

Counseling Program

Master's Student Handbook 2025-2026

**School of Human Services
College of Education, Criminal Justice and
Human Services**

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PREFACE

The Counseling Program *Master's Student Handbook* is intended to provide students with specific information about the University of Cincinnati; the College of Education, Criminal Justice, and Human Services (CECH); the School of Human Services; and the Counseling Program. This Handbook is a tool for students as they progress through the master's degree programs in Mental Health Counseling and School Counseling. Program policies exist within the framework of those of the College and the University (Graduate School). The *Master's Student Handbook* presents policies and procedures specific to the Master's Degree Programs (M.A. in Mental Health Counseling, M.Ed. in School Counseling) and is in compliance with the rules and policies of the Graduate School and the College of Education, Criminal Justice, and Human Services. Students are responsible for being aware of Program, College, and University regulations and policies described in the *University of Cincinnati Graduate Handbook* (available on-line at www.grad.uc.edu), and the *Student Code of Conduct*. Direct links to these policies are provided on the [Counseling Program website](#).

Graduate programs at the University of Cincinnati are organized within the Graduate School. The Dean of the Graduate School is responsible for coordinating, implementing, and administering all policies, rules, and regulations pertaining to graduate degree programs, including those of the School of Human Services. Graduate Faculty determines educational policy of the Graduate School and regulates admission of students, advancement to candidacy, and awarding of graduate degrees. The Graduate Faculty has sole power in establishing requirements, but individual departments and programs determine specific courses of study, instructional methods, and evaluation of comprehensive examinations.

INTRODUCTION TO THE COUNSELING PROGRAM AT THE UNIVERSITY OF CINCINNATI

Counseling Mission Statement

The UC Counseling Program strives for national excellence in implementing an ecological counseling perspective through research and service with diverse populations, emphasizing underserved groups. As this vision is realized through faculty, staff, and student efforts, the program continues a tradition of national leadership.

The Counseling Program has four primary programs including the M.A. in Mental Health Counseling, M.Ed. in School Counseling, Ph.D. in Counselor Education and B.S. in Substance Abuse Counseling. Recognized as one of the longest running counseling programs in the nation, the Counseling Program has a long tradition of training quality practitioners to serve in school (K-12), community, and university settings.

The Counseling Program embraces ecological principles in counseling and research. Its programs emphasize applied ecological, systems-based counseling in training and scholarship activities with an emphasis on prevention work. Master's degree students are trained in the delivery of culturally competent counseling services while doctoral students are trained in the research and leadership skills necessary to help shape the delivery of mental health care services, particularly among those who are traditionally underserved.

Program objectives are based upon three primary sources: (a) criteria established by those bodies accrediting the program (e.g., the Council for Accreditation of Counseling and Related Educational Programs [CACREP], the Council for the Accreditation of Educator Preparation [CAEP]), (b) relevant regulatory agencies (e.g., the Ohio Counselor, Social Worker, Marriage and Family Therapist Board [CSWMFT; for Mental Health Counselors] as well as the Ohio Department of Education [ODE; for School Counseling]) and (c) the overarching philosophy articulated through interactions among faculty, present students, alumni, and personnel in cooperating agencies and schools.

Program Objectives

The graduate counseling programs are all accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and each fully endorse the standards and objectives adopted by CACREP. Within the Counseling Program, it is expected that all students will demonstrate their knowledge and skill competence in eight common-core areas and their associated knowledge and skill competence areas (listed below) as established by CACREP (2016). This will be accomplished through course and classroom-related assignments and activities, examinations, research papers, role plays and supervised clinical practice with actual clients.

In concert with 2016 CACREP Standards, the Counseling Program has developed Key Performance Indicators (KPI) that provide faculty with the ability to assess our students' progress of selected CACREP Standards associated with their level of training and specialization. Master's Program Objectives include:

Mental Health

1. Students will demonstrate mastery of essential knowledge of intrapersonal, environmental, and interpersonal factors contributing to the development of or reduction in mental and emotional problems.
2. Students will understand and apply efficient, effective and ethical counseling skills in individual and group mental health interventions to prevent and remediate mental and emotional concerns.
3. Students will demonstrate effective use of a variety of information (e.g., direct observations, environmental knowledge, client self-expressions, current research) to analyze and integrate their clinical understanding of clients.
4. Students will communicate effectively in written and oral forms (e.g., class papers, case notes, reports, evaluations, presentations, group discussions).

School

1. Students will master essential knowledge of intrapersonal, environmental, and interpersonal factors that contribute to the development of academic, personal, social, and career success in K-12 settings.
2. Students will master essential skills necessary to provide efficient, effective, and ethical interventions at individual, group, and whole-school level for development and enhancement of academic, personal, social, career success for all students in K-12 settings.
3. Students will master essential skills and attitudes necessary to carry out the professional school counselor's role with diverse stakeholders in an efficient, effective, and ethical manner.

Beyond these eight general program objectives, the Mental Health Counseling and School Counseling Master's programs each have specific program objectives for their curricular emphases.

Programs of Study in Counseling

The Counseling Program offers both master's and doctoral training in counseling. In addition, the program offers an undergraduate degree in Substance Abuse Counseling as well as undergraduate certificates in the areas of Substance Abuse Counseling, Substance Abuse Prevention, and Violence Prevention. For more details about these programs, see the [College of Education, Criminal Justice, and Human Services website](#).

Master's Degree Study in Mental Health Counseling (M.A.)

The master's program in mental health counseling is designed for individuals interested in becoming Licensed Professional Counselors in the State of Ohio. This 60-credit-hour semester program meets the training requirements established by the state Counselor, Social Worker, and Marriage and Family Therapist Board for initial licensure as a Licensed Professional Counselor (LPC) and is aligned with the CACREP accreditation standards. The program consists of a set of core classes augmented by specialization classes deemed necessary for practice of clinical mental health counseling in community settings. See Appendix A for more detailed information on the program curricula. On completion of the program, the student will meet the training

requirements for licensure as a LPC in the State of Ohio and may sit immediately for the licensure examination (i.e., the National Counselor Examination) during or after their last semester in the program.

Master's Degree Study in School Counseling (M.Ed.)

The master's program in school counseling is designed for individuals interested in becoming licensed as a Professional School Counselor in the State of Ohio. This 60-credit-hour semester program in School Counseling meets the training requirements established by the Ohio Department of Education and is aligned with the both the CACREP accreditation standards and the American School Counselors Association (ASCA) National Model. In addition, the School Counseling Program as well as the College of Education, Criminal Justice, and Human Services (CECH) align with the Ohio School Operating Standards (OAC Chapter 3301-35), The Ohio Standards for Professional Development, and the Ohio Core Administrative Requirements. The program is organized around a set of core classes augmented by specialization classes deemed necessary for practice of counseling in the schools. See Appendix A for more detailed information on the program curricula. On completion of the program, the student will meet the training requirements for licensure as a School Counselor in the State of Ohio. To be licensed as a School Counselor, the student must be approved by the Ohio Department of Education (ODE) having completed the School Counseling master's program, passed the Ohio Assessment for Educators (#040) prior to graduation, and completed the BCI/FBI background check. School Counseling students must submit a completed application through TK20, and online tool to monitor and assess the progress of licensure candidates in CECH. This process ensures that your information is forwarded to ODE for licensure. For more information, please visit the licensure Application Information section of this document.

Accreditation and Program Approval

Each of the master's degree granting programs (M.A. in Mental Health Counseling and M.Ed. in School Counseling) is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). In addition to CACREP accreditation, the Counseling Program is located within the College of Education, Criminal Justice, and Human Services which is accredited by the Council for the Accreditation of Educator Preparation (CAEP). Finally, our M.A. in Mental Health Counseling is approved as meeting the training requirements for licensure by the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board.

Student Composition

Each year, a cohort of approximately 40 students across school and mental health counseling matriculate into the Program. A broad range of geographic areas and undergraduate institutions is represented. Many first-year students have recently completed their undergraduate training, although many have relevant work experience. A special effort is made to recruit a student body reflective of everyone. The Counseling Program and the University are deeply committed to providing the guidance and support necessary for the successful completion of every student's program of study.

The University and Community

The University consists of 14 Colleges and Schools providing a wide range of graduate and professional programs. Over the years, the University has achieved an outstanding national and international reputation in many areas. The Carnegie Commission has designated it a Level 1 University (R1: Highest research activity). The National Science Foundation ranks the University's sponsored research as 51st in the nation in research spending among all universities and 49th among public universities nationwide. U.S. News and World Report ranks the University as the 81st best public institution and 5th for co-ops and internships. The Chronicle of Higher Education called UC a “research heavyweight.” The library is ranked 78th nationally among the Association of Research Libraries index. UC has been cited as one of the most beautiful college campuses in the world on the basis of its renowned new architecture, green spaces and fountains, and renovations maintaining the majesty of its traditional buildings.

Over 50,000 students (approximately 12,000 graduate and professional) attend the University of Cincinnati. The campus includes excellent facilities for a variety of recreational activities including a highly rated Campus Recreation Center for swimming, basketball, running, tennis, racquetball, weight training and other activities. There is wide access to in-person and virtual computer labs and wireless networks. The University and College have undergone extensive renovation both in its physical structures and technological supports to modernize and enhance student learning. It also sponsors movies, concerts, theater, athletics, and musical events. The Counseling Program holds various social gatherings for Program students.

The University is situated within the city of Cincinnati, rated as being one of the most attractive and livable cities in the United States. Greater Cincinnati captures the unique characteristics of three states (Ohio, Kentucky, and Indiana) within a single metropolitan area. Its hills and valleys surround the Ohio River, providing a setting for one of America's most beautiful inland cities. Public parks remain a rich resource for the “Queen City,” with wide open spaces for students to enjoy. Within the region are many opportunities for outdoor recreation including camping, hiking, rock climbing, downhill skiing, and boating/canoeing. The city is noted for its cultural heritage, with its nationally known symphony orchestra, opera, ballet, museums, zoo, and public theater. Professional sports are popular here, especially the Cincinnati Reds baseball team, the Cincinnati Bengals football team, and its newest professional team, FC Cincinnati (Major League Soccer). UC's basketball team enjoys staunch community support as well. Cincinnatians love festivals; the legendary fireworks display on Labor Day weekend, the Oktoberfest in the fall, and numerous holiday celebrations between Thanksgiving and New Year's Day are special favorites. The cost of living is moderate, as is the climate. There are many moderately priced restaurants in the area, with outdoor seating and delivery options, along with a year-round nationally ranked Farmer's Market (Findley) ten minutes from UC. Cincinnati's specialty ice cream (i.e., Graeter's) is shipped to its devotees all over the country.

The Cincinnati metropolitan area of 2.25 million people has 5 public colleges and universities in addition to the University of Cincinnati. The city is located conveniently along major interstates as well as airline, train, and bus routes. It is within a 2-hour drive of Columbus, Indianapolis, Louisville, and Lexington, and within four to six hours of Pittsburgh, Cleveland, St. Louis, Knoxville, Detroit, and Chicago.

Support Systems

Graduate study is extremely challenging and demanding, both academically and personally. The counseling faculty expects each graduate student to demonstrate maturity, professionalism, initiative, and independence, and we also strive to support and assist students in their endeavors as much as possible. An emphasis on close student-faculty relationships is maintained by carefully limiting the number of students enrolled in the Program to be aligned with professional standards and through regular meetings between faculty advisor and advisees. Students also are actively encouraged to collaborate as a cohort and develop support networks for study.

Various support systems exist within the University itself to assist students. Information about support services is included in the folder distributed at the Program Orientation. Among these services are the following:

Division of Experienced-Based Learning and Career Education

Assists students in obtaining part-time employment; assistance is also available for the spouses of students (<http://www.uc.edu/careereducation.html>).

Computer Facilities and E-Mail

Students have wide access to computers, printers, and technical assistance in computer labs in Teachers College and throughout the campus, as well as wireless access. All students must sign up for a UC email account which provides access to internet, e-mail, and various campus resources.

This University-assigned e-mail is the official means for university and Program communications, so students are responsible for checking their e-mail regularly. *E-mail from the program and faculty can only be sent to the student's UC e-mail account.*

Counseling Services, Clifton Campus

Students have access to counseling and mental health care through the University Health Services (UHS), which can provide both psychotherapy and psychiatric services. In addition, Counseling and Psychological Services (CAPS) can provide professional counseling upon request; students may receive three free counseling sessions through CAPS without insurance. Students are encouraged to seek assistance for anxiety, depression, trauma/assault, adjustment to college life, interpersonal/relational difficulty, sexuality, family conflict, grief and loss, disordered eating and body image, alcohol and substance abuse, anger management, identity development and issues related to diversity, concerns associated with sexual orientation and spirituality concerns, as well as any other issue of concerns. After hours, students may call UHS at 513-556-2564 or CAPS Cares at 513-556-0648 to schedule a virtual or in-person appointment with our CECH embedded mental health counselor. You can also check out Let's Talk; a 15-20-minute conversation to ask questions about counseling and get to know our counselor:

<https://outlook.office365.com/owa/calendar/LetsTalkCECH@mailuc.onmicrosoft.com/bookings/>

For urgent physician consultation after-hours students may call 513-584-7777. To access Therapy Assistance Online (TAO)-a **free** self-help resource to students or faculty/ staff check out

<https://us.taoconnect.org/register>

Accessibility Resources

The University provides supports and services for students with disabilities through the [Accessibility Resources Office](#) (513-556-6823). The University of Cincinnati is strongly committed to maintaining an environment that guarantees students with disabilities full access to educational programs, activities, and facilities. In addition to academic accommodations in the classroom, students, faculty, or staff are encouraged to use the [Adaptive Technology lab](#) in 408 Langsam, next to the STRC editing suites.

Student Affairs

The Division of Student Affairs, provides the resources, support, and care for each student to thrive at UC. We advocate for and meet the needs of the Bearcat community through innovative co-curricular experiences that enhance student well-being, foster life and academic skill development, engender responsibility and grow leadership capability. Our programs support and enhance your UC journey. [Email us](#) or call us at 513-556-4119. We invite you to visit us in Steger Student Life Center, Suite 630. The accessible entrance is on the west side of Steger Student Life Center. Take the ramp between Steger and Swift Hall. At the top of the ramp to the right, enter Steger Student Life Center through the double doors. Our welcome desk is on your left.

Financial Aid

See [Financial Aid section](#) and [Student Financial Aid](#) for more information.

Health Services

[University Health Services](#) (513-556-2564) provides various wellness, psychological, and health services.

Housing

Special [graduate student housing](#) is available in the residence halls and in campus apartment complexes; married student housing is also available. Current students can be very helpful in securing off-campus housing.

Parking Services

Students may sign up for a permit for various student parking lots through [Parking Services](#) (513-556-2283). Space may be limited, but other options are available through private lots in the area.

Technology Resources

The master's program is an on ground in-person synchronous learning program. Curriculum delivery includes in-person methods, LMS Canvas system, and e-mail with digital communication via Zoom and Microsoft Teams. Online systems are meant to be supportive of in-person delivery. Assistance with various aspects of technology are available through [UC Information Technology](#) (UCIT) (Help Desk 513-556-HELP)

Faculty

The Counseling Program is housed administratively in the School of Human Services, one of four Schools in the College of Education, Criminal Justice, and Human Services (CECH). The other academic programs in the School are School Psychology, Behavior Analysis, Health Promotion and Education, and Sport Administration.

Eight full-time faculty members are responsible for the Counseling Program. Each faculty member is trained and experienced in counseling and counseling-related disciplines.

Faculty members are actively involved in professional practice, consultation, training, and research in schools and community organizations. Additionally, faculty members are very involved in professional service at the local, state, regional, and national levels.

Core Faculty

Michael Brubaker, Ph.D. (Professor and Associate School Director) is the associate director of the School of Human Services and is a graduate of the University of Florida. Licensed to practice chemical dependency counseling in Ohio, he is also a Nationally Certified Counselor. Dr. Brubaker's clinical and research interests have focused on underserved and socially marginalized populations including the homeless, those who identify as lesbian, gay, bisexual, transgender (LGBT), and Appalachian.

Amanda La Guardia, Ph.D. (Associate Professor and Coordinator) is primarily responsible for directing the counseling programs. A graduate of Old Dominion University, she completed a double cognate in Research Methodologies and Women's Studies and a masters-level dual concentration in Marriage and Family Therapy as well as Community Agency Counseling (Mental Health Counseling). She is a licensed professional clinical counselor supervisor in the state of Ohio. Her research interests include adolescent non-suicidal self-injury and family crisis, suicide prevention, professional identity development, collaborative care, and applications of feminist and Adlerian theory in clinical and training settings.

Hanyun Li, Ph.D. (Assistant Professor) is primary responsible for coordinating the School Counseling track. She received her doctorate from George Washington University. Her research focus includes counseling children and counseling adolescents, family counseling, leadership, professional identity development, BIPOC counselors-in-training, multicultural and social justice counseling, neurodivergence, and play therapy.

Yuima Mizutani, Ph.D. (Assistant Professor) is primarily responsible for coordinating the mental health counseling program. She received her doctorate from the University of Missouri – St. Louis. Her research interests focus on socially marginalized individuals due to their intersectional identities, which encompass gender, ethnicity, sexual orientation, ability, and other factors. In particular, she has conducted studies on international individuals, including immigrants, third-culture kids, and international faculty and students, as well as their identity development.

