 500/505  
| Diagnosis 576 or summer |
| Year 2 | CMHC 521  
| Career 513 (or summer)  
| Comm skills 522 | Child/Adol 541  
| Family 560 | EDPY 502/511  
| School 545 |
| Year 3 | Crisis, Dis., Trauma 516  
| Manzanita 590  
| Substance 577 | Internship 595 (or Spring Year 4)  
| Group Intern 519 | Internship 595  
| Testing 515 |

*Summer schedules vary and are subject to faculty availability and administrative approval. Many courses are offered alternate summers. 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 provide the first week of class. Traverse faculty facilitate placement, evaluation, site visits and process groups for these classes.

The Traverse Program occurs in the first year of a students’ enrollment in the Counseling MA program. Students meet with the Counselor Education Program Coordinator, and their Graduate Assistant, to discuss the Traverse program requirements for that given semester. Students must complete their 30 hour Traverse requirement prior to the competition of their first year of enrollment, and prior to entrance in the Practicum course.
Students may not engage in work as interns/Traverse students or identify themselves as UNM students at any site unless they are enrolled in a counseling course that requires their work at the site. Students may only engage in work at sites on those dates during which the course associated with their work is in session.

E. Practica and Internships

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 40 direct client contact hours. COUN590 is completed on campus in the Manzanita Counseling Center.

After successfully completing the COUN590, Practicum in Counseling, students qualify to take COUN519 Group Counseling Internship and COUN 595 Internship. COUN 519 and COUN 595 will be completed at a site to be determined by the student and the faculty supervisors.

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 all clinical courses can be obtained on-line. However, prior permission must be obtained from the instructor BEFORE registering for a clinical course (Communication Skills, Practicum, Group Counseling Internship and Internship).

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

Students are required to log and document all direct, observed/co-facilitated hours, indirect and supervision hours. Students obtain signatures on their logs from two faculty and on-site supervisors. Log sheets are handed out in clinical classes and available electronically. Keep a copy of your logs for your own reference and future licensure/certification. No logging of self-care is permitted. Observation hours are indirect hours. Supervision is indirect.

CACREP defines direct service as, “interaction with clients that includes the application of counseling, consultation, or human development skills. In general, the term is used in these standards to refer to time spent by practicum or internship students working directly with clients.” CACREP 2009 Standards. No grades are posted for any clinical course without completed, signed and approved logs.

Students may not engage in work as interns/Traverse students or identify themselves as UNM students at any site unless they are enrolled in a counseling course that requires their work at the site. Students may only engage in work at sites on those dates during which the course associated with their work is in session.

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 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 clinical mental health 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. Group Counseling Internship

Group Counseling Internship provides the opportunity for students to complete an internship experience in group counseling. Upon completion of COUN 590, students are eligible to enroll in COUN519, Group Counseling Internship. Students must co-facilitate with a licensed counselor at either a school or community/agency setting. Students are responsible, with assistance from the group internship director, for finding their own site and supervisor for group internship. Group Internship requires advance planning. Students should have groups starting no later than the third week of the semester to ensure the completion of ten group sessions. A 10-week written plan is part of the course requirements.

The deadline for notifying the instructor of your intent to enroll 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 to identify sites for group internship. 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.

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 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 on the program website. 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 complete 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 two semesters at a school site and two semesters at a community/agency site as required by CACREP (2009) program area standards.

F. Liability Insurance

One of the requirements when taking the Practicum, Group Counseling Internship and Internship, where you will be working with clients, is the purchase of professional liability insurance. Upon registration for ALL clinical 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). Currently, ACA includes Liability Insurance with student membership in ACA. It is advisable that insurance be obtained no later than during the semester prior to intended enrollment in the Practicum course. Visit the ACA website for more details www.counseling.org.

G. Comprehensive Examination

All students must successfully pass the Master’s Comprehensive Examination in order to graduate. Students qualify to take the comprehensive examination during their first or second semester of COUN 595 (Internship) and after they have completed all classroom-based courses. We discourage students from taking the comprehensive examination the same semester they are taking courses that reflect the content of the comprehensive examination.

The Comprehensive Examination is a standardized national comprehensive examination called the Counselor Preparation Comprehensive Examination (CPCE). This is a 160-item multiple choice test that covers human growth and development, multicultural issues, helping relationships, group counseling, career counseling, appraisal, research, and professional issues. This examination will also assist in preparation for the National Counselor Examination (NCE). The examination is offered each spring and fall. The application fee of approximately $40 for the examination is subject to change.

All students must pass the CPCE prior to receiving their degree. Pass/fail scores will be determined each semester using the national mean score provided by the Center for Credentialing & Education. To pass the CPCE, students must obtain no less than one (1) standard deviation (SD) below the national mean score for that administration of the examination. If the student does not reach the required score the first time he/she takes the CPCE, it is recorded as a ‘failed’ comprehensive examination to OGS. The student then has one additional attempt to pass. Failure to reach the cutoff score on the second attempt results in dismissal from the program.

Students are eligible to earn a Pass with Distinction (PWD) on the CPCE when they score 1.5 standard deviations (SD) above the national mean on at least four sections of the CPCE. Only scores of PASS, FAIL or PASS With Distinction will be awarded to students who take the CPCE.

Remember, graduation from the Counselor Education Program is contingent upon successful completion of the Comprehensive Examination. The examination is offered each spring and fall, and is normally taken during a student’s first or second semester of COUN 595, Internship. (See
VI. Policies and Procedures

A. Your Advisor

Students must meet with their assigned advisor admission 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. 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.

B. 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.

C. 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 strongly recommended you save all assignments from all your courses as you progress through the program.
D. Grading Policy, Credit Load and Incompletes, GPA Requirements and Incompletes (CACREP Standard L-2d)

Grading Policy. Students are required to immediately report any course grade of C+ or lower (including WF, NC, and/or IF) to their faculty advisor. Upon earning a C+ or lower (including WF, NC, and/or IF) in a degree required course, the student is dismissed from the degree program. In extraordinary circumstances, the student may petition for re-admission to the program.

Credit Load and Incompletes Policy
A typical or full course load for Counseling and Counselor Education students is 9 credits per semester. Occasionally, a student might take 12 credit hours in a semester. Students taking more than 12 credit hours must petition faculty for permission.

All incompletes count toward the student’s current semester credit load. For example a student with one incomplete could register for only 6 new credits as the 3 credit “Incomplete” counts toward the current semester total. Students with multiple incompletes in a given semester and/or with a history of incompletes will be reviewed by faculty and a remediation plan developed.

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.

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.

F. Liability Insurance

One of the requirements when taking the Practicum, Group Counseling Internship and Internship, where you will be working with clients, is the purchase of professional liability insurance. Upon registration for ALL clinical 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). Currently, ACA includes Liability Insurance with student membership in ACA. It is advisable that insurance be obtained no later than during the semester prior to intended enrollment in the Practicum course. Visit the ACA website for more details www.counseling.org.

G. Submitting a Program of Studies (POS)

As students near the completion of their course work (during application to COUN595, first semester) 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 corrections 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. 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 the Program Coordinator by email **no later than March 1 for the next academic year.** Include the following information in your letter:

Name
I. The Master’s Comprehensive Examination

All students must successfully pass the comprehensive examination in order to graduate. Students qualify to take the comprehensive examination 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 examination the same semester they are taking courses that reflect the content of the comprehensive examination.

Students must register for comprehensives. Exact registration deadline and examination dates will vary from year to year. The comprehensive coordinator emails information regarding the dates.

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 examination along with examination registration.*)

Sometimes students have unique physical or learning conditions that necessitate modification of comprehensive examination 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 comprehensive. 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.