Rawle Ragoonath, Ph.D. (Assistant Professor – Educator) is primarily responsible for coordinating the Mental Health Counseling program field placement experiences. He received his doctorate from the University of South Carolina. His focus on college student mental health, cultural determinants of help seeking, strength-based suicide prevention and intervention, and wellness approaches to clinical practice.

George Richardson, Ph.D. (Professor) is a graduate of the University of Louisville. He coordinates the Substance Abuse Counseling Program track and teaches substance abuse counseling and counselor education courses. His research (a) examines substance use disorder and recovery, (b) evaluates evolutionary-developmental theories of individual differences in high-risk traits and behaviors such as substance use, (c) reduces bias in measures used to assess diverse groups, and (d) uses twin and family designs to conduct tests of developmental theories using controls for unobserved familial confounds.

Mei Tang, Ph.D. (Professor) is primarily responsible for coordinating the doctoral Counselor Education Program track, as well as teaching and advising in the master's programs. She received her Ph. D. from the University of Wisconsin-Milwaukee in 1996 and currently teaches foundation courses in both master's and doctoral programs. Her research interests include career development of minority members, acculturation and cultural identity, counselor education pedagogy, and cross-cultural issues in counseling.

Mary Wynn, Ph.D. (Assistant Professor – Educator) is primarily responsible for coordinating the School Counseling program field placement. She received her doctorate from the University of Tennessee Knoxville (CACREP Accredited). Her expertise is in School Counseling and Clinical Mental Health counseling with school counseling experience in elementary and high schools. She also has expertise working with survivors of domestic violence, students with Intellectual/Developmental Disabilities, and supervision of clinic operations. Recent research focus includes rural Appalachian LGBTQ+ wellness, spirituality, religious trauma, RCT, and professional advocacy.

Associate Faculty

Associate Faculty status is a vehicle to coordinate efforts with faculty who are making contributions to the education of mental health and school counselors and contribute to doctoral education in the area of research and scholarly productivity. Our program holds partnerships with the faculty listed below, drawn from the academic areas of Health Promotion and Education, Educational Foundations, A&S Psychology, Psychiatry, and Social Work. These faculty may be available for dissertation committees, research grants, and program development.

The current Associate Faculty are:

Keith A. King, Ph.D., Professor, Health Promotion and Education

Keisha Love, Ph.D., Associate Vice Provost for Faculty Affairs and Special Initiatives

LaTrice Montgomery, Ph.D. Assistant Professor, Psychiatry & Behavioral Neuroscience

Paula Shear, Ph.D., Professor, Psychology and Psychiatry

Giao Tran, Ph.D., Associate Professor, Women's, Gender, & Sexuality Studies

Lisa Vaughn, Ph.D., Professor, Pediatrics & Educational Studies (Joint Appointment)

Rebecca Vidourek, Ph.D., Associate Professor, Health Promotion and Education

Emeritus Faculty Members

The Counseling Program has four emeritus faculty members:

Robert K. Conyne, Ph.D. [Retired June, 2006]

Ellen P. Cook, Ph.D. [Retired June, 2013]

F. Robert Wilson, Ph.D. [Retired December, 2011]

Geoffrey G. Yager, Ph.D. [Retired August, 2016]

Program Advisory Committee

The Community Advisory Board (CAB) includes Program faculty and community representatives (e.g., mental health counselors, school counselors, agency administrators, alumni). This group meets a minimum of twice per year and is an important vehicle for community input, future planning, collaboration for local professional development, and receiving feedback and input on program planning and direction.

Program Communication

Faculty and student communication is essential and is fostered through several means, including communication in Program courses, individual and group meetings between Program faculty and students, the Program student listserv, Canvas, and other student meetings and social events. Student and alumni input are actively sought for curricular and program development.

Students are expected to stay in close communication with faculty teaching courses, their advisors, and the Program Track Coordinators to stay apprised of any Program expectations, changes, news, etc. The Program communicates with students initially via an Orientation and this *Handbook* (as a primary source of official requirements) and also through communication in required courses, meetings with students/faculty, and via e-mail. Students are reminded that **University rules require that faculty and students communicate via e-mail using only the UC account**, not other accounts, so **students must check UC e-mail frequently and correspond with faculty only with these accounts**. It is the responsibility of students to use these methods (e.g., e-mail, canvas) to stay apprised of Program and University expectations and to bring any questions or concerns to the Program faculty for discussion and resolution.

Professional Organizations

Because of the importance and influence of professional counseling organizations in licensure, training, and research, all students are strongly encouraged to become members of the American Counseling Association (ACA) or the American School Counselors Association (ASCA) and affiliated counseling organizations and divisions representing special interests. Such associations include the American Mental Health Counselors Association (AMHCA), the Association for Counselor Education and Supervision (ACES), and the state and local associations for counseling where they live or work, such as the Ohio Counseling Association (OCA) the Greater Cincinnati Counseling Association (GCCA), the Ohio School Counselors Association (OSCA), and the Ohio Mental Health Counselors Association (OMHCA).

Students will find other opportunities to develop specialty skills, network with other students and professionals, and engage in advocacy through any of the 18 [ACA divisions](#). Interested students are encouraged to visit [ACA](#) for more details about all of the divisions and how to apply. Reduced price, student memberships are available for ACA, OCA, GCCA and special interest divisions. Additionally, students are encouraged to participate in the UC chapter of Chi Sigma Iota, the academic and professional honorary society for counseling students and professionals.

Programs of Study, Requirements, and Graduation

MASTER'S PROGRAMS OF STUDY

This section provides a comprehensive description of the Master's Degree Programs in Counseling (M.Ed. in School Counseling, M.A. in Mental Health Counseling).

Program Overview

The master's degree programs in Counseling were designed around core classes, selected to be consistent with national standards for master's programs in counseling, state training requirements for counselors, and university requirements for graduate programs. Beyond this common core, each student may choose an area of concentration—Mental Health Counseling in community human services and behavioral health settings or School Counseling in K-12 educational settings. Graduates of the 60-credit-hour program for a Master of Arts Degree in Mental Health Counseling meet the training requirements established by the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board for licensure as a Licensed Professional Counselor (LPC). Graduates of the 60-credit-hour Master of Education degree program in School Counseling meet the training requirements for the School Counselor License in the State of Ohio. In addition to coursework, successful completion of a specialty examination and core comprehensive exam are required for each graduate degree program. Students are encouraged to consult their state licensing board to determine additional requirements for licensure (e.g., state examination).

To meet general program objectives, a set of courses have been identified as core courses. These core courses include both academic and clinical (i.e., practicum and internship) courses. In addition, each concentration area (i.e., M.Ed. in School Counseling, M.A. in Mental Health Counseling) requires additional coursework beyond the counseling core. Please see [Appendix A](#) for a listing of both the core and specialized courses.

School Counseling

The School Counseling concentration prepares students to serve as counselors in educational settings at the elementary and secondary levels. The program prepares professional school counselors to perform such functions as individual and group counseling, collaboration with teachers, administrators and other school personnel, parents, and community agencies in the provision of appropriate services for the benefit of individual pupils. The program provides for the integration of counseling and the *American School Counselor Association National Model* for school counseling. In addition, the School Counseling Program prepares school counseling trainees to address PreK-12 students, college and career readiness through the Ohio Career Connections and the Ohio Means Jobs networks.

Objectives for the School Counseling Specialization

School Counseling students will also be expected to gain knowledge of the environment in which they plan to practice. This will require specialized understanding and skills necessary to work effectively in PreK-12 educational settings. In addition to the general objectives for all students

in the counseling program, specific objectives from the 2016 CACREP Accreditation Standards for the School Counseling specialization include demonstrated knowledge of and skills in each of the following areas (see [2016 CACREP standards](#) document for more details):

1. Foundations of School Counseling:
 - a. history and development of school counseling
 - b. models of school counseling programs
 - c. models of P-12 comprehensive career development
 - d. models of school-based collaboration and consultation
 - e. assessments specific to P-12 education
2. Contextual Dimensions of School Counseling:
 - a. school counselor roles as leaders, advocates, and systems change agents in P-12 schools
 - b. school counselor roles in consultation with families, P-12 and postsecondary school personnel, and community agencies
 - c. school counselor roles in relation to college and career readiness
 - d. school counselor roles in school leadership and multidisciplinary teams
 - e. school counselor roles and responsibilities in relation to the school emergency management plans, and crises, disasters, and trauma
 - f. competencies to advocate for school counseling roles
 - g. characteristics, risk factors, and warning signs of students at risk for mental health and behavioral disorders
 - h. common medications that affect learning, behavior, and mood in children and adolescents
 - i. signs and symptoms of substance abuse in children and adolescents as well as the signs and symptoms of living in a home where substance use occurs
 - j. qualities and styles of effective leadership in schools
 - k. community resources and referral sources
 - l. professional organizations, preparation standards, and credentials relevant to the practice of school counseling
 - m. legislation and government policy relevant to school counseling
 - n. legal and ethical considerations specific to school counseling
3. Practice Requirements for School Counseling
 - a. development of school counseling program mission statements and objectives
 - b. design and evaluation of school counseling programs
 - c. core curriculum design, lesson plan development, classroom management strategies, and differentiated instructional strategies
 - d. interventions to promote academic development
 - e. use of developmentally appropriate career counseling interventions and assessments
 - f. techniques of personal/social counseling in school settings
 - g. strategies to facilitate school and postsecondary transitions
 - h. skills to critically examine the connections between social, familial, emotional, and behavior problems and academic achievement
 - i. approaches to increase promotion and graduation rates

- j. interventions to promote college and career readiness
- k. strategies to promote equity in student achievement and college access
- l. techniques to foster collaboration and teamwork within schools
- m. strategies for implementing and coordinating peer intervention programs
- n. use of accountability data to inform decision making
- o. use of data to advocate for programs and students

Required Coursework for the School Counseling Specialization

Courses and clinical experiences involve such competency areas as personal, emotional, and career counseling; human development; multicultural issues in counseling; the use of assessment instruments; individual and group counseling techniques; special problems in School Counseling; curriculum development; and consultative methods. Please see [Appendix A](#) for more detailed information on required coursework. Clinical instruction will focus on working with school-aged youth in educational settings.

Electives in the School Counseling Program

Students in the School Counseling program are able to take two graduate course electives to supplement their core classes. As students may elect to work in different school settings or to enter doctoral studies, there are various courses to enhance the required course curriculum. In addition, students bring prior training experiences (e.g. psychology, education, etc.) with them as they enter the program. Therefore, it is suggested that they select courses that complement but not duplicate their prior coursework. Students are encouraged to consult with their academic advisor in order to select appropriate courses for their career trajectory. The UC Counseling Program has developed the following list of pre-approved electives:

Education Studies Focused Electives

- EDST 7001 (3G) Politics of Education
- EDST 7003 (3G) Introduction to Educational Studies
- EDST 7031 (3G) Human Development: Early and Middle Childhood
- EDST 7040 (3G) Relational Context of Teaching and Learning
- EDST 8034 (3G) Psychometrics

Education Leadership Focused Electives

- EDLD 7035 (3G) Educational Leadership Theory
- EDLD 8030 (3G) A Study of Change and Innovations in Education
- EDLD 8035 (3G) School Law
- EDLD 8036 (3G) Curriculum Development & Data Analysis
- EDLD 8037 (3G) School and Community Partnerships

Special Education Focused Electives

- SPED 6002 (3G) Engaging and Supporting Families with Members with Disabilities
- SPED 7051 (3G) Partnerships and Collaboration
- SPED 7053 (3G) Transition Strategies for Individuals with Disabilities
- SPED 7055 (3G) Autism Spectrum Disorders: Theory to Practice

Mental Health Focused Electives

CNSL 7071C	(3G)	Solution-Focused Brief Approaches in Practice
CNSL 7080	(3G)	Interprofessional Approaches to Suicide Prevention
CNSL 8005	(1G)	Integrated Behavioral Healthcare
CNSL 8040	(3G)	Counseling Supervision
CNSL 8042	(3G)	Disaster and Crisis Counseling (TF-CBT)
CNSL 8046	(3G)	Chemical Dependency Counseling
CNSL 8070	(2/3G)	Motivational Interviewing

Research Focused Electives

CNSL 8073 (1-6G) Master's Thesis Guidance: Counseling
(See [Master's Thesis Option](#) for more details)

CNSL 9040 (1-6G) Individual Study in Ecological Counseling

Specialty Examination and Comprehensive Exam

In compliance with our School Counseling program's CAEP accreditation and assessment of the CACREP Standards, School Counseling students must complete core and specialty comprehensive exams. Additional details about the Comprehensive Exam are noted following this section.

Mental Health Counseling

The program for Mental Health Counseling has been developed for students interested in counseling in human services settings. Graduates of this program will be prepared to serve in entry-level positions in mental health and related agencies. Depending on the choice of electives and field experiences, graduates will be qualified for positions in a wide range of mental health and related agencies including community mental health centers, substance abuse programs, halfway houses, employee assistance programs, school-based mental health programs, integrated care settings, and women's programs and services.

Objectives for the Mental Health Counseling Specialization

Students will be expected to gain knowledge of the specialized skills needed for diagnosis and treatment of mental and emotional disorders. This will require specialized understanding and skills necessary to work effectively with individuals experiencing significant distress, impairment, or risk of life, health, or freedom. Specific objectives for developing expertise in diagnosis, treatment, and prevention of mental and emotional disorders from the CACREP Accreditation Standards include demonstrating knowledge of and skills in each of the following areas (for more details, see the [2016 CACREP standards](#) document):

1. Foundations of Mental Health Counseling
 - a. history and development of clinical mental health counseling
 - b. theories and models related to clinical mental health counseling
 - c. principles, models, and documentation formats of biopsychosocial case conceptualization and treatment planning
 - d. neurobiological and medical foundation and etiology of addiction and co-occurring disorders
 - e. psychological tests and assessments specific to clinical mental health counseling

2. Contextual Dimensions of Mental Health Counseling

- a. roles and settings of clinical mental health counselors
- b. etiology, nomenclature, treatment, referral, and prevention of mental and emotional disorders
- c. mental health service delivery modalities within the continuum of care, such as inpatient, outpatient, partial treatment and aftercare, and the mental health counseling services networks
- d. diagnostic process, including differential diagnosis and the use of current diagnostic classification systems, including the Diagnostic and Statistical Manual of Mental Disorders (DSM) and the International Classification of Diseases (ICD)
- e. potential for substance use disorders to mimic and/or co-occur with a variety of neurological, medical, and psychological disorders
- f. impact of crisis and trauma on individuals with mental health diagnoses
- g. impact of biological and neurological mechanisms on mental health
- h. classifications, indications, and contraindications of commonly prescribed psychopharmacological medications for appropriate medical referral and consultation
- i. legislation and government policy relevant to clinical mental health counseling
- j. cultural factors relevant to clinical mental health counseling
- k. professional organizations, preparation standards, and credentials relevant to the practice of clinical mental health counseling
- l. legal and ethical considerations specific to clinical mental health counseling
- m. record keeping, third party reimbursement, and other practice and management issues in clinical mental health counseling

3. Practice Requirements for Mental Health Counselors

- a. intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management
- b. techniques and interventions for prevention and treatment of a broad range of mental health issues
- c. strategies for interfacing with the legal system regarding court-referred clients
- d. strategies for interfacing with integrated behavioral health care professionals
- e. strategies to advocate for persons with mental health issues

Electives in the Mental Health Counseling Program

Students in the Mental Health Counseling program are able to take two graduate course electives to supplement their clinical training. As students may choose to work in different mental health settings or to enter doctoral studies, there are various courses to enhance the required course curriculum. In addition, students bring prior training experiences (e.g. psychology, substance abuse counseling, etc.) with them as they enter the program. Therefore, it is suggested that they select courses that complement but not duplicate their prior coursework. Students are encouraged to consult with their academic advisor in order to select appropriate courses for their career trajectory. The UC Counseling Program has developed the following list of pre-approved electives:

CNSL 7071C	(3G)	Solution-Focused Brief Approaches in Practice
CNSL 7080	(3G)	Interprofessional Approaches to Suicide Prevention
CNSL 8005	(1G)	Integrated Behavioral Healthcare
CNSL 8040	(3G)	Supervision of Counselors
CNSL 8014	(3G)	Counseling Children and Adolescents
CNSL 8042	(3G)	Disaster and Crisis Counseling (TF-CBT)
CNSL 8069	(3G)	Ecologically Based Substance Abuse Prevention & Treatment for Couples, Families and Communities
CNSL 8070	(2-3G)	Motivational Interviewing
CNSL 8073	(1-6G)	Master's Thesis Guidance: Counseling (See <i>Master's Thesis Option</i> for more details)
CNSL 9040	(3G)	Individual Study in Ecological Counseling
HPE 7000	(3G)	Human Sexuality and Health
SPSY 8027	(3G)	Behavioral Counseling and Mental Health Interventions

Comprehensive and Specialty Exam

Mental Health Counseling students must take and successfully pass a comprehensive and specialty exam prior to graduating from the program. The specialty exam provides students with an opportunity to demonstrate theoretically-based case conceptualization, diagnosis, treatment planning, and clinical skills in a standardized format. The exam is taken in the final semester of the student's program prior to graduation consisting of a multiple-choice answer portion and a recorded demonstration based on a selected case study. The specialty exam will be evaluated by the student's advisor and, if rated poorly, one additional mental health counseling faculty member. Additional details will be provided through the Counseling Program Community Canvas site. Additional details about the Comprehensive Exam measuring the common core are noted in the section below.