J. 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.

K. National Counseling Examination (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 Examination (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 examination each October and April (typically the third Saturday) for students graduating from our CACREP-accredited program. You can receive more information about this examination from Dr. Olguin, the faculty member who
serves as the NBCC liaison, or by contacting the NBCC directly. Their website is www.nbcc.org. The fee for this examination approximately $300, and is subject to change in the future.

The following are important dates to remember:

<table>
<thead>
<tr>
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<th>NCE Examination Schedule</th>
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<tr>
<td><strong>Fall</strong></td>
<td></td>
</tr>
<tr>
<td>Registration Deadline:</td>
<td>July *</td>
</tr>
<tr>
<td>Examination Date:</td>
<td>October* (2\textsuperscript{nd} or 3\textsuperscript{rd} Saturday usually)</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>Registration Deadline:</td>
<td>December*</td>
</tr>
<tr>
<td>Examination Date:</td>
<td>April* (2\textsuperscript{nd} or 3\textsuperscript{rd} Saturday usually)</td>
</tr>
</tbody>
</table>

- * Exact registration deadline and examination dates will vary from year to year.
- Examinations will always be on a Saturday.
- Contact: Dr. George “Chip” Hunter, 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)**

L. **Degree Progress, Time Limits for Completing the Degree and Leaves of Absence (CACREP Standard L-2d)**

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. Effective January 1, 2012, masters and doctoral students must make progress toward their degree requirements. Students will be disenrolled from the counseling masters and counselor education doctoral programs after 3 semesters (including summers) of not completing a course that is a degree requirement for the degree they are pursuing. Students 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.

M. **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*.

**N. Personal Counseling**

Students are encouraged to seek personal counseling as needed. On occasion, faculty, when deemed appropriate, will suggest personal counseling for a student. UNM’s SHAC (Student Health and Counseling) is available on-campus in addition to the resources below.

<table>
<thead>
<tr>
<th>Counseling Services, UNM Student Health &amp; Counseling (SHAC) (505) 277-4537</th>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Phone 1</th>
<th>Address1</th>
<th>Address 2</th>
<th>City</th>
<th>Email</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTCOMES</td>
<td>( ) 243-2551</td>
<td>1503 University Blvd NE</td>
<td></td>
<td>Albuquerque, NM 87102-</td>
<td></td>
<td><a href="http://www.outcomesnm.org">www.outcomesnm.org</a></td>
</tr>
<tr>
<td>FAMILY WORKSHOP</td>
<td>( ) 880-0100</td>
<td>7027 Montgomery Blvd NE # F</td>
<td></td>
<td>Albuquerque, NM 87109-1529</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JEWISH FAMILY SERVICES</td>
<td>( ) 291-1818</td>
<td>5520 Wyoming Blvd NE # 200</td>
<td></td>
<td>Albuquerque, NM 87109-</td>
<td><a href="mailto:jfsabq@jfsabq.org">jfsabq@jfsabq.org</a></td>
<td><a href="http://www.jfsabq.org">www.jfsabq.org</a></td>
</tr>
<tr>
<td>CATHOLIC SOCIAL SERVICES</td>
<td>( ) 247-9521</td>
<td>801 Mountain NE</td>
<td></td>
<td>Albuquerque, NM 87102-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Samaritan Counseling Center</td>
<td>( ) 842-5300</td>
<td>1101 Medical Arts Ave NE #3</td>
<td></td>
<td>Albuquerque, NM 87102-2706</td>
<td><a href="mailto:stronginT@aol.com">stronginT@aol.com</a></td>
<td><a href="http://www.samaritanc.com">www.samaritanc.com</a></td>
</tr>
<tr>
<td>La Buena Vida, Inc</td>
<td>(505) 867-2383</td>
<td>872 Camino Del Pueblo St.</td>
<td></td>
<td>Bernalillo, NM 87004-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Faith’s</td>
<td>(505)</td>
<td>2517 Abby Jean Pl</td>
<td></td>
<td>Albuquerque,</td>
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</table>
O. **Professional Organizations (CACREP Standard L-2b)**

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 liability insurance, a monthly newsletter and a journal subscription that provide up-to-date information on professional issues, 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](http://www.counseling.org)  
   – includes 19 divisions, including:  
     American School Counselors Association (ASCA)  
     Association of Counselor Education & Supervision (ACES)  
     Association for Specialists in Group Work (ASGW)  
   Association for Play Therapy (APT) [www.a4pt.org](http://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/](http://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](http://www.csi-net.org). Information about the Upsilon Nu Mu chapter can be found at [www.edu.unm/~chisigma](http://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](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.*

P. **Student Evaluations, Petitions and Grievances (CACREP Standard L-2e)**

**Evaluations of Students**

Due to the unique nature of the counseling profession, the Counselor Education program requires
that faculty consider both academic (e.g., course grades) and non-academic (e.g., interpersonal skills, maturity, ethical behavior) when evaluating the progress of students. As a faculty, we take serious our professional obligation to mentor and support students admitted into our graduate program, and provide them with the resources and advisement necessary for their professional development and progress towards graduation. We additionally have a professional obligation to serve as gatekeeper for our profession, which obligates us to regularly and continually evaluate students in the program in accordance to our profession’s standards and guidelines.

**Department Student Evaluation Process**

The Counselor Education Program faculty meets annually (or as necessary) to evaluate the program progress of each matriculated student. Input is obtained from faculty (including clinical and adjunct faculty, as well as doctoral students who have worked with master’s students) concerning each student’s academic and non-academic performance, along with the student’s demonstration of professionalism and ethical conduct. Each student’s progress is rated on a scale from 1 to 5:

5. No Concerns. Student is successfully progressing in their program.

4. Minor Concerns. Program faculty will monitor potential issues over the subsequent semester. The advisor may meet with the student to discuss faculty concerns, and the student’s progress will be reviewed during the next end of semester meeting.

3. Moderate Concerns. A Student Evaluation form will be completed and the student’s advisor, and other faculty as appropriate, will schedule an appointment with the student to discuss faculty concerns. Subsequent to meeting with their advisor, students will be asked to send an email to their advisor indicating their understanding of the concerns. The advisor will respond to the student’s email confirming and/or clarifying the student’s response to ensure that the student clearly understood the faculty’s concerns. The student’s improvement (or lack of such) will be evaluated during the next end of semester meeting.

2. Major Concerns. Faculty will clearly identify problematic areas that need to be addressed by the student. The student will work with their advisor, and as appropriate other faculty members, to develop a remediation plan. A remediation is an academic intervention designed to assist the student to improve his/her performance in the program; it is not necessarily a disciplinary action. The written remediation plan needs to be approved by a majority of the fulltime faculty and signed by the student. The remediation plan will include specific target behaviors that the student needs to address, specific activities in which the student will engage to address those behaviors, an evaluation plan, consequences for not completing the plan, and a timeline. The remediation plan will also indicate any course restrictions that the student may have during the remediation period. (For example the remediation plan may restrict the student from enrolling in specific classes such as practicum or internship.)

1. Program Suspension or Termination. If the faculty determines that the student has committed a serious ethical or professional violation, the student is in serious academic jeopardy, or had another serious non-academic concern, the student may be immediately suspended or terminated from the program. Faculty representatives will meet with the student to outline the issues. Faculty concerns along with the decision to suspend or terminate the student will be provided to the student in writing. In this situation the student retains their right to appeal the faculty decision using the standard procedures within the College of Education and the University of New Mexico. This process would begin by sending a letter of appeal to the Department Chair of the Department of Individual, Family, and Community Education.
Grievance Procedure
If a student believes that she/he has been treated unjustly, either in a particular course or as a result of the formal evaluation process, it is the student's right to initiate a grievance process. Additional Information about this procedure can be found in the grievance section of this handbook.