School and Mental Health Counseling Comprehensive Exam

All master's degree students must take a comprehensive examination prior to receiving their master's degree. The Counseling Program uses the standardized Counselor Preparation Comprehensive Examination (CPCE) published by the National Board for Certified Counselors, Inc. (NBCC). The examination, which consists of 200 multiple choice questions covering the core areas of counseling instruction defined by our accreditation agency, is offered each term, including summer. UC Testing services will only offer CPCE testing by program or by individual request.

Application for the comprehensive examination must be made by the application deadline, publicized through the program on Canvas, proctored by [Testing Services](#). Prior to applying, students must submit a current copy of their [Degree Progress Audit](#) to their advisor for approval. Once the advisor's approval has been obtained, the student will apply for and submit payment for the CPCE through testing services. To apply, the student must complete the application form through testing services and submit a copy of registration through the Counseling Program Canvas site. You will register for the CPCE through testing services the academic year you plan to graduate.

Recommended study materials are listed on the [NBCC website](#), the [Center for Credentialing in Education](#) (CCE), and through several commercial examination preparation companies. Examination preparation workshops are offered through the program.

When exam scores are obtained and submitted, faculty will review results and compare to your total score to the National Descriptive Statistics Exit Exam report provided by NBCC each year. Your score will need to be at or above one standard deviation below the mean national average to pass. If you do not pass, you may be offered a second opportunity to take the CPCE. If you do not pass a second time, you can petition the faculty to complete a written alternative. If your second CPCE score is again below one standard deviation from the national exit exam mean, and you are approved to complete an alternative exam, you will respond to essay questions in the content areas falling at or below the national exit exam mean. If you choose to forego the second attempt to pass the CPCE, the alternative exam will be your final attempt. Rubrics will be used to score these essays. If you fail the written alternative exam, you will need to petition the faculty to remain in the program if you wish to complete remediation.

On being approved for re-examination via the written alternative, the student will be notified which of the CACREP areas will be included in the re-examination and provided with the set of questions to be answered. The student will be given a period up to the equivalent to one academic quarter (i.e., 3 months) to prepare responses to the questions, which may delay graduation. The minimum time to complete essay responses is two weeks. Failure to submit responses to all examination questions by the submission deadline, as agreed upon with your advisor, will result in an automatic failing grade for the re-examination. Responses will be graded by two faculty members, including your advisor.

Should a pair of readers not be unanimous in their judgment of the response and the average rating is below passing, a third faculty member will also read and grade the question. Determination of whether the student is judged to have passed will be based on a review by the faculty of the student's overall performance average on the re-examination.

Failure to pass the comprehensive examination after up to three tries (twice on the CPCE and once on the alternative exam) is grounds for termination from the program. Any student who is terminated under this policy has the right to petition the faculty for reconsideration of the termination decision. However, students should also consider if they cannot pass the CPCE, they may not be able to pass state licensing exams required for mental health counseling licensure. Remediation, if granted, may include retaking core coursework (see [Appendix D](#)).

MASTERS' THESIS OPTION

Both Mental Health and School Counseling students have the option to complete a masters' thesis research project. Students who are interested in pursuing doctoral studies are strongly encouraged to apply for the master's thesis option. Students are eligible to apply during the Fall semester of their first year. If selected to participate in the thesis option, students must work with faculty members on existing (e.g., secondary analyses of public datasets) or ongoing IRB approved projects. Without exception, thesis projects must be data-based empirical projects (experimental, associational or descriptive). The thesis project must be prepared according to the [thesis format set forth by the graduate college](#) and in conformance to the latest edition of the [American Psychological Association Publication Manual](#).

Students completing the thesis option are expected to complete and successfully defend their thesis project by the prescribed deadlines in their second year of their program. Failure to complete this requirement will result in a delay of graduation from the program.

Master's Thesis Application Process

Students will be invited to attend a thesis option information session in the Fall semester of their first year. The information session will provide an overview of the thesis option and an opportunity to connect with graduate faculty members who are accepting students for the thesis option. After the information session, students who are interested in the thesis option will be invited to complete an application. The required materials for the application include a resume/CV, writing sample, and a future goal statement (2-3 double spaced pages) that describes (a) future career goals and (b) the proposed research problem and question (*see [Appendix H-1](#)*). Faculty members will then meet, review applications and select students to participate in the thesis option (1 new student per qualified faculty member per year, as discussed below). Students will receive notice of the committee's final decision during the Fall semester of their first year. All students who are selected to participate in the thesis option will be required to attend an orientation session to discuss next steps. Students on the thesis option track are required to successfully complete the thesis option, CPCE, and specialty exam before graduation.

Students who are not selected because they do not meet the criteria and/or there are not enough qualified faculty members will be encouraged to work with a faculty member on an informal research project. Students working on informal research projects will meet with supervising faculty to determine their roles on existing studies.

Master's Thesis Process and Responsibilities

The overall process for completing a master's thesis involves: (a) application submission and orientation attendance (Fall), (b) initial conceptualization of project (Fall), (c) formally enroll in CNSL 8073 (Master's Thesis Guidance: Counseling) from the Spring semester of year 1 until graduation, (d) preparing a master's thesis proposal (Spring/Summer), (e) review and approval of proposal (Summer), (f) applying for Institutional Review Board (IRB) approval (Summer), (g) conducting the research (varies), (h) writing the master's thesis manuscript, (i) holding a master's thesis defense, and (j) submitting the final version of the master's thesis to the Graduate College.

During this supervised process, all students will receive ongoing feedback on their progress and will work closely with their thesis advisor and committee to follow requirements and meet deadlines. All students are required to abide by the [deadlines](http://grad.uc.edu/student-life/etd.html) set forth by the Graduate College (<http://grad.uc.edu/student-life/etd.html>) and Counseling program. A sample timeline and detailed explanation of each activity is included in [Appendix H-2](#).

Master's Thesis Committee Chairperson

The chairperson (also referred to as thesis advisor) must be a full-time Counseling program faculty member who is also a member of the University Graduate Faculty (research active). Eligible faculty members will be limited to chairing one new master's thesis project each academic year. Students must work closely with their chairpersons to plan the proposed thesis project and to write an acceptable proposal for review by the master's thesis committee. The chairperson typically discusses plans for the literature review, research question, and methodology with the candidate, and reviews multiple drafts of the proposal for clarity, comprehensiveness, contributions to the field, and soundness of the research plan. Candidates may consult with other committee members during the planning process, but rarely do other members review early drafts of the proposal. Students are expected to maintain close and regular contact with their chairperson while working on the proposal.

The Master's Thesis Committee

The thesis committee must consist of at least three full-time faculty members, the majority of whom are faculty members in the Counseling program. More than half of the committee members must be full-time faculty members in the Counseling program. All full-time Counseling faculty members may serve as committee members. External faculty members from other UC programs and scholars in the surrounding community (e.g., clinician at a community mental health center) who hold doctoral degrees and have a demonstrated track record of research and scholarly accomplishments are eligible to participate and provide expertise and assistance in content, research methodology, or professional experience with a population of interest. These policies are consistent with the rules set forth by the [Graduate College](#).

Master's Thesis Proposal Hearing

Students are responsible for presenting the master's thesis proposal in a face-to-face or virtual meeting to their committee by the end of the summer following their first year. The thesis hearing provides an opportunity for (1) students to elaborate on the proposal and discuss any questions or concerns that they may have and (2) the committee to assess the proposal and provide constructive feedback and advice. The committee will determine the acceptability of the proposal and make recommendations for moving forward. Formal approval may be delayed, pending significant changes to the proposal. Students should consult with their thesis chairperson prior to scheduling this meeting to ensure readiness. The proposal is officially approved once all members of the master's thesis committee have signed the proposal hearing form (see [Appendix H-3](#)).

Conducting the Study

The approved research proposal is a contract between the student and the master's thesis committee. To ensure that the final research will be acceptable, the student must adhere to the contract and follow the plans described in the proposal. Naturally, at times, problems may arise

which necessitate changes. It is critical that the student involves the chairperson if any changes are needed. If major changes are indicated, the chairperson may suggest involving all committee members in the decision. Before making any research changes the student must also comply with all IRB policies for reporting and/or additional permission.

Institutional Review Board (IRB)

The [IRB](#) is a committee that has been formally designed to approve, monitor and review research that involves human subjects. All students are required to work with their thesis advisor to obtain IRB approval before collecting data or viewing data on existing projects. It is important to note that the length of the IRB review process varies based on a number of factors that are out of the Counseling program's control. Therefore, students are strongly encouraged to submit their full IRB proposal or modifications to existing proposals as soon as possible through the [Research Administration Portal](#) (RAP) system. The IRB process will be discussed in great detail at the orientation and in meetings with your thesis advisor.

The Master's Thesis Defense

The purpose of the defense is to permit the student and his or her committee members to have a face-to-face meeting in which the student will present the findings of the master's thesis research. The committee bears official responsibility on behalf of the University for approving the quality of the thesis. The committee requires ample time (at least two weeks) to review the final draft prior to the defense. Committee members expect the final draft to be complete and free of stylistic errors. Students are required to abide by the rules of the graduate school when scheduling the defense. The defense is officially approved once all members of the master's thesis committee have signed the master's thesis defense form (*see [Appendix H-4](#)*).

Submitting the Master's Thesis

The final step in this process is to have the final, corrected draft of the thesis and submitted electronically according to [Graduate College and University](#) requirements. Please noted that electronic thesis submission deadlines are well in advance of graduation and may be found on the [Graduate College Graduation Deadlines](#) page.

PROGRAM DESIGN AND APPROVAL

Working with the Program Advisor

All students in the Counseling Program have a program advisor. Regular contact with the program advisor is essential for the student's smooth progression through the program. Among other tasks, the program advisor will help explore career options; complete a program plan; process routine paperwork; consider field placement alternatives; develop solutions to problems with classes, requirements, or faculty; and conduct initial graduation check-out. The Program Coordinator will certify each student's graduation following review of the student's degree audit through Catalyst.

To make contact with the advisor most productive, the student should be prepared for advising meetings (e.g., carefully review course schedules prior to the meeting) and should bring necessary paperwork such as their degree audit report, which can be found on [Catalyst](#).

Changing Advisors

At admission, each student is assigned an advisor. Occasionally, during the course of one's studies, one may wish to change advisors. To change advisors, the student must request a change of advisor in writing from the Program Coordinator. The Program Coordinator will determine the appropriate action.

Program Plan

Prior to or within the first term of study, each master's degree student *must* meet with his or her advisor and develop a program plan. The approved Individual Student Program Plan (see [Appendix B](#)) will be placed on file in the School of Human Services electronic filing system (Microsoft OneDrive). The program plan will include a listing of required counseling core courses, specialization courses for human services or educational settings, and elective courses. The program plan will also include planning for completion of field experience requirements. The program plan should be developed in collaboration with the program advisor and must be approved by the student's advisor before it is valid. The program plan is a vital part of the academic record; it will be used at graduation as the basis for graduation check-out. Blank Individual Student Program Plan forms are available in [Appendix B](#).

Transfer of Coursework

Students may transfer a *maximum* of 18 graduate semester credits, upon approval of the program advisor, for classes taken from another CACREP accredited program. Other graduate coursework from an approved college or university may be transferred in to meet graduate elective credit upon approval of your Advisor, Program Coordinator, and Graduate School. Only courses with grades of *B-* or higher taken within five years prior to formal admission to the counseling program will be considered. In addition, a maximum of 6 graduate semester credits of UC Counseling Program coursework taken as a non-classified (non-matriculating) student at UC prior to admission's offer and acceptance may be applied to the degree. An additional 6 credits (12 total) of non-matriculating coursework may be taken during the summer immediately prior to admission following acceptance of an offer. ***Students seeking to transfer credits must submit their request to their Advisor and Counseling Program Coordinator in their first semester as a matriculated student.***

Modifying the Program Plan

As needs change, it may be necessary to modify the program plan. Changes to the program plan must be described in writing, must have advisor approval, and must be filed as part of the formal program plan. *Note:* the program plan is, in fact, a planning document, not a record of activities completed. Once a student has received a grade for a course, the student may not then decide to add that course to or take that course off the program plan.

Completing Coursework

A scheduled plan for completion of the M.A. in Mental Health Counseling and the M.Ed. in School Counseling has been designed to ensure that full-time students can complete their programs in an orderly and efficient manner. Full-time master's degree students must adhere to their curricular schedule to avoid graduation delay. Part-time students must complete first year courses prior to enrolling for second year courses and should work closely with an advisor to avoid problems in course sequencing which could delay graduation. See [Appendix A](#) for the suggested program completion schedule, including a dual track option, and [Appendix B](#) for developing an Individual Student Program Plan with your advisor.

Students may track their completion of the curricular requirements for their program by referring to the Degree Progress Audit system available through [Catalyst](#). Drawing on the Registrar's database of courses attempted and completed, this service compares the student's record of completed coursework to the required curriculum for the student's academic program. Regular review of one's completion status can help the student avoid graduation delays.

Satisfactory completion of coursework and program requirements is subject to Program standards for academic and professional performance and behavior. The following section reviews in detail the program requirements and expectations, including policies on selective retention.

PROGRAM REQUIREMENTS AND EXPECTATIONS

Continuous Progress Monitoring and Selective Retention

Program Expectations and Review Processes

The Counseling faculty is dedicated to training and graduating legal, ethical, and professional counselors. To ensure the development of professional competencies and to ensure satisfactory progress toward degree completion, the faculty continually monitors student performance. Students likewise are expected to engage in goal setting, self-monitoring of progress academically and professionally, and reflection on skills, progress, and areas for continuous improvement. This process of review, feedback, and continuous improvement is critical to any applied professional training program. Faculty advisors meet with each advisee and provide overall feedback on progress in the program twice each year, and once at a minimum. Specific feedback related to coursework and applied work is provided by instructors and field supervisors. Faculty members complete a review of every student each term during faculty meeting, reviewing student knowledge, skills, attitudes, and professional dispositions. At the end of each semester, students receive a Student Performance Review, using the Professional Disposition Competency Assessment-Revised (PDCA-R; Garner, Freeman, & Lee, 2016). This review is a summary evaluation encompassing faculty ratings across courses and field experiences, and includes disposition ratings on students' conscientiousness, self-awareness, coping & self-care, interpersonal skills, ethical behavior, emotional stability, moral reasoning, openness, and cooperativeness. As needed, a written Professional Development Plan may be used to set specific targets and goals for improvement, delineate plans, and note review dates and expectations for good progress. A template of the Professional Development Plan is included in [Appendix D](#).

Progress Monitoring and Selective Retention Criteria

Students must adhere to University, College, and Program rules and regulations regarding academic performance and professional conduct. Furthermore, because counseling is an applied profession, all students must demonstrate not only knowledge but skill competency and personal characteristics (dispositions) appropriate to the requirements of the profession. The following list of criteria describes Program expectations for professional behavior/dispositions. Students are expected to reflect on their own development across behaviors (and complete regular self-evaluations), and faculty and field supervisors also rate students on these behaviors to provide feedback. These criteria also can be the basis for action plans for targeted improvement. As warranted, these criteria may be the basis for selective retention decisions when there is lack of improvement or serious concerns.

On-going evaluation regarding selective retention is focused on student demonstration of the following criteria:

- Adherence to the University of Cincinnati *Student Code of Conduct* (http://www.uc.edu/conduct/Code_of_Conduct.html).
- Adherence to the ethical standards and standards of best practice of the American Counseling Association (and American School Counselors Association *for* School Counseling students) with conduct becoming of a professional counselor.

- Adherence to the legal and Professional Counseling standards of the State of Ohio.
- Ability to work effectively with clients, colleagues, parents, families, agency and/or school personnel, students, supervisors, faculty, and peers in simulated and actual situations.
- Performance in a professional manner as documented by university and/or field site supervisors.
- Effective thinking and problem-solving skills consistent with professional performance.
- Effective communication skills (written and verbal).
- Receptive attitude toward learning as indicated by attendance and active participation in university classes and field experiences as well as responsiveness to feedback from faculty, supervisors, and peers.
- Commitment to one's own development as demonstrated by taking personal responsibility, seeking positive solutions, and personal initiative.
- Achievement of knowledge and skills based on quality of both foundational and specialization coursework.
- Demonstration of scholarly skill in research and coursework.
- Quality of clinical skills as demonstrated in skills-based courses, practica, and internship.
- Positive feedback on review of progress by faculty based on comprehensive progress monitoring criteria.
- In personal behavior, dispositions, and characteristics, a student's professional work must be characterized by the following:
 - Satisfactory progress towards degree completion and academic performance
 - conscientiousness
 - self-awareness
 - coping & self-care
 - interpersonal skill
 - ethical behavior
 - emotional stability
 - moral reasoning
 - openness
 - cooperativeness
 - Acceptable quality of clinical, academic and interpersonal skills assessed in counseling techniques, practicum, and internship
 - Positive professional dispositions including (see right column):

Student Performance Review advising will include a review of the summary PDCA-R, degree audit, outcomes on Key Performance Indicators (KPIs), and clinical performance as assessed in clinical sequence coursework (Counseling Techniques, Practicum, and Internship).

Academic Performance Requirements

Students must adhere to all University and Colleges rules, policies, and requirements for graduate students. Students also must meet Program requirements for good academic standing, which include:

- All master's level courses except for clinical instruction courses must be taken for a letter grade and all students are expected to earn a B average (3.0) or better with no single course grade below a B- for required coursework.
 - Electives must be passed with a C or better.
- A minimum grade point average of 3.0 for graduation
- Clinical instruction courses offered by the Counseling Program (i.e., Counseling Techniques, Field Practicum, and Master's Internship) are graded on a Pass/Fail basis. The Counseling Program awards a grade of "Pass" if the student's work would have been worth a grade of B- or better were the course to have been graded using the University's letter grade scale.
- A course grade of a B- or better is needed in all required coursework. Whenever a student obtains a substandard grade (C+, C, or F) in a course required as part of the student's program plan, the student must meet with their advisor to discuss their status in the program and develop a Professional Development Plan ([Appendix D](#)). This will include retaking the class and earning the grade B- or better. The student has one academic year to demonstrate competence or probation, or dismissal may occur, depending on the severity of the deficit and the lack of progress to remediate. According to University graduate policy, the original substandard grade remains on the official transcript.
- Three situations can lead to an Academic Probation status including: (a) failure to remediate a substandard grade (C+, C, or F) in a course required in the student's program plan, (b) more than one substandard grade in graduate work, or (c) a failing grade in any clinical instruction course. Failure to remediate probationary status may lead to dismissal from the Program. A student who has been terminated under this policy may appeal the decision by following the University [Graduate Student Grievance Policies](http://grad.uc.edu/student-life/policies/grievances.html) (<http://grad.uc.edu/student-life/policies/grievances.html>).

Professional Development Plans

In addition to the Counseling Student Performance Reviews, counseling students who, in some way, do not meet the expectations for professional practice will be remediated using Professional Development Plans (PDPs). Situations that lead to the development of a PDP include, but are not limited to, performance in academic, clinical, or professional disposition progress. A copy of this form is included in [Appendix D](#). The counseling faculty implement PDPs as needed to document and address: (a) expectations of the student, (b) specific behaviors required of the student, both on campus and at practicum/internship sites, (c) remediation tasks that faculty will implement to support the student's success, as well as tasks that the student must engage in to facilitate success, and (d) consequences the student faces for not successfully addressing the expected tasks and engaging in the required behaviors.

The remediation process can be detailed in the following steps:

- (a) A faculty member identifies areas of concern regarding a student's academic or professional behavior or tasks. These concerns will be separate from "normal" developmental progression of students or typical academic issues. In fact, the faculty member will identify specific behavior(s) which are problematic academically or professionally and connect those behaviors to competencies expected by the faculty of students.
- (b) Faculty will then list specific remediation activities related to each task or behavior of concern.
- (c) Students will be an active participant in this process and receive formative feedback from a specific faculty member (usually their advisor), to integrate into their behavior to remedy the areas of concern.
- (d) The student will have an opportunity to review and discuss the PDP, clarify issues, ask questions, and bring concerns to the faculty prior to signing the document thereby agreeing to the PDP.

The successful completion of a PDP is needed to be advanced within the program once a remediation process has begun. The faculty may allow certain courses to be completed concurrently with the PDP. However, certain violations (ethical and legal violations) are grounds for immediate dismissal from the program, and the remediation process and PDPs are superseded in these cases.

(Adapted from Kress, V.E. & Protivnak, J.J. (2009). Professional Development Plans to Remedy Problematic Counseling Student Behaviors. *Counselor Education and Supervision*, 48, 154-166.)

Academic Dishonesty

Academic dishonesty in any form is a serious offense and cannot be tolerated in an academic setting. Dishonesty in any form (e.g., cheating, plagiarism, unauthorized assistance, fabricating data, use of AI in written assignments) may result in a failing grade in a course or graduate research credits and/or immediate suspension or dismissal from the program. Further information about academic misconduct may be found on the [University information regarding the Academic Misconduct Process](#). The Counseling Program uses Turnitin to detect cheating, including plagiarism and unauthorized use of artificial intelligence (AI)-generated content, within assignment submissions. The UC Code of Conduct (A.3.b.) specifies cheating as any dishonesty or deception in fulfilling an academic requirement.

Misconduct

Instances of counseling student academic or non-academic misconduct should be reported, in writing, to the Program Coordinator. Next steps will be guided by the [University of Cincinnati Student Code of Conduct](#).

FIELD PLACEMENT

General Policies

Field Practicum and all Master's Internship courses require that the student be placed in a field experience site. All students must complete 3 semester credits (100 clock hours) of a Field Practicum placement prior to proceeding to Internship. The Field Practicum will consist of 100 hours related to working as a counselor. At least 40 of these hours must be direct client contact hours. For a description of what are considered client contact hours, please see [Appendix F](#).

Internship requirements are:

- M.Ed. students must complete and pass 6 semester credits (600 clock hours) of Internship (CNSL-7060) in a school setting to complete their degree program.
- M.A. students must complete and pass 6 semester credits (600 clock hours) of Internship (CNSL-7060) in a mental health setting to complete their degree program.

Of the 600 clock hours, at least 240 of these hours must be direct client contact hours and at least 10 of those direct contact hours must be group counseling hours accrued during internship or practicum. An assessment of group skill must be completed by a licensed professional on-site in addition to typical assessment of clinical skill. For a description of what are considered client contact hours, please see [Appendix F](#).

Prior to beginning their field placement, all students must complete a federal and state background check for service in the field. If you have been convicted of a crime, it is beneficial for you to discuss this with your advisor prior to beginning the practicum placement process to assess any impact to future licensure. Students must also complete the following courses prior to beginning the Field Practicum (CNSL 7050): *Counseling Techniques* (CNSL 7021), *Counseling Theories* (CNSL 7023) and *Group Work in Ecological Counseling – Theory, Research, and Practice* (CNSL 7025).

All students who take Field Practicum must be supervised by a counselor or school counselor with appropriate credentials; that is a counselor with a master's degree in counseling and two years' experience with equivalent qualification, including appropriate certifications and/or license (i.e., LPCC-S for mental health students; School Counseling License for school students). The UC Counseling Program will also provide simultaneous supervision to students while enrolled in Field Practicum.

All M.A. students who take Internship must be supervised by a counselor with a LPCC-S supervision credential, or equivalent if serving in Kentucky or Indiana, at their site.

The student is required to secure a field experience site prior to beginning the Field Practicum or Internship class in partnership with program faculty. The program community Canvas site has a list of approved practicum and internship sites from which the student must choose. All students are encouraged to seek consultation from their Advisor prior to reviewing practicum site opportunities.

Site placement procedures are outlined by each graduate program in the fall of each year, thus it is expected you will work closely with both your advisor and program track field placement coordinator prior to communicating with any site listed on Canvas. For instance, school counseling students will be placed at a site based on preference and interest by program faculty. It is required that students consult with their Advisor and Field Service Coordinator during the fall semester while taking Counseling Techniques (CNSL 7021) to assist in determining an appropriate field practicum setting. For mental health students, this placement will extend into internship.

Prior to the Internship, students must seek approval with their Advisor using the Internship Application Packet Checklist form ([Appendix E](#)) before signing their field placement forms ([Appendix F](#)). If students choose to work at a site not on the list of approved sites they must contact the Field Placement Coordinator for at least one full semester prior to request for site approval. Approval is not guaranteed as each site must meet criteria for appropriateness for counselor training.

All students need to apply to proceed to Internship following the approval process during the term prior to their internship class. See the “Stage I: Preparing for Internship” in the following pages.

Internship Start Time

This section provides clarification for the start time for accumulating hours toward the 600 clock hours required for the Internship (CNSL-7060).

Starting the CNSL 7060 Internship

School Counseling students and Mental Health Counseling students follow different rules pertaining to their respective program of study:

Mental Health Counseling: Because Mental Health Counseling students must comply with state statutes governing the practice of mental health counseling, they are not permitted to provide counseling services for clients unless they are enrolled in an internship. Before the first week of class, Mental Health Counseling students may start collecting indirect service hours (attending orientation meetings, observing counseling sessions, shadowing mentors) but may not start collecting direct service client contact hours until the first internship class meeting of the semester.

School Counseling: School counseling students who have received approval from the field coordinator to begin internships may start collecting *indirect* service hours at their internship site one week prior to the start of the first week of fall classes. Students must be approved by the field coordinator for internship in the prior Spring semester before starting at their internship site and must obtain a [pre-service permit](#).

Students may start collecting direct hours the first week of the fall semester and the first week of the spring semester. Students cannot collect indirect or direct hours over winter break unless there are extenuating circumstances, which will require the approval of their faculty advisor, field program coordinator, and site supervisor.

Continuing Counseling Activities during the Break between Terms

Both Mental Health Counseling and School Counseling students may continue collecting both indirect and direct service hours during the period between the first and second internship terms provided they inform the Counseling Field Placement Coordinator and Internship Instructor to determine if interim academic supervision can be arranged. Their respective licensing boards permit the provision of services across our term break. This provision applies only for students who are remaining at their current site across a break.

Starting a New Placement with a New Supervisor

Mental Health Counseling students may start a new placement under a new Counseling Program approved supervisor with the term of the internship class; however, the student must receive approval from the Field Placement Coordinator and communicate this change to their Internship Instructor. If they start a new placement under a new supervisor during the term break, they must wait to collect *direct* service hours until the first week of class.

Clinical Sequential Courses

Master's Clinical Instruction Courses (Semester)

- 18-CNSL-7021 Counseling Techniques
- 18-CNSL-7050 Field Practicum in Counseling
- 18-CNSL-7060 Master's Internship in Counseling

With the exception of the Counseling Techniques course (CSNL 7021), all clinical instruction courses are reserved for matriculated counseling students or students matriculated into other programs for which one or more of the counseling clinical instruction courses are a required part of the program's curriculum. The following courses should be taken consecutively.

Clinical Training Sequence

Course	Timing (M.A. & M.Ed.)	Student Responsibilities & Steps to Clinical Training Completion
Counseling Techniques	Yr 1: Fall Term	Consult with Advisor to determine Field Placement site, submit site application form, apply for CT status (MA), submit background checks to site supervisor/HR
Field Practicum	Yr 1: Spring Term	Complete Internship Application Checklist and obtain field service coordinator and advisor approval (Appendix E)
Internship	Yr 2: M.A. Summer/Fall Yr 2: M.Ed. Fall/Spring	Complete all the initial forms needed (Appendix F) Turn in final hours log (Instructor & Canvas)

Stage I: Preparing for Practicum and Internship

At the beginning of the term prior to Field Practicum a student should begin preparing the following:

Background Checks

After entering the Counseling Program and prior to starting practicum, all Master's students must complete a **criminal background check/fingerprint check** through the Federal Bureau of Investigation (FBI) and the Ohio Bureau of Criminal Investigation (BCI) or their respective state bureau of criminal investigation (depending on placement location). It is the responsibility of each student to verify the accuracy of their record and report any felony charges that are not included on the report. Should a student receive a new legal charge, it is her or his responsibility to report this to their Academic Advisor and site supervisor. The faculty will review any self-reported charges to collaborate with the student regarding potential impact on licensure/ placements. Unreported felony charges that are discovered by the practicum or internship supervisor are immediate grounds for dismissal.

The Counseling Program requires all Mental Health Counseling interns to register with the Ohio CSWMFT Board as a Counselor Trainee (CT). All school counseling students must obtain a pre-service permit. Individuals can apply for the permit through the state board of education website. The application will then be routed to the IHE e-signer, following the same process as initial teaching license applications. In doing so, students will submit background checks directly to the Board (MHC) or through RAPBACK (SC) in the fall semester of their first year. If any problems are anticipated, the student should inform their advisor or the Program Coordinator and seek assistance early to avoid delays in placement. Detailed information on Ohio licensure requirements and background checks is on the [Ohio CSWMFT Board](#) website and [Ohio Department of Education \(ODE\) website](#). Exceptions may be granted for students wishing to complete their practicum and internship in Kentucky or Indiana, depending on state requirements. If a student intends to complete their practicum and/or internship hours out-of-state, it is the student's responsibility to communicate this to the Field Placement Coordinator prior to the start of work to obtain a CT status waiver.

Professional Liability Insurance

All students are required to obtain and maintain professional liability insurance *prior to* beginning field-placement practicum and internships. Written verification of insurance is required to be given to the course instructor as well as the field placement coordinator and then be placed in each student's file at the beginning of Field Practicum and each internship class. Typically, Mental Health Counseling students obtain professional liability insurance by joining ACA and/or AMCHA and applying for coverage by the organization's recognized insurance carrier without an additional charge. School Counseling students will become American School Counselor Association (ASCA) members and obtain the ASCA liability insurance prior to starting Field Practicum. School Counseling students will be required to provide the completed ASCA liability insurance form as well as proof of active membership. Failure to obtain professional liability insurance and provide verification will result in a student not being admitted to field-placement practicum and internship courses and/or not being placed in a field-placement setting. Advisors can provide assistance in securing insurance.

Rules Pertaining to Counselor Trainee Status

Counseling interns whose field placement sites are located in Ohio and bill clients for the counseling intern's services must register with the Ohio CSWMFT Board as Counselor Trainees (CT). Application is made electronically through the [Board's website](#). It is the intern's responsibility to monitor their own CT status. If an intern allows CT status to lapse and the placement agency continues to bill clients for the intern's services, both the intern and the agency may be charged with illegal practice. It is solely the intern's responsibility to comply with rules governing the practice of counseling.

Apply for Internship Approval

At the beginning of the term before the student intends to enroll for Internship, the student must apply for and be approved for internship enrollment by the Field Placement Coordinator. This approval process will examine whether the student has demonstrated the knowledge, skills, attitudes, and values necessary for effective, efficient, and ethical performance of the duties of a counseling intern. To be approved, the student must:

- Complete or be enrolled in all first year foundational and specialization. The student must have earned a grade of B- or better in all completed courses and be making satisfactory progress in those courses for which the student is currently enrolled. All incomplete work (i.e., "I") must be cleared. SP grades will not be approved.
- Complete or be enrolled in all first-year clinical instruction courses. The student must have earned a grade of P (in clinical instruction courses graded P/F) or a letter grade of B- or better (in those graded with a letter grade). The student must be making satisfactory progress in those clinical instruction courses in which the student is currently enrolled. All incomplete work must be completed.
- Submit a completed Internship Placement Application Checklist (Appendix E) for Internship accompanied by the application packet detailing and analyzing the student's accomplishments by at least mid-way through the term prior to desired start of internship. This application packet must include:
 - The Internship Application Checklist form ([Appendix E](#)) with attachments:
 - *A copy of the student's Degree Progress Audit documenting courses completed (Catalyst)*
 - *A Student Self-Assessment of Internship and Counseling Skills Rating Form*

Students deemed ready to advance and whose internship site is approved will be notified by email to proceed with completing their internship forms (e.g. "Confirmation of Internship Responsibilities" and "Counselor Field Placement Site Description" in [Appendix F](#)).

Students who the faculty determines are not ready to assume the responsibilities of a counseling intern must meet with their advisors to construct a written Professional Development Plan (Appendix D) to remediate deficiency in knowledge, skills, attitudes, or behaviors necessary for effective, efficient, and ethical performance of the duties of a counseling intern. This individualized, collaboratively designed plan will consist of behavioral learning objectives and action steps to be implemented by the student typically within a timeframe of an academic term. The plan must be signed by both the student and the advisor. Refusal to sign the plan or failure to complete the plan within the timeframe stipulated in the plan may result in termination from the program.

Upon acceptance and successful completion of the professional development plan, the student may reapply for advanced master's student status.

Stage II: Completing Practicum & Internship

Students need to enroll in the pertaining class, complete and submit the appropriate forms (Confirmation of Internship Responsibilities, Counselor Field Placement Site Description) to the instructor of the class and Field Placement Coordinator, fulfill the intern duties at the site, attend weekly seminar on campus, and submit the logs and the evaluation forms (Student Self-Assessment, Supervisor Evaluation of Intern, Intern Evaluation of Site) at the end of each term they are enrolled in the practicum or internship class. All forms needed for documenting one's field-based activities, and the information needed to make the field-based experience a success is found in this Handbook (see [Appendix F](#)). Additionally, all policies are reviewed below.

Maintaining CT Status

The Counseling Program requires all Mental Health Counseling interns to register for CT status with the Ohio Counselor, Social Worker, and Marriage and Family Therapists Board (CSWMFT Board), unless an out-of-state placement and CT waiver is approved. The Trainee Supervision Agreement form necessary for obtaining CT status must be obtained online from the [Ohio CSWMFT Board website](#).

It is the intern's responsibility to monitor and maintain CT status. If an intern allows the CT status to lapse and the placement agency continues to bill clients for the intern's services, both the intern and the agency may be charged with illegal practice. It is solely the intern's responsibility to comply with rules governing the practice of counseling.

To ensure that all applicants for CT status are duly enrolled in an internship, the Ohio CSWMFT Board must verify student enrollment each term. To facilitate the process of verification, students must provide transcripts upon request from the board.

Mental Health Counseling Internship

All Mental Health Counseling students must complete field-based clinical instruction coursework in a mental health counseling setting supervised by an independently licensed mental health counselor with authority to supervise (LPCC-S). M.A. students must complete 600 clock hours of internship.

Policy on Initiation of the Internship and Practicum: Mental Health Counseling students may not begin accumulating direct contact hours until they are enrolled in and begin their first week of their practicum or internship sections.

Policy on Completion of Internship Requirements: Mental Health Counseling students who have not completed the 240 direct contact hours (including 10 hours of group counseling) required during their 6 semester credits worth of Master's Internship (CNSL 7060) must:

- Enroll for at least 1 semester hour of CNSL 7060 internship (because OH CSWMFT Board rules require all individuals who do not possess a LPC or LPCC-S license but who, as part of their educational requirements, must engage in supervised counseling practice, to be enrolled in an internship during the time they are engaging in such practice).
- Attend all weekly internship seminar meetings until the required hours are complete.
- Document sufficient service hours to meet the total service hour requirement commensurate with the number of credits for which the student is enrolled (i.e., 100 hours minimum per one semester credit). [**Note:** The total service hours for additional internship credit(s) may be any combination of direct, indirect, on-site supervision, and seminar hours. All direct service hours may be counted toward meeting the 240 direct contact hour requirement of the 6-semester credit Master's Internship (CNSL 7060).]
- No minimum number of *direct service hours* will be required above the 240 total for the additional internship credits for which the student is enrolled.

Exception: If a Mental Health Counseling student who has an incomplete for the Master's Internship (CNSL 7060) is short 20 or fewer direct service hours, the student may complete these direct service hours without having to enroll for additional internship credits during the break between semesters. If completion of these direct service hours (20 or fewer hours) extends into a subsequent academic term, the student will be required to attend an internship seminar weekly until the hours have been completed and enroll for one credit hour. The student will report these hours, once completed, to their instructor who awarded the incomplete grade and the Field Placement Coordinator. The instructor will review these hours to determine if a passing grade may be awarded. Should the student have more than 20 hours of direct service hours to complete after the end of the term or become employed as a counselor, the student will be required to enroll in Internship (CNSL 7060) for the subsequent term.

School Counseling Internship

Policy on Initiation of the Internship: School Counseling students are strongly encouraged to begin their internships a week before the fall semester when K-12 schools open, typically at the middle to the end of August. In many cases, both public and private schools will begin within a week or two of the start of the fall term. Students must already be approved to start internship and must notify the Field Service Coordinator prior to beginning their service hours. ***Students may not conduct direct contact hours prior to the beginning of the term.*** Indirect service hours are permitted, including orientation activities, shadowing, and attending staff meetings. As soon as the fall term has begun, interns will start attending their regularly scheduled internship meetings and may begin collecting direct service hours.

Policy on Liability Insurance: All School Counseling interns must join and maintain their ASCA membership. In becoming a member, the student will also gain an ASCA professional liability insurance policy. Students will need to complete the liability insurance form and provide proof their active ASCA membership/liability coverage for their student file.

Policy on Completion of Internship Requirements: School Counseling students who have not completed all clock hour requirements of their 600 clock hour internship, 240 of which are direct contact hours including 10 group hours, during the Fall and Spring terms, will be given an incomplete (“I”) grade and may continue to work at their internship site without enrolling for any further internship credits (because the OH Board of Education does not require school counseling students to be enrolled in an internship while engaging in *supervised* counseling activities).

Hours may be accrued during winter break if the K-12 school semester ends after or begins before the UC semester, with permission from your internship instructor and Field Placement Coordinator. However, these students will be required to attend a group supervision meeting up to the point at which they have completed the required 600 hours, 240 of which are direct contact hours including 10 group hours. Students who are enrolled in Internship to fulfill the requirements of an incomplete, exceeding their minimum six credit hours, may discontinue participation in the internship meetings once their required clock hours are satisfied. *Students who are enrolled in their first or second semester of Internship must continue to serve at their internship site and attend the internship class throughout both semesters even if they have satisfied their clock hour requirements early.*

Security of Client and Student Data for Field Experiences

As counselors-in-training in a professional training program that follows federal privacy laws, all students are required to be aware of and follow federal, state, and district policies for handling of confidential client/student records and data. Information on these requirements is shared in courses and in specific field experiences. When client/student data (e.g., assessments, records from observation, case notes, interviews, etc.) are kept by trainees, identifying data must be removed or all documents with identifying information must be secured in a locked box and all electronic records must be stored in password secured devices and transmitted only through approved, encrypted software (e.g. OneDrive).

FINAL TERM, GRADUATION, AND OTHER PROGRAM CONSIDERATIONS

National Counselor Exam (NCE)

All master's degree students who wish to obtain Ohio Licensed Professional Counselor (LPC) designation must take the National Counselor Examination (NCE) for Licensure and Certification. This examination, published by the National Board for Certified Counselors, Inc. (NBCC), consists of 200 multiple choice questions covering the core areas of counseling instruction defined by our accreditation agency. It is offered each term, including summer.

Application for the NCE is made directly through the state by the student. Application materials include a verification letter from the Counseling Program that the student is in their final term. Students may request this letter at the beginning of their final term. *Students who have an incomplete on their academic record or are not in good standing will not be considered in their last semester until such deficiencies are corrected.* The Ohio CSWMFT Board will provide further instructions following notification by the Counseling Program. Study materials may be found in the reserved section of the CECH Library and are also available through several commercial examination preparation companies, including the [National Board for Certified Counselors](#). An examination preparation workshop is offered through the program each fall.

Those who pass successfully will be eligible to become Nationally Certified Counselors (NCCs) and meet the examination criteria for licensure as a Licensed Professional Counselor (LPC) in Ohio and comparable credentials in many other states.

Post-Internship and Post-Graduation Clinical Supervision

According to State of Ohio licensure law, one may provide counseling services to clients if (a) one has obtained a license to practice counseling, or (b) one is enrolled in a counseling internship. Individuals who have graduated with a master's degree in counseling but have not yet obtained their Licensed Professional Counselor (LPC) license or who have completed the clinical instruction sequence required within their programs must either discontinue their clinical work or enroll for additional internship credit.

To help students and program graduates continue to engage in clinical work within the constraints of the law and to offer additional training experiences, the Counseling Program will allow current students to enroll for additional internship credit and will grant "guest status" in our internship to graduates of our academic programs.

Students and graduates who want to use this option to continue clinical practice until licensure is granted should request permission to enroll in CNSL-7060 Internship for 1 credit hour. Individuals given permission to enroll under this plan will be required to complete all internship related enrollment paperwork and meet all internship requirements (including attending weekly supervision) and any other forms or products deemed necessary by the internship professor.

Graduation Application for M.A. and M.Ed.

Upon meeting all requirements for the M.A. and M.Ed. degrees, **students must apply for graduation online** through the [Registrar Graduation site](#). Deadlines for graduation are strictly adhered to by the Graduate College. Students are required to be aware of these dates which are posted on the Graduate College and Registrar's website. **It is the student's responsibility to apply online for graduation before the deadline posted for the semester in which they plan to graduate.**

Before the program can certify that a student can graduate, the student must meet the following requirements:

- The student must earn satisfactory grades for all courses required in the pertaining program.
- The student must satisfactorily complete the required comprehensive examination.
- The students must satisfactorily complete their specialty exam, meeting requirements of their respective counseling program track.
- The student must satisfactorily complete all applicable College and program requirements specific to the student's program of study.
- The student must maintain active student status; meaning the student must register for at least one graduate credit in their program in an academic year, after having met minimum degree course/candidacy requirements.
- All grades of NG, I, UP, SP must be satisfactorily resolved to ensure on time graduation.

If students have any outstanding issues in their graduation application progress report, they should work with their advisor to resolve these issues prior to graduation.

Switching Between Programs (M.A. / M.Ed.)

From time to time, a student enrolled in one of our two master's degree programs may wish to switch to the other program. To change from one degree program to another, a student must meet with both program track coordinators to receive approval and discuss a plan with their advisor. If approved, the student may be required to complete a new application by the Graduate College. A student cannot graduate from a program different from the one to which they are officially accepted and in which university records show the student to be matriculated. For further information, go to the [Graduate College](#) website.

Students wishing to switch master's programs, Mental Health Counseling to School Counseling or vice versa, must make a formal request to the Program Coordinator by the fourth week of the first semester in their course of study to avoid delays in program completion. There may be financial penalties due to switching coursework after drop/add deadlines (see University Registrar for deadlines and costs). Students who change after this date may be delayed by a year to follow course sequencing.

Documenting Your Work

As you prepare to graduate from the Counseling Program, you should make sure you have documentation of your work as a graduate student and as a counselor trainee. These forms may be required by the licensing boards in this state and other states you may seek licensure from in the future.

Academic Work:

- A copy of your transcript and/or degree progress audit
- A copy of your notification of passing the comprehensive examination and specialty exams
- A copy of your learning contract for every independent study course you completed
- A copy of any individual professional development plans you were required to complete because of deficiencies in academic knowledge, skill, or disposition
- A copy of your syllabus from each course completed

Clinical Work:

Documentation for clinical courses:

- For Field Practicum (CNSL 7050)
 - A copy of your site description form (Appendix F)
 - A copy of your service hour log showing 100 clock hours (with at least 40 hours of direct client contact) for CNSL 7050 (Appendix F)
 - A copy of your field practicum campus supervisor's and site supervisor's evaluation of your work for Internship (CCSR Evaluation)
- For Internship (CNSL 7060)
 - A copy of your site description form(s) (Appendix F)
 - A copy of your service hour log(s) showing 600 clock hours (with at least 240 hours of directly client contact) for CNSL7060 (Appendix F)
 - A copy of your internship site supervisor evaluation of your work (CCSR Evaluation)
 - A copy of any individual Professional Development Plans (Appendix D) you were required to complete because of deficiencies in clinical knowledge, skill, or attitude

Credentialing / Endorsement Policy

Because credentialing is necessary for program graduates to practice the profession of counseling, it is important that each student be aware of the credentialing process. The Counseling Program has adopted specific policies regarding endorsement for credentialing. A brief review of counselor licensure and school counselor certification is presented below accompanied by a statement of the program endorsement policy.

The Counseling Program faculty will endorse a student for only those professional certifications, licenses, and placements for which the student has been adequately trained. Endorsement will be given only on the basis of evidence of demonstrated proficiency in the vocational and/or credentialing area for which endorsement is sought. A student requesting endorsement for a professional credential or placement must have completed a substantial portion of their graduate program in the Counseling Program at the University of Cincinnati including all relevant supervised practicum and internship experiences.

Within-Program Monitoring: Student completion of courses and experiences required for endorsement will be monitored in several ways. Each student must complete a program plan during the early stages of training. This program plan is keyed to the degree and major sought. Graduation checkout is conducted with reference to the program plan. In addition, faculty check class lists each term to determine whether each student is registered under the proper major code. Yearly, listings of transcripts for all students are reviewed to ensure that each student is taking classes consistent with their program plan and is not in violation of program academic performance standards.

Endorsement by the Counseling Program for Professional Counselor Licensure: By Ohio state law, all individuals who wish to call themselves counselors and practice counseling independently must be licensed. Holders of a CACREP Clinical Mental Health Counseling degree, passing all courses with a minimum of a B- and who have also passed their National Counselor Examination may qualify for licensure as a Licensed Professional Counselor (LPC) in the State of Ohio. As noted earlier, holders of the LPC license who satisfy supervised work experience and examination requirements may be granted the LPCC license. Guidelines for licensure will be discussed in various classes during your program.

The individual student is responsible for obtaining copies of the counselor licensing law and license board regulations governing licensure in Ohio and/or licensure in any other state in which the student wishes to practice, and for understanding and following their contents.

A variety of instructions related to counselor licensure in Ohio are readily available on the [Counselor, Social Worker, and Marriage and Family Therapist Board's website](#). To prepare for application for licensure after graduation, we strongly recommend that each student assemble a file containing all course syllabi, independent study or readings contracts, field placement activity logs, names and addresses/ contact information for field placement supervisors, program descriptions, and course catalogs. Questions about individual qualifications or applications of the law should be addressed to:

State of Ohio Counselor, Social Worker, and Marriage and Family Therapy Board
77 South High Street
24th Floor, Room 2468
Columbus, Ohio 43215-6171
Tel: (614) 466-0912 Fax: (614) 728-7790
<http://www.cswmft.ohio.gov>

Graduates from the Mental Health Counseling Program will have completed the necessary academic requirements for licensure as a Licensed Professional Counselor. The licensure applicant would also need to pass the entry level licensure examination (NCE) prior to being granted a license by the Board. Under Ohio law, to qualify for independent licensure as a Licensed Professional Clinical Counselor, the individual must meet additional requirements for post-master's degree supervised experience and must pass the clinical counselor licensing examination (National Clinical Mental Health Counseling Examination [NCMHCE]).

Endorsement for the School Counselor License: As students are completing the training to become a school counselor, they will need to create their OH | ID account. The [Licensure Application Information](#) page via our college outlines in detail the steps needed to become licensed via the Ohio Department of Education. A college representative will communicate your satisfaction in meeting with these requirements to the Ohio Department of Education should you apply for Ohio licensure. This communication may need to be requested if you apply more than 30-days from graduation.

The individual student is responsible for obtaining copies of the counselor licensing law and license board regulations governing licensure in Ohio and/or licensure in any other state in which the student wishes to practice, and for understanding and following their contents.

Under the requirements of the Ohio Department of Education, the Professional Pupil Services License shall be issued to an individual deemed to be of “good moral character who (a) successfully completes an approved program of preparation and (b) who is recommended by the dean or the head of teacher education, (c) who has completed an examination prescribed by the State Board of Education”, and (d) who has a master’s degree. The Counseling Program policy for endorsement for the Professional Pupil Services License is as follows:

- A person who holds a master’s degree in school counseling from a CACREP accredited program can receive the Counseling Program endorsement without any additional coursework.
- A person who holds a master’s degree in School Counseling, Community Counseling, Mental Health Counseling, or a doctorate in Counselor Education, must have their transcripts evaluated for equivalency to the University of Cincinnati M.Ed. program in School Counseling. Additional coursework to satisfy deficiencies must be completed in order to receive endorsement of the Counseling Program.
- A person who holds a master’s degree in other disciplines must be admitted to and must complete M.Ed. program in School Counseling.

School counseling students planning to work in Ohio following graduation will need to sit for the Ohio Assessment for Educators (OAE #040) examination for licensure. Students are encouraged to take the OAE in December of their second year if graduating in the proceeding spring semester. The examination is administered at various locations in the greater Cincinnati area. For more information about the OAE students are encouraged to visit [Ohio Assessments for Educators](#) main website. The registration materials and a schedule of test administration dates, published in *NTE Programs: Bulletin of Information*, is available through the Student Services Center in the College.

For further information, contact:

Ohio Department of Education
[Office of Educator Licensure](#)
 25 South Front Street
 Columbus, Ohio 43215-4183
 614-466-3593, <http://www.ode.state.oh.us>

UNIVERSITY RULES AND REQUIREMENTS

Students are expected to adhere to all University rules. Pertinent requirements are highlighted here.

Grading Practices

The Counseling Program uses the grading practices specified in the University of Cincinnati Graduate School [Graduate Handbook](#).

Full-time/Part-time Enrollment

All students receiving a University Graduate Scholarship (GS) or a Graduate Assistantship (GA) must qualify as full-time graduate students during the period covered by the award. Full-time students must complete 12 graduate semester credit hours (exclusive of courses taken as audit courses) per term to receive this financial support. Students do not have to register for summer semester courses to maintain their status. Students taking courses for audit or to satisfy undergraduate deficiencies must still take 12 graduate credit hours.

Procedures for Registration

A student who has applied to and been admitted by the Graduate School registers each term by obtaining, completing and processing registration materials and promptly making full payment when billed. A student may *not* attend classes until registration is completed. Registering involves the use of your student login and password to the university's on-line registration site (<http://onestop.uc.edu>). The full listing of available courses is included online as part of the registration process.

To assist the student in planning and scheduling, the Counseling Program website lists classes being offered in the Counseling Program. **Be Forewarned:** (a) courses are *not* likely to be offered in terms other than those specifically noted in the bi-yearly Course Schedule, (b) some courses are offered only in alternate years. It is important that the student plan coursework with their advisor according to these course contingencies. Certain sets of courses must be taken in sequence.

Changes in course scheduling are typically announced through the Counseling Program LISTSERV (**ED-COUNSEL-L@LISTSERV.UC.EDU**), in classes, and on the Canvas website.

Registration Change Procedure

Once a student has completed registration, the official record can be changed only with a registration change form (Drop/Add Form). The Drop/Add form can be obtained from the School Offices (Suite 450, Teachers Dyer Complex) and UC One Stop. Students should consult the [Registrar's Website](#) and the UC [One Stop Center](#) for current information about add/drop deadline and refund policies and procedures.

Audit Regulations

The audit option is intended for cases in which coursework is desired or advised but in which a grade is deemed unnecessary by the student in consultation with the student's program advisor. Admissions and conditions for participation in audit courses are at the discretion of the instructor, who is not obligated to accept a student for audit. Audited courses cannot be used to satisfy any graduate degree course requirements. Audited courses cannot be charged to a Graduate Incentive Award (GIA) unless 12 graduate credits are taken that same semester (and if the total is less than 19 total credits). Further, no more than one audit course may be charged to a GIA in any academic period.

Unapproved or Inappropriate Courses (GS)

Unless approved by their program advisor, a student may not charge courses unrelated to their graduate program to a GS. Students doing so are at risk of having their GS withdrawn and may be placed on probation.

Withdrawals

During the term, a student may choose to withdraw from a course for various reasons. It is important that you discuss this with your advisor and consult with the U.C. Registrar prior to withdrawing as there are penalties and deadlines to be considered. Students requiring a withdrawal should consult the [Office of the Registrar](#) to confirm the correct policies and procedures:

Note: In addition, withdrawals may impact a student's financial aid status and should be considered carefully with the student's advisor in consultation with [Enrollment Services](#) to determine the impact of the withdrawal on graduation and other academic issues.

Graduate Credits and Grading Practices

Change-of-Grade Policy

Incomplete work on a non-research course, given a grade of I, must be completed by the deadline established by the instructor, which may not exceed one calendar year. Failure to complete the work within the set time limit results in automatic assignment of a failing grade. Grade changes are made by the faculty member of record through an electronic grade management website.

Active Standing and Leaves of Absence

Active Standing

Students must register for at least one credit per academic year to maintain active student status. This credit must contribute to the degree requirements as determined by the Counseling Program. Students who register in the Fall will maintain graduate student status through the entire academic year, through the summer term.

Leaves of Absence

Because counselor training is sequential, any breaks in study are disruptive. Under special circumstances, graduate students may apply for leave of absence from the University for a specific period up to one year. Assuming appropriate documentation is provided, the circumstances justifying a leave include but are not limited to personal or family medical conditions, call to active military duty, maternity leave, or death in immediate family. The rationale must be documented by the applicant.

An approved leave of absence preserves the student's status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Registration is not required during the leave period. A leave may be renewed for up to one additional year if the student applies for a leave extension at least four months prior to the end of his or her initial leave. Renewal of a leave is subject to the approval of the program, college, and the Graduate School. ***In no case may any student be granted leave for more than two years.***

Students are encouraged to work closely with their advisor and the Program Coordinator throughout this process. Upon return to the Program, the student's status will be the same as when he/she started the leave. Students should be aware that any change in progress with their cohort may affect subsequent decisions such as availability of funding for scholarships/assistantships, such as a Graduate Assistantship or a Graduate Incentive Award, they may have had at the time of their leave. Please consult the [Graduate Student Handbook](#) for further details regarding leave of absence, reinstatement and readmission policies.

Reinstatements

Students who have not been registered for at least one graduate credit hour at UC that contributes to degree requirements (as determined by the graduate program) in an academic year are considered inactive and are no longer considered UC students. To regain active student status, students may petition the Associate Dean of the Graduate School, through their program, for reinstatement. Additionally, students will need to apply for reinstatement and pay reinstatement fees to continue the degree. Reinstatements are available to students who have been inactive for ***up to three years***. Students who have not been enrolled for any credits in their graduate program for a period longer than three consecutive years are not eligible for reinstatement and must apply for readmission to the University.

Readmission

A student who has not been granted a leave of absence and who fails to register for coursework for a period of three years will be dropped from the program and cannot petition for reinstatement. In this case, the student must reapply through the normal admissions process to seek readmission to the program. Readmission is not guaranteed and will be subject to faculty review. Readmission does not change the student's original entry date. Time to degree will be calculated from date of first entry. Further information about the readmission process may be found on the [Graduate School Policy Forms/Petitions page](#).

Time-to-Degree Requirements

University policy specifies total time-to-degree limits. The University limit is 5 years for the master's degree.

Student Records

As a student at the University of Cincinnati, your records are protected by the Family Education Rights and Privacy Act of 1974 (FERPA). As such, you have the right to access your information, much of which is available through means such as a degree audit or other digital records that faculty will share with you while a student at UC. Should you wish to review other records not readily available or update your FERPA Preferences, you may do so through the [University Office of the Registrar](#).

Grievance Procedures and Other Complaint Procedures

Grievance on the part of any student will be processed as described in the *University of Cincinnati Graduate Handbook* and [Graduate Student Grievance Procedures](#). This includes but is not necessarily limited to grievances pertaining to probation, dismissal from a graduate program, or improper handling of financial aid. Allegations of discrimination will be handled according to the University of Cincinnati Discrimination Policy administered by the [Office of Equal Opportunity and Access](#) (513-556-5503). Allegations of sexual harassment, including sexual violence and retaliation, will be handled according to the University of Cincinnati Institutional Policy on Sexual Harassment administered by the [Office of Equal Opportunity and Access Title IX Coordinator](#) (513-556-3349). Students are encouraged to consult with the University [Ombuds Office](#) regarding procedures.

FINANCIAL ASSISTANCE

The Counseling Program actively assists as many students as possible in obtaining financial assistance. The Counseling Program offers two kinds of financial aid, (a) partnered assistantships (GA, Graduate Assistantships), and (b) scholarships (GIA). Financial aid decisions are made by the Program Coordinator subject to review by the Counseling Faculty. Applications for financial aid should be made at the time of application to the program and may be re-initiated yearly thereafter.

An applicant for financial aid must confirm their acceptance of the award offered within 30 days of the date of the award letter. If acceptance of the award is not confirmed within this period of time, the offer is automatically withdrawn unless a specified extension has been granted by the Program Coordinator and approved by the School Director.

Graduate Assistantships (GA)

A limited number of graduate assistantships are available to counseling students through the Counseling Program (normally five assistantships). Full-time advanced masters and doctoral students in good academic standing may qualify for a graduate assistantship in the Counseling Program, though priority is given to doctoral students. An assistantship is awarded for an academic year and is ordinarily not renewable. Students receiving a program assistantship are expected to participate in research, teaching, supervision of master's practicum and/or internship students; to perform program related tasks; and to assist faculty with other scholarly activities. A graduate assistantship carries a Graduate Assistant Scholarship plus a stipend. University funds for assistantships are severely limited. In addition to the program Graduate Assistantships described above, several Graduate Assistantships are available within various University agencies and offices. Typically, Counseling students can obtain positions which carry support similar to those described for the program-level Graduate Assistantships but carry tuition support from the counseling program. Four such tuition support-only assistantships are available to master's students per year, are awarded on a first-come-first-serve basis and are renewed yearly, depending on budget availability.

Graduate Scholarships

Scholarships

Graduate Scholarship awards shall be awarded based on merit as judged by the faculty holding the responsibility for making decisions regarding these awards. The awarding of Graduate Scholarships (GS) shall be by the Director of the School of Human Services and Graduate Programs Director for SHS in a letter which outlines the conditions of the award.

All awards are for a period of 1 academic year (Fall and Spring Semesters) or for 1 summer term. The award will pay partial tuition costs for 12-18 graduate credit hours each semester (graduate academic credit only). Students are encouraged to register for at least 15 credit hours each term, but must register for at least 12 credit hours. Only graduate credit hours count toward this requirement. Registration for more than 18 credit hours will require the student to pay for those hours in excess of 18. A student's eligibility to be awarded a GS is limited to no more than 2 years. GSs will not be awarded to students who have accumulated 174 or more graduate credit hours.

A Graduate Scholarship will not cover the general fees unless specifically indicated in the award letter. In addition, students receiving Graduate Assistantships are not eligible for Graduate Scholarships.

An applicant for financial aid must confirm their acceptance of the award offered within 30 days of the date of the award letter. If acceptance of the award is not confirmed within this period of time, the offer is automatically withdrawn unless a specified extension has been granted by the Program Coordinator and approved by the School Director.

Termination of Award

Termination of the award may be initiated by the financial aid recipient, the School Director, or the Dean of the Graduate School.

Award recipients wishing to terminate the award prior to the expiration date must notify the School Director and Counseling Graduate Program Coordinator in writing. Except in emergency situations, such early terminations should occur only at the end of an academic semester.

If termination during an academic semester results from self-initiated action by the award recipient for other than medical reasons, they may be required to repay tuition costs for that term.

Termination also may be based on unsatisfactory academic performance (including unsatisfactory progress in the degree or certification program of study), or academic dishonesty. Immediate termination also may result if the award recipient fails to maintain full-time student status (a minimum of 12 graduate credit hours each term). Termination based on unsatisfactory academic performance will become effective at the end of the academic term during which the termination decision is made.

Termination based on academic dishonesty may become effective prior to the end of the academic term.

Procedures for appeal and possible redress of grievances pertaining to Graduate Incentive Awards are set forth in [Graduate Student Grievance Procedures](#).

Graduate Assistantship Policies

Policies, procedures, rights and responsibilities pertaining to graduate assistantships in the School of Human Services are based upon the [Graduate Handbook](#) and interpreted or clarified in this document. All faculty, staff and graduate assistants should familiarize themselves with both this document and the *Graduate Handbook*.

Appointments and Reappointments

- A. All graduate assistant appointments or reappointments are for a period of one academic year (nine months) beginning August 15 and terminating with the fulfillment of normal academic responsibilities (examinations and the submission of grades) for the Spring term, typically by May 15. Graduate Assistant appointments are limited to a maximum of two years. Graduate Assistantships will not be awarded to students who have accumulated 174 or more hours.
- B. Program applications serve as graduate assistantship applications and should be submitted to the School of Human Services by December 1 of the preceding year. The application will include a current vita, three letters of recommendation, and a statement of professional goals.
- C. Appointments will be made by the School Director upon the recommendation of the Program Coordinator for the appropriate program by April 15, when possible.
- D. An applicant must confirm in writing their acceptance of the award offered within 30 days of the date of the award letter. If acceptance of the award is not confirmed within this period of time, the offer will be withdrawn unless a specified extension has been granted by the Program Coordinator.
- E. Appointment decisions will be based upon the anticipated ability of the applicant (1) to meet the programmatic needs associated with the specified position and (2) to gain professionally as an individual from the assistantship experience. Such decisions shall be based upon the qualifications of the applicants and not upon the programs in which they are enrolled.
- F. Reappointment decisions will also be based upon an evaluation of the applicant's prior work-related performance as a graduate assistant. Procedures for conducting such evaluations will be determined by the programs which administratively house the assistantships.

Job Descriptions

- A. Descriptions of the responsibilities associated with each assistantship have been developed by the respective programs. Desirable or required qualifications for each assistantship are included in or based on those job descriptions.
- B. Graduate assistant responsibilities will be based on an average of 20 hours of work-related activities per week. Although assigned work may vary at times during the year, 20 hours will be the maximum average demand for all GAs.
- C. Although a graduate assistant may be assigned to and/or supervised by individual faculty, the student will report directly to the Counseling Graduate Programs Coordinator. All requests for work must be approved at the Program level by the Program Coordinator.

Termination during Period of Appointment

- A. Termination may be initiated by the Graduate Assistant, School Director, or Assistant Vice President for Research and Advanced Studies.
- B. Graduate assistants wishing to terminate their appointments prior to the established termination date must inform the School Director and Counseling Program Coordinator in writing 30 days prior to the proposed termination date. Except in emergency situations, such early termination should not occur except at the end of an academic term.
- C. If termination during an academic term results from self-initiated action by the graduate assistant for other than medical reasons, the student may be required to repay tuition for that term.
- D. Termination may be based on unsatisfactory academic performance (including unsatisfactory progress in the degree or certification program of study), unsatisfactory performance of assigned work-related responsibilities, or academic dishonesty. Termination will also result if the graduate assistant fails to maintain full-time student status (minimum of 12 graduate credit hours each term).
- E. Termination based on unsatisfactory academic performance or unsatisfactory performance of work-related responsibilities will become effective at the end of the academic term during which the termination decision is made unless the situation is judged by the School Director and the Dean of the Graduate School to be seriously averse to the academic program to which the GA is assigned.
- F. Termination based on academic dishonesty may become effective prior to the end of an academic semester. In such cases, compensation to the graduate assistant shall also terminate on the date of the appointment termination.
- G. In emergency situations where a graduate assistant is unable to continue meeting their assigned responsibilities, termination will not be effective until the end of the academic term. In such cases, compensation to the graduate assistant will continue until the end of the term. Furthermore, in such cases, the graduate assistant's inability to continue meeting their assigned responsibilities will not in itself adversely influence decisions regarding reappointment. Such decisions will be based upon the criteria and in accordance with the procedures regarding all reappointment decisions.
- H. Except as noted above, all termination procedures will be in accordance with the guidelines set forth in the *Graduate Handbook*.

GA Rights, Responsibilities and Grievance Procedures

- A. Additional rights and responsibilities of graduate assistants are outlined in the [Graduate Handbook](#).
- B. Procedures for appeal and possible redress of grievances arising out of a graduate assistant's academic relationship with the School, College, or University are set forth in [Graduate Student Grievance Procedures](#).

Course load

- A. The normal academic load for graduate assistants is a minimum of 12 graduate term hours each term. A maximum of 3 additional term hours of credit may be taken upon the specific approval of the Counseling Program Coordinator and the student's advisor.

Additional Resources for Securing Financial Aid

The [University Financial Aid Office](#) (513-556-9900) can provide additional information and assistance.

MODIFICATION OF HANDBOOK

Please note that this handbook is subject to modification with approval from the Counseling Program Coordinator, Counseling Program faculty, and Director of the School of Human Services.

APPENDICES

APPENDIX A: Master's Degree Program Curricula

Master's Degree in Counseling Program Plan (M.A. and M.Ed.)

	M.A. in Mental Health Counseling	M.Ed. in School Counseling
Year 1 Fall	18-CNSL-7021 Counseling Techniques* 3 18-CNSL-7023 Counseling Theories 3 18-CNSL-7025 Group Work in Eco. Counseling: Theory Res. and Process* 3 18-CNSL-8030 Introduction to Clinical Mental Health Counseling 3	18-CNSL-7021 Counseling Techniques* 3 18-CNSL-7023 Counseling Theories 3 18-CNSL-7025 Group Work in Eco. Counseling: Theory Res. and Process* 3 18-CNSL-8010 Intro to Prof. School Counseling 3
Year 1 Spring	18-CNSL-7001 Legal, Ethical, & Professional Issues in Counseling 3 18-CNSL-7005 Multicultural Counseling 3 18-CNSL-7050 Field Practicum in Counseling (P) 3 18-CNSL-8038 Diagnosis and Abnormal Behavior in Counseling from an Ecological Perspective 3	18-CNSL-7001 Legal, Ethical, & Professional Issues in Counseling 3 18-CNSL-7005 Multicultural Counseling 3 18-CNSL-7050 Field Practicum in Counseling (P) 3 18-CNSL-8014 Counseling with Children & Adolescents 3
Year 1 Summer	18-CNSL-7008 Res. & Program Evaluation in Eco. Counseling 3 18-CNSL-7011 Ecological Counseling across Lifespan 3 18-CNSL-7031 Assessment in Counseling (P) 3 18-CNSL-7060 Master's Intern. in Counseling (P) 3	18-CNSL-7008 Res. & Program Evaluation in Eco. Counseling 3 18-CNSL-7011 Ecological Counseling across Lifespan 3 18-CNSL-7031 Assessment in Counseling (P) 3 18-CNSL-8013 Post-Secondary Planning & College Advising 3
Year 2 Fall	18-CNSL-7015 Career Dev. Counseling 3 18-CNSL-7060 Master's Intern. in Counseling (P) 3 18-CNSL-8061 Pharmacology for Helping Professionals 3 18-CNSL-XXXX Elective 3	18-CNSL-7015 Career Dev. Counseling 3 18-CNSL-7060 Master's Intern. in Counseling (P) 3 18-CNSL-8012 Leadership in SCH (P) 3 18-CNSL-XXXX Elective 3
Year 2 Spring	18-EDST-8034 Psychometrics in Measurement and Assessment(P) 3 18-CNSL-8046 Chemical Dependency Counseling 3 18-CNSL-8048 Ecological Counseling for Couples & Families 3 18-CNSL-XXXX Elective 3	18-CNSL-7060 Master's Intern. in Counseling (P) 3 18-CNSL-8016 Counseling Special Needs Children 3 18-CNSL-8048 Ecological Counseling for Couples & Families 3 18-CNSL-XXXX Elective 3
Total	60	60
Notes	Mental Health Counseling Internship Internships must be completed in a mental health counseling setting with supervision by an independently licensed mental health counselor with authority to supervise (LPCC-S) School Counseling Internship Internships must be completed in a K-12 school counseling setting with supervision by a licensed school counselor Exit & Comprehensive Exams Mental Health and School Counseling students must pass the CPCE and complete a specialty exam (Mental Health) prior to graduation. School students must successfully pass the OAE prior to graduation. (P) Prerequisites Classes marked with a (P) indicate that prerequisites must be taken prior to enrolling in this course. Taking courses out of sequence may jeopardize your ability to graduate on time. Courses marked by an asterisk (*) may only be taken by Counseling Program students or by permission from the Field Service Coordinator.	

Sample of Individual Advising Plan for Part-Time Masters Students [†]				
M.A. in Mental Health Counseling			M.Ed. in School Counseling	
Year 1 Fall	18-CNSL-7023 Counseling Theories	3	18-CNSL-7023 Counseling Theories	3
	18-CNSL-8030 Introduction to Clinical Mental Health Counseling	3	18-CNSL-8010 Intro to Prof. School Counseling	3
Year 1 Spring	18-CNSL-7001 Legal, Ethical, & Professional Issues in Counseling	3	18-CNSL-7001 Legal, Ethical, & Professional Issues in Counseling	3
	18-CNSL-7005 Multicultural Counseling	3	18-CNSL-7005 Multicultural Counseling	3
Year 1 Summer	18-CNSL-7008 Res. & Program Evaluation in Eco. Counseling	3	18-CNSL-7008 Res. & Program Evaluation in Eco. Counseling	3
	18-CNSL-7031 Assessment in Counseling (P)	3	18-CNSL-7031 Assessment in Counseling (P)	3
Year 2 Fall	18-CNSL-7021 Counseling Techniques	3	18-CNSL-7021 Counseling Techniques	3
	18-CNSL-7025 Group Work in Eco. Counseling: Theory Res. and Process*	3	18-CNSL-7025 Group Work in Eco. Counseling: Theory Res. and Process*	3
Year 2 Spring	18 CNSL 8038 Diagnosis and Abnormal Behavior in Counseling from an Ecological Perspective	3	18-CNSL-8048 Ecological Counseling for Couples & Families	3
	18-EDST-8034 Psychometrics of Measurement and Assessment (P)	3	18-CNSL-8014 Counseling with Children & Adolescents	3
Year 2 Summer	18-CNSL-7011 Ecological Counseling across Lifespan	3	18-CNSL-7011 Eco Counseling across Lifespan	3
			18-CNSL 8013 Post-Secondary Planning and College Advising	3
Year 3 Fall	18-CNSL-7015 Career Dev. Counseling	3	18-CNSL-7015 Career Dev. Counseling	3
	18-CNSL 8061 Pharmacology for Helping Professionals	3	18-CNSL-8012 Leadership in SCH (P)	3
Year 3 Spring	18-CNSL-7050 Field Practicum in Counseling* (P)	3	18-CNSL-7050 Field Practicum in Counseling* (P)	3
	18-CNSL-8048 Ecological Counseling for Couples & Families	3	18-CNSL-8016 Counseling Special Needs Children	3
Year 3 Summer	18-CNSL-7060 Masters Intern. in Counseling* (P)	3		
Year 4 Fall	18-CNSL-7060 Master Intern. in Counseling* (P)	3	18-CNSL-7060 Master Intern. in Counseling* (P)	3
	18-CNSL-XXXX Elective	3	18-CNSL-XXXX Elective	3
Year 4 Spring	18-CNSL-8046 Chemical Dependency Counseling	3	18-CNSL-7060 Master Intern. in Counseling* (P)	3
	18-CNSL-XXXX Elective	3	18-CNSL-XXXX Elective	3

[†] Note that course schedules are subject to change and cannot be guaranteed for part-time students. Students should consult with their advisor to adjust the program plan upon schedule changes.

(P) Prerequisites. Classes marked with a (P) indicate that prerequisites must be taken prior to enrolling in this course. Taking courses out of sequence may jeopardize your ability to graduate on time. Courses marked by an asterisk (*) may only be taken by Counseling Program students or by permission from the Field Service Coordinator.

Sample of Individual Advising Plan for Dual Track Masters Students [†]				
M.A. in Mental Health Counseling (Primary)			M.Ed. in School Counseling (Primary)	
Year 1 Fall	18-CNSL-7023 Counseling Theories	3	18-CNSL-7023 Counseling Theories	3
	18-CNSL-8030 Intro to Clinical MH Counseling	3	18-CNSL-8010 Intro to Prof. School Counseling	3
	18-CNSL-7021 Counseling Techniques	3	18-CNSL-7021 Counseling Techniques	3
	18-CNSL-7025 Group Work in Eco. Counseling: Theory Res. and Process*	3	18-CNSL-7025 Group Work in Eco. Counseling: Theory Res. and Process*	3
Year 1 Spring	18-CNSL-7001 Legal, Ethical, & Professional Issues in Counseling	3	18-CNSL-7001 Legal, Ethical, & Professional Issues in Counseling	3
	18-CNSL-7005 Multicultural Counseling	3	18-CNSL-7005 Multicultural Counseling	3
	18-CNSL-8038 Diagnosis and Abnormal Behavior in Counseling from an Ecological Perspective	3	18-CNSL-8014 Counseling with Children & Adolescents	3
	18-CNSL-7050 Field Practicum in Counseling* (P)	3	18-CNSL-7050 Field Practicum in Counseling* (P)	3
Year 1 Summer	18-CNSL-7008 Res. & Program Evaluation in Eco. Counseling	3	18-CNSL-7008 Res. & Program Evaluation in Eco. Counseling	3
	18-CNSL-7031 Assessment in Counseling (P)	3	18-CNSL-7031 Assessment in Counseling (P)	3
	18-CNSL-7011 Ecological Counseling across Lifespan	3	18-CNSL-7011 Ecological Counseling across Lifespan	3
	18-CNSL-7060 Masters Intern. in Counseling* (P)	3	18-CNSL-8013 Post-Secondary Planning and College	3
Year 2 Fall	18-CNSL-7015 Career Dev. Counseling	3	18-CNSL-7015 Career Dev. Counseling	3
	18-CNSL-7060 Master's Intern. in Counseling (P)	3	18-CNSL-7060 Master's Intern. in Counseling (P)	3
	18-CNSL-8061 Pharmacology for Helping Prof	3	18-CNSL-8012 Leadership in SCH (P)	3
	18-CNSL-8010 Intro to Prof. School Counseling	3	18-CNSL-8030 Intro to Clinical MH Counseling	3
Year 2 Spring	18-EDST-8034 Psychometrics in Measurement and Assessment (P)	3	18-CNSL-7060 Master's Intern. in Counseling (P)	3
	18-CNSL-8046 Chemical Dependency Counseling	3	18-CNSL-8016 Counseling Special Needs Children	3
	18-CNSL-8048 Eco Couns for Couples & Families	3	18-CNSL-8048 Eco Counseling for Couples & Fam	3
	18-CNSL-8014 Counseling with Children & Adolescents	3	18-CNSL-8038 Diagnosis and Abnormal Behavior in Counseling from an Ecological Perspective	3
Spring 2	CPCE & MHC Specialty Exam		CPCE & OAE	
Year 2 Summer	18-CNSL-8013 Post-Secondary Planning and College	3	18-CNSL-7060 Masters Intern. in Counseling* (P)	3
Year 3 Fall	18-CNSL-8012 Leadership in SCH (P)	3	18-CNSL-8061 Pharmacology for Helping Prof	3
	18-CNSL-7060 Masters Intern. in Counseling* (P)	3	18-CNSL-7060 Masters Intern. in Counseling* (P)	3
Year 3 Spring	18-CNSL-7060 Masters Intern. in Counseling* (P)	3	18-EDST-8034 Psychometrics in Measure & Assess (P)	3
	18-CNSL-8016 Counseling Special Needs Children	3	18-CNSL-8046 Chemical Dependency Counseling	3
Spring 3	OAE		MHC Specialty Exam	

[†] Note that course schedules are subject to change and cannot be guaranteed for part-time students. Students should consult with their advisor to adjust the program plan upon schedule changes.

(P) Prerequisites. Classes marked with a (P) indicate that prerequisites must be taken prior to enrolling in this course. Taking courses out of sequence may jeopardize your ability to graduate on time. Courses marked by an asterisk (*) may only be taken by Counseling Program students or by permission from the Field Service Coordinator.

APPENDIX B: Individual Student Program Plan Templates

Student Name _____

Last

First

Advising Sheet for master's degree in Mental Health Counseling Program (M.A.)

	M.A. in Mental Health Counseling	Semester to be Taken
Year 1 Fall	18-CNSL-7021 Cnslg Techniques 3	
	18-CNSL-7023 Cnslg Theories 3	
	18-CNSL-7025 Group Work in Eco. Cnslg: Theory Res. and Process 3	
	18-CNSL-8030 Introduction to Clinical Mental Health Counseling 3	
Year 1 Spring	18-CNSL-7001 Legal, Eth, & Prof Issues in Cnslg 3	
	18-CNSL-7005 Multicultural Cnslg 3	
	18-CNSL-7050 Field Practicum in Cnslg (P) 3	
	18-CNSL-8038 Diagnosis and Abnormal Behavior in Counseling from an Ecological Perspective 3	
Year 1 Summer	18-CNSL-7008 Res. & Program Evaluation in Eco. Cnslg 3	
	18-CNSL-7011 Ecological Cnslg across Lifespan 3	
	18-CNSL-7031 Assessment in Cnslg (P) 3	
	18-CNSL-7060 Masters Internship in Cnslg (P) 3	
Year 2 Fall	18-CNSL-7015 Career Dev. Cnslg 3	
	18-CNSL-7060 Masters Internship in Cnslg (P) 3	
	18-CNSL-8061 Pharmacology for Helping Professionals 3	
	18-CNSL-XXXX Elective 3	
Year 2 Spring	18-EDST-8034 Psych Measure & Assmnt (P) 3	
	18-CNSL-8046 Chemical Dependency Cnslg 3	
	18-CNSL-8048 Ecological Cnslg for Couples & Families 3	
	18-CNSL-XXXX Elective 3	
Total	60	
Notes	Mental Health Counseling Internship: The Practicum and Internships must be completed in a Mental Health Counseling setting under the supervision of a licensed clinical mental health counselor. Attendance at the Practicum/Internship Career Fair is strongly encouraged.	Specialization: Development of a specialization can involve any of the following: electives, research activity, professional development workshops, conference attendance, a master's thesis, and/or focused coursework.
	Exit & Comprehensive Exam Mental Health students must pass the CPCE and complete the MHC specialty exam prior to graduation.	National Counselor Exam (NCE): Students are strongly encouraged to sit for the NCE prior to graduation.
		(P) Prerequisites. Classes marked with a (P) indicate that prerequisites must be taken prior to enrolling in this course. Taking courses out of sequence may jeopardize your ability to graduate on time.

Student Signature _____

Advisor Signature _____

Date _____

Student Name _____

Last

First

Master's Degree in School Counseling Program Advising Sheet (M.Ed.)

	M.Ed. in School Counseling	Semester to be Taken
Year 1	18-CNSL-7021 Cnslg Techniques 3	
Fall	18-CNSL-7023 Cnslg Theories 3	
	18-CNSL-7025 Group Work in Eco. Cnslg: Theory Res. and Process 3	
	18-CNSL-8010 Intro to Prof Sch Cnslg 3	
Year 1	18-CNSL-7001 Legal, Eth, & Prof Issues in Cnslg 3	
Spring	18-CNSL-7005 Multicultural Cnslg 3	
	18-CNSL-7050 Field Practicum in Cnslg (P) 3	
	18-CNSL-8014 Cnslg with Children & Adolescents 3	
Year 1	18-CNSL-7008 Res. & Program Evaluation in Eco. Cnslg 3	
Summer	18-CNSL-7011 Ecological Cnslg across Lifespan 3	
	18-CNSL-7031 Assessment in Cnslg (P) 3	
	18-CNSL-8013 Post-Secondary Planning and College Advising 3	
Year 2	18-CNSL-7015 Career Dev. Cnslg 3	
Fall	18-CNSL-7060 Masters Internship in Cnslg (P) 3	
	18-CNSL-8012 Leadership in SCH (P) 3	
	18-CNSL-XXXX Elective 3	
Year 2	18-CNSL-7060 Masters Internship in Cnslg (P) 3	
Spring	18-CNSL-8016 Counseling Special Needs Children 3	
	18-CNSL-8048 Ecological Cnslg for Couples & Families 3	
	18-CNSL-XXXX Elective 3	
Total	60	
Notes	School Counseling Internship: The Practicum and Internships must be completed in a K-12 School Counseling setting under the supervision of a licensed school counselor.	Specialization: Development of a specialization can involve any of the following: electives, research activity, professional development workshops, conference attendance, a master's thesis, and/or focused coursework.
	Portfolio & Comprehensive Exam School Counseling students must pass the CPCE and pass the OAE school counselor's exam prior to graduation.	Ohio Assessment for Educators (#40): Students are encouraged to take in December prior to their final spring semester. See School Counselor (040) and www.ode.state.oh.us for more details.
		(P) Prerequisites. Classes marked with a (P) indicate that prerequisites must be taken prior to enrolling in this course. Taking courses out of sequence may jeopardize your ability to graduate on time.

Student Signature _____

Date _____

Adviser Signature _____

Academic Plan, Licensure Considerations

The following are notes for students to consider if they plan to move out of state after graduation, to ensure out-of-state licensure requirements are met prior to graduation. Please circle state student plans to move to (if not listed, ignore this form as no extra work will be required).

Mental Health

- AR: Requires telehealth elective
- AZ: Must earn Ohio licensure first - must complete US & Arizona Constitution coursework (allowed 3 years to complete)
- CA: Required to take California Law and Ethics coursework, *not offered at UC*
- FL: Must complete 8 hr. online *Laws and Rules course* with providers approved by FL board
- HI: 300 hours of direct client service required during internship
- MI: Human Trafficking coursework and Implicit Bias training required (*not offered at UC*)
- MO: Suicide Prevention course required
- NY: Must complete training on the identification and reporting of child abuse
- RI: Must take 12 credit hours of internship (internship III required)
- UT: Cannot complete internship in private practice setting

School

- AK: Ohio licensure required first, then must complete AK history course within 2 years. Additional training required for second level licensure not offered at UC.
- ID: Must complete hours at all K-12 levels – Elementary, Middle, and High School
- IL: Must obtain Ohio license first and then apply for reciprocity
- IN: Course in suicide prevention and obtain CPR training
- KS: Must graduate with 3.25 GPA and must obtain OH licensure first
- MS: Must obtain Ohio licensure first
- MT: Must complete free online course in Indian Education from MDE website
- NE: 12-hour certificate in teacher education *or* active teaching license
- NY: CEs in Child Abuse Identification and School Violence Intervention & Prevention
- ND, OR: Must be licensed in Ohio first
- UT: Complete College and Career Readiness Certificate Program
- VA: 2 years' experience as a teacher *or* 2 years post-licensure experience in school counseling
- WY: Must pass online US & WY Constitution Examination

By signing, I understand that additional work will be required to meet the licensure requirements of the state circled above.

Student Signature: _____

APPENDIX C: Master's Level Counseling Student Performance Review

University of Cincinnati: Counseling Program

Master's Level Counseling Student Performance Review

Professional Dispositions Competency Assessment—Revised (PDCA-R)

Person Being Rated: _____ Rater: _____

Date Range for Observation: _____ (Semester/Year)

Directions: Please rate the individual by determining the rating description that best aligns with the behavior of the individual during the observation date range. Place your score (1, 3, or 5) in the space provided. **The PDCA-RA research was conducted using only ratings of 1, 3, and 5.** However, in practical use the authors have noted that raters will often give a rating of 2 to denote partial agreement with the description of 1 and partial agreement with the description of 3 or a rating of 4 to denote partial agreement with the description of 3 and partial agreement with the description of 5. Adjust your rating for culture if deemed appropriate. For more about the PDCA, please see the following source: Garner, C. M., Freeman, B. J., & Lee, L. (2016). Assessment of student dispositions: The development and psychometric properties of the Professional Disposition Competence Assessment (PDCA). *VISTAS Online*, 52. <http://www.counseling.org/knowledge-center/vistas>

Date Admitted:

Program:

Enrollment ☐ Full-time ☐ Part-time

Advisor:

Rating 1-5: Below (1), Meets (2-3), or Above Expectations (4-5)

- Conscientiousness
- Coping and Self-Care
- Openness
- Cooperativeness
- Moral Reasoning
- Interpersonal Skills
- Self-Awareness
- Emotional Stability
- Ethical Behavior

Faculty Comments:

Student Comments:

Student: Signature _____ **Faculty Advisor: Signature** _____

Date _____

Date _____

Notes. Evaluation filed in student record. Advisor and student keep copies.

Rubric: Above (5) = significantly above average for level of training, Above (4) = above average for level of training, Average (2-3) = on target for level of training, may require minimal improvement or monitoring and Below (1) = below average for level of training, area needs to be addressed/improved.

APPENDIX D: Professional Development Plan Template

University of Cincinnati Counseling Program

Professional Development Plan

(Adapted from Kress, V.E. & Protivnak, J.J. (2009). Professional Development Plans to Remedy Problematic Counseling Student Behaviors. *Counselor Education and Supervision*, 48, 154-166)

Student Name: _____ Date: _____

Section I. Area(s) for Professional Development

It has been noted that _____ (student name) would benefit from professional development to remediate the following professional development issue(s):

(Areas for professional development may include progress towards degree completion, quality of foundational coursework, quality of specialization coursework, quality of clinical skill, quality of scholarly skill, cooperativeness, initiative, attendance, punctuality, dependability, empathy, ethics, and/or professionalism.)

Section II. Professional Development Activities

For you to continue to progress toward receiving your counseling degree, the counseling faculty is collectively requiring that you engage in the following professional development activities that relate to the competencies addressed within our program's retention policy. For each competency listed a date by which satisfactory progress must be made should be documented. Please consider that the information on this form will be shared with site supervisors by the faculty member(s) developing the plan with the student.

Competency/Disposition Area Requiring Improvement:	Required Activities to show improvement	Date by Which Progress will be Satisfactory (at appropriate level for student level of training and experience)

University of Cincinnati Counseling Program

Professional Development Plan p. 2

Section III. Faculty Comments:

Section IV. Student Comments:

Section V. Professional Development Activities Revised *— check here if revision is not needed*

Section VI. Commitment to Professional Development Plan

I understand and agree to all of the conditions of this document. If I do not follow through on completing all of the tasks outlined in this contract deadlines prescribed, I will be subject to termination from the Counseling Program.

Date

Student Signature

Date

Faculty Advisor

Date

Program Coordinator

University of Cincinnati Counseling Program

Assessment of Professional Development Completion

Student Name: _____ Date: _____

Section I. Area(s) for Professional Development

_____ (student name) engaged in professional development to remediate the following professional development issue(s):

Section II. Professional Development Activities: Resolution

_____ (student name) engaged in the following professional development activities that relate to the competencies addressed within our program's retention policy. Please consider that the information on this form will be shared with site supervisors by the faculty member(s) developing the plan with the student.

Competency/ Disposition Area Requiring Improvement:	Activities Performed by Student • Date of Evaluation • Performance of activities: (satisfactory, unsatisfactory)	Resolution of Development Activity • No more action required at this time, or • Explanation of unsatisfactory progress and next steps for development. • Resolution is complete when progress is satisfactory (at appropriate level for student level of training and experience)

University of Cincinnati Counseling Program

Assessment of Professional Development Completion (p. 2)

Section III. Faculty Comments:

Section IV. Student Comments:

Section V. Commitment to Professional Development Plan

I understand the information recorded in this document and agree to comply with any next steps for my professional development as noted herein. I also understand the program's retention policy and am clear that there are certain behaviors that, if violated, will supersede this agreement and may result in immediate removal from the program (e.g., ethics violations).

Date

Student Signature

Date

Faculty Advisor

Date

Program Coordinator

APPENDIX E: Internship Application Packet

Internship Placement Application Checklist

Directions: This is the cover page of the application for internship placement. To complete your application, you need to submit this form with your degree audit report (Catalyst), and a student Self-Assessment of Internship and Counseling Skills Rating Form to the Field Placement Coordinator for review.

Student Name _____		Advisor _____	
Date Admitted _____			
Program Area: MA _____ M. Ed. _____			
Site Name: Site Description:		Site Address: Supervisor: _____ Phone Number: _____ Fax Number: _____ Email: _____	
The degree audit report shows that you have taken the required courses (please list courses for your advisor to review) Yes _____ No _____ Attach the degree audit report.			
Self-assessment including description of career goals, self-evaluation of strengths, weakness, and improvement plan. <i>Attach this self-assessment and improvement plan.</i>		Submitted: Yes _____ No _____	
Planned Activities for Internship:			
Internship Site Approval: Yes _____ No _____ Comments:		Liability Insurance provided by student: Yes _____ No _____ Directions and Site Description Provided by Student Yes _____ No _____	
Student Approved for Internship based on Degree Audit and Student Performance Review: Yes _____ No _____		Ready to start the internship in Term _____ Year _____ <u>Not ready</u> to start the internship and need to develop a professional Development Plan to address the following area(s):	

Student Signature and Date _____

Field Placement Coordinator Signature and Date _____

UC Advisor Signature and Date _____

Template for Faculty Review of Site

Directions: This form is completed by UC faculty for sites attended by students for internship placement in the internship course. The form is to be returned to the Field Placement Coordinator by the faculty member at the end of each term.

Site Name _____ Faculty Member _____	
Date of Review _____	
Site Description:	Site Address: Supervisor: _____ Phone Number: _____ Fax Number: _____ Email: _____
Evaluation completed by (circle) telephone visit to site if telephone, reason for conducting telephone interview	
Activities for Interns at Site:	
Assessment of Site Strengths and Weaknesses:	
Internship Review by Faculty: Site Approved for Internship Yes _____ No _____	

UC Faculty Signature and Date _____
 (UC faculty member responsible for returning form to Field Placement/Internship Coordinator)

APPENDIX F: Field Placement Forms

University of Cincinnati - Counseling Program

Confirmation of Internship Responsibilities: Counselor, Field Supervisor, and Campus Supervisor

Field Placement Intern Name _____	Term _____
Field Supervisor Name _____	Year / _____
Field Placement Site _____	Credit Hours _____

This document confirms agreement between the intern, field supervisor, and the university concerning the intern's placement during the period of time specified below. Except under unusual circumstances, dates correspond to one or more academic terms. Intern involvement during interim periods (i.e., semester breaks) must be explicitly negotiated at the beginning of the placement.

Intern Responsibilities

The intern agrees to perform internship duties as specified in the *Counselor Field Placement Site Description Form*; to complete paperwork as required by the university and placement; and to communicate promptly and accurately with University faculty and Field Supervisor concerning fulfillment of internship requirements and resolution of issues pertinent to performance of placement activities. The intern also bears full responsibility for completing necessary documentation of this internship experience with the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board and/or the Ohio Department of Education.

Field Supervisor Responsibilities

The supervisor agrees to weekly, one-hour supervision of the intern's work at their agency or school as specified in the Site Description Form; to complete written evaluations of the intern's work (at midterm and at the end of each semester) and to review these evaluations in person with the student; to engage in periodic in-session observation and/or review of recorded portions of student sessions with clients during supervision meetings; to provide clinical experience opportunities for diagnosis and treatment of mental health disorders for mental health counseling students **or** intervention experience opportunities within a comprehensive school counseling program for professional school counselors; audio/video recording opportunities each semester; to periodically discuss with the Program Internship Instructor or Field Placement Coordinator the intern's duties and performance, both routine and in exceptional circumstances (e.g., a client in crisis or unanticipated changes in internship arrangements). The supervisor also agrees to provide written emergency protocols to the student for use during student and/or client crises/ emergency situations.

Program Responsibilities

The program agrees to facilitate a mutually rewarding working arrangement between the intern and site by: approving all placements through site visits; review of paperwork, and consultation with the intern and prospective supervisor (approval signifies conformance of the placement with program and national program accreditation (CACREP) standards); maintaining an ongoing relationship with the supervisor through regular phone/email contact and/or site visits; reviewing and filing program-generated internship paperwork; facilitating on-campus didactic instruction, peer support and discussion group for interns; discussing with interns and supervisors individually or together, routine or exceptional issues concerning internship duties and performance; aligning with and abiding by the 2016 Counsel for Accreditation of Counseling and Related Educational Programs (CACREP) Standards.

Conformance with Ethical Standards

All parties also agree to comply with the Code of Ethics and Standards of Practice of the American Counseling Association and/ or the American School Counseling Association or American Mental Health Counselors Association.

SIGNATURES

Student _____	Date _____	
Site Supervisor _____	Date _____	
UC Counseling Field Service Coordinator _____	Date _____	

Rev 9/2020

University of Cincinnati: Counseling Program Counselor Field Placement Site Description

Student Name: _____ **Advisor Name:** _____
Student Number: _____ **Date:** _____
Degree: ☐ MEd School Counseling ☐ MA Mental Health Counseling ☐ PhD Counselor Education

Course: ☐ Field Practicum ☐ Mstrs Internship 1 ☐ Mstrs Internship 2 ☐ Mstrs Internship 3 ☐ Dctrl Intrn
Term: ☐ Fall ☐ Spring ☐ S u m m e r Year: 20 - 20

Supervisor Name	
Supervisor Title	
Supervisor Address	
Supervisor Phone(s)	
Supervisor Area of Specialization	Highest degree _____ Area _____ Specialization _____
Supervisor Current License/Certificate	License: LPCC-S____ School Counseling (2+ yrs) _____ Other: _____
Supervisor Experience	Years of Pertinent Professional Experience _____
Site Name	
Site Address	
Site Phone(s)	
Placement Clientele and Services Offered	
Supervisee Responsibilities during this Field Placement	
Supervision Plan for this Field Placement	

SIGNATURES

Student _____	Date _____
Site Supervisor _____	Date _____
UC Counseling Field Service Coordinator _____	Date _____

University of Cincinnati: Counseling Program

Sample: 7060 Internship Log

Students will be provided with a copy as an Excel file in their course Canvas site.

[illegible]

University of Cincinnati: Counseling Program
Student Self-Assessment of Internship and Counseling Skills Rating Form - M.A. M.Ed. Program

Field Placement Intern Name	Term
Field Supervisor Name	Year /
Field Placement Site	Credit Hours

Beginning Summer 2019, the Counseling Faculty adopted the Comprehensive Counseling Skills Rubric (CCSR, Flynn & Hays, 2015) for site supervisors and faculty to evaluate students' skills during field placement. Students will also use this form to complete their own self-evaluations, beginning in practicum. This tool is not available for public use and therefore is not reprinted here. The authors have granted the UC Counseling Program permission for use. All students and supervisors are provided with a copy of the CCSR during Practicum and Internship.

It is recommended that students keep a copy of completed forms.

University of Cincinnati: Counseling Program
Student Self-Assessment for School Counselor Training Program

Student Name: _____

Please indicate the semester and year you plan to start the internship: _____

Beginning summer 2019, the Counseling Faculty adopted the Comprehensive Counseling Skills Rubric (CCSR, Flynn & Hays, 2015) for site supervisors and faculty to evaluate students' skills during field placement. Students will also use this form to complete their own self-evaluations, beginning in practicum. This tool is not available for public use and therefore is not reprinted here. The authors have granted the UC Counseling Program permission for use. All students and supervisors are provided with a copy of the CCSR during Practicum and Internship.

What strengths do you possess?

What competencies do you want to gain/improve during internship?

University of Cincinnati: Counseling Program Supervisor Evaluation of Intern Rating

Beginning summer 2019, the Counseling Faculty adopted the Comprehensive Counseling Skills Rubric (CCSR, Flynn & Hays, 2015) for site supervisors and faculty to evaluate student skills during field placement. This tool is not available for public use and therefore is not reprinted here. The authors have granted the UC Counseling Program permission for use. All students and supervisors are provide a copy of the CCSR during Practicum and Internship.

University of Cincinnati: Counseling Program Intern Evaluation of Site Form

(Can be completed via [Qualtrics Link](#))

Student Name: _____ Advisor Name: _____

Student Number: _____ Date: _____

Degree: ☐ MEd School Counseling ☐ MA Mental Health Counseling ☐ PhD Counselor Education

Course: ☐ Field Practicum ☐ Advanced Practicum ☐ MA/MEd Internship ☐ PhD Internship

Term: ☐ 1 ☐ 2 ☐ 3 ☐ 4 Year: 20 - 20

Site Name	
Site Address	
Site Phone(s)	
Managerial Head	Name _____ Title _____
Immediate Supervisor	Name _____ Title _____ License ☐ PCC, ☐ PCC-S, ☐ Licensed School Counselor, ☐ Other _____ Academic Training _____ Clinical Experience (type): _____ (years of experience) _____
Activities	State the percentage of your time spent in each of the following activities: Direct service. % Preparation for service functions (e.g., paperwork, supervision) % Coordinating services..... % Staff meetings..... % Consultation % Assessments % Program development / evaluation % Research..... % Other % TOTAL <u>100 %</u> Intern Evaluation of Site Form (Continued) State the percentage of supervision time devoted to the kinds of supervision you received from your on-site supervisor: Discussion of your counseling sessions or cases % Live observation of your counseling sessions % Audio recordings of your counseling sessions % Video recordings of your counseling sessions % Direct involvement in your counseling sessions or cases % Other % TOTAL <u>100 %</u>
Supervision	

UC Counseling Program: Intern Evaluation of Site Form (pg. 2)

Student Name: _____

Course: ☐ Field Practicum ☐ Advanced Practicum ☐ MA/MEd Internship ☐ PhD Internship

Term: ☐1 ☐2 ☐3 ☐4 Year: 20 _____ - 20 _____

Please use the following scale to rate each of the evaluation items listed below. Provide additional comments in the space provided.

(1)- (2) - (3)- (4) (5)
 Very----- ----- very-----
 poor fair average good good

RATING OF THE SUPERVISOR	RATING
Availability of the supervisor	
Willingness to answer questions, provide assistance, etc.	
Adequacy of evaluation/feedback on your performance	
Ability to provide useful input regarding specific case material and issues arising during your experience	
Enthusiasm for their profession	
Supportiveness of your work	
Comments about your supervisor:	
EVALUATION OF THE FIELD PLACEMENT SITE	RATING
Professional atmosphere among the counseling staff	
Adequacy of your orientation to the site	
Adequacy of agency accommodations available to you (e.g., office space, telephone)	
Availability and assistance of the clerical support staff	
Positive and constructive relationships with clients	
Sensitivity to client needs and issues	
Organization of the institution (procedures, policies)	
Appropriateness of workload	
Comments about your field placement site:	
Would you be interested in working in this setting following completion of your counseling degree?	Y N
Would you recommend this site to future practicum or internship students seeking a field placement?	Y N

Rev. 6/2011

University of Cincinnati: Counseling Program

Template for Goal Attainment Scaling Protocol

Candidate Name: _____ Date _____

School _____ Supervisor _____

1. Identify three students or one group (by an alias) whose performance you will document.

Student Name	Student 1:	Student 2:	Student 3:	Group:

2. Identify a high priority goal specific to an instructional area for each of these students. Cite the Ohio Content Standard addressed by this goal if possible.

Student Goal	Student 1:	Student 2:	Student 3:	Group:

3. Identify outcomes for each student, beginning with the most likely outcome. This is the outcome you would reasonably expect to occur at the end of the internship period. Then describe two higher levels of success, that would indicate more than expected (+1), and much more than expected (+2). Do the same for lower levels of progress, including less than the expected outcome (-1) and much less than the expected outcome (-2). Identify the date on which you will review the students' progress and who will rate the student (you or your mentor/cooperating teacher).

Level of expected outcome:	Student 1	Student 2	Student 3	Group
Review date:				
Rater:				
[+2] Much more than expected				
[+1] More than expected				
[0] Most likely outcome				
[-1] Less than expected				
[-2] Much less than expected				

4. Estimate the degree to which the plan was carried out as intended (i.e., fully, partially, rarely)

Degree to which plan was carried out	Student 1:	Student 2:	Student 3:	Group:

5. Rate each student's outcome on the review date and report the goal attainment scale rating and the rater:

Rating on the review date	Student 1:	Student 2:	Student 3:	Group:
Review Date				
Rater (self, mentor)				
Rating				

Note: This goal attainment form may be useful for monitoring progress of clients in a school setting

APPENDIX G: Mental Health Counseling Exam

Comprehensive Exam

Mental Health Counseling

Please provide your response to one of the cases summaries provided as it pertains to CACREP Standards Section C. 1 (Foundations) and 2 (Contextual Dimensions).

- (1) Answer multiple choice questions to a theoretically based conceptualization of the client that includes:
- a. Your role in the counseling process;
 - b. Use of ecological theory and systems interactions in conceptualization;
 - c. Assessment of client's developmental and therapeutic needs using a biopsychosocial framework;
 - d. Identification of a therapeutic modality for treatment and potential evidence-based treatment interventions;
 - e. Culturally relevant considerations for treatment;
 - f. Legal and ethical considerations;
 - g. Potential professional resources to assist with treatment process (e.g. professional organizations and standards).
 - h. Treatment Planning and Diagnosis

See Canvas for further testing instructions.

Skill Demonstration: **100 points [See Rubric on Canvas]**

- A passing score is a score greater than or equal to 70 points
- You will sit with your case client in a mock counseling session to demonstrate your usage of basic counseling skills and relational processes. This mock session will be recorded and last approximately 10-15 minutes. For this session, you will provide your mock client (a doctoral or first year MHC master's student) with the prompt listed with your case. Assume that this is the session listed in the prompt provided.

APPENDIX H: Thesis Option & Independent Study Documents

APPENDIX H-1.

COLLEGE OF EDUCATION, CRIMINAL JUSTICE AND HUMAN SERVICES
SCHOOL OF HUMAN SERVICES
COUNSELING PROGRAM

APPLICATION FOR MASTER'S THESIS OPTION

NAME: _____ STUDENT ID (M #): _____

EMAIL ADDRESS: _____ ACADEMIC YEAR: _____

SUMMARY OF PROPOSED RESEARCH PROJECT (Please feel free to attach another page to this form):

PROPOSED MASTER'S THESIS ADVISOR(S):

NAME

SIGNATURE

DATE

Proposed Chairperson

Please submit this form along with the following documents to master's thesis coordinator by the deadline set forth by the Counseling program:

1. Current resume/CV
2. Writing sample
3. Future goals statement (2-3 double-spaced pages that describes