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.

Q. 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. Accommodations are not retroactive. 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.
R. Counselor Education Bulletin Board and Email

Email is the primary means of communicating program and university information. This information is sent via the counseling listserv. Students are required to subscribe to the listserv at https://list.unm.edu/cgi-bin/wa?SUBED1=macounseling-L&A=1. Enter your UNM email address and your name, then click submit.
You can also go to https://list.unm.edu/cgi-bin/wa, click subscribe, enter ‘macounseling-L” as the list you want to subscribe to. Email from UNM is ONLY sent to UNM emails.

The Counselor Education bulletin board, labeled “Counseling,” is located Simpson Hall near the restrooms. Copies of program information are located on it and students are responsible being aware of the information posted. Organizational membership forms, job postings, conferences, and other pertinent information will be posted on the bulletin board.

Not joining the listserv or reading the bulletin board is not a valid excuse for missing program information.

S. 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://coe.unm.edu/departments/ifce.html or via a link in the College of Education website
Counselor Education: http://coe.unm.edu/departments/ifce/counselor-education.html
- 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
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

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/
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,

**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 clinical mental health settings. 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**

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 during your midpoint review.
2. **Announcement of Examination:** This document must be submitted three weeks prior to the schedule date of the comprehensive examination; 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*. 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, *Group Counseling Internship*, 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.

STEP 5: EXAMINATIONS

Examinations: After turning in the Program of Studies and Announcement of Examination, you will be able to register for your Master’s Comprehensive Examination and National Counselor Examination (NCE). The oral portion of the MA Comprehensive examination is typically the third week of September and third week of February. NCE is also typically the third week on a Saturday.

Masters Comprehensive examination Schedule

<table>
<thead>
<tr>
<th>Semester</th>
<th>Registration Deadline</th>
<th>Examination Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July*</td>
<td>September*</td>
</tr>
<tr>
<td>Spring</td>
<td>December*</td>
<td>February*</td>
</tr>
</tbody>
</table>

*Examination dates will vary from year to year.

NCE Examination Schedule

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

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

STEP 6: GRADUATION
C. 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 Examination.

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/internship classes, you must speak with the program coordinator 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 Internship 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)
D. 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.
## VIII. APPENDICES

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix 1</td>
<td>Problems Course Agreement (for COUN591)</td>
<td>26</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>A. Program of Studies (POS) (sample form)</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td>B. Announcement of Examination (sample form) (Due 3 weeks prior to examination)</td>
<td>30</td>
</tr>
<tr>
<td>Appendix 3</td>
<td>Counseling Advisement Chart</td>
<td>34</td>
</tr>
</tbody>
</table>
Appendix 1

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, will a paper or test 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                  Middle                  Last

Other Names used at UNM: __________________________________________________________________________________________________________________

                   First                  Middle                  Last

Local Address: ________________________________________________ Telephone: _____________________________

Street               City               State               Zip

Permanent Address: ________________________________________________ Telephone: _____________________________

Street               City               State               Zip

E-mail Address: ________________________________________________________________

2. Department or Graduate Unit:

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

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

4. Indicate the UNM master’s degree you wish to pursue (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 Attaching/Minor</th>
<th>Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
</tr>
</tbody>
</table>

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

6. Transcript Minor (if any):

   If declaring a formal minor, additional paperwork is required.

   7. Plan I (with thesis) □ 8. Semester and year that you expect to complete all requirements for this degree: _____________________________

   9. Plan II (without thesis) □

9. You must choose a UNM Catalog/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:
**PROGRAM OF GRADUATE STUDY** (Within each section list all courses in CHRONOLOGICAL ORDER.)

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

Page 2 of 3
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>Sear Hrs</th>
<th>Grade</th>
<th>Sear / Year</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
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</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>Title</th>
<th>Sear Hrs</th>
<th>Grade</th>
<th>Sear / Year</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
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<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 [ ]

Signature of Faculty Graduate Director

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**:

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Major Advisor</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Major Advisor (printed or typed name)</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Faculty Graduate Director or Graduate Unit Chair</th>
<th>Date</th>
</tr>
</thead>
</table>
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:

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 list one or two)</th>
<th>Graduate Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Committee Chair:</td>
<td></td>
</tr>
</tbody>
</table>

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 Graduate Unit Chair

Signature of the Dean of Graduate Studies

Date

Revised Sep-01
### Appendix 3

**COUNSELING ADVISEMENT CHART**  
**STUDENTS MATRICULATING SPRING 2012 AND LATER**

<table>
<thead>
<tr>
<th>Class</th>
<th>Hours</th>
<th>Prerequisites</th>
<th>Scheduled</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Classes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Professional Orientation and Ethics (510)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Theories of Counseling and Human Behavior (517)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Group Counseling (518)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Multicultural Issues in Helping Professions (584)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Counseling Classes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Diagnosis of Mental Disorders (576)</td>
<td>3</td>
<td>2 of 1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Crisis, Disaster and Trauma Counseling (516)</td>
<td>3</td>
<td>2 of 1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Substance Use and Abuse (577)</td>
<td>3</td>
<td>1, 2, 3, 4, &amp; 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Career Counseling (513)</td>
<td>3</td>
<td>1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 Tests and Assessments (515)</td>
<td>3</td>
<td>1, 2, 3, 4, 12, 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 <strong>School Track</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Counseling (545)</td>
<td>3</td>
<td>1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling Children and Adolescents (541)</td>
<td>3</td>
<td>1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexuality in Counseling and Psychotherapy (581)</td>
<td>3</td>
<td>1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clinical Mental Health Counseling Track</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Mental Health Counseling (521)</td>
<td>3</td>
<td>1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Counseling (560)</td>
<td>3</td>
<td>1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexuality in Counseling and Psychotherapy (581)</td>
<td>3</td>
<td>1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EDPY Classes</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>11 Human Growth (FS 503) or Human Development (EDPY 503)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Research Methods (EDPY 500) or Quantitative Research (EDPY 505)</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Stats Survey (EDPY 502) or Educ Stats (EDPY 511)</td>
<td>3</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clinical and Skills Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Communication Skills in Counseling (522)</td>
<td>3</td>
<td>1, 2, 3, &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Practicum (590)</td>
<td>3</td>
<td>1, 2, 3, 4, &amp; 14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Group Counseling Internship (519)</td>
<td>3</td>
<td>1, 2, 3, 4, 14, &amp; 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 Internship (595) [need 6 hours total] minimum of 3 credits per track selected</td>
<td>3</td>
<td>1, 2, 3, 4, 14, &amp; 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 Internship (595) [need 6 hours total] minimum of 3 credits per track selected</td>
<td>3</td>
<td>1, 2, 3, 4, 14, &amp; 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>60</td>
<td></td>
</tr>
</tbody>
</table>
ADVISEE TRACKING RUBRIC

Please Fill-In Each Line With Date (or tentative date)

Name: ___________________________ Banner ID: __________________________

Home Phone: _______________________
Cell Phone: _________________________

Semester Admitted: __________________
Tentative Plan of Study Completed: __________________

Practicum Semester (Complete Midpoint Review): __________________
Internship Semesters: __________________

Program of Studies to Graduate Studies (last 2-3 semesters): __________________
Announcement of Examination (2 weeks prior to date of comps): __________________

Master’s Comprehensive Exam: __________________
National Counselor Exam (NCE): __________________
Intent to Graduate (Office of Graduate Studies): __________________

Intent **MUST** be submitted to Cynthia before:
July 1 (Fall Graduation)
December 1 (Spring Graduation)
May 1 (Summer Graduation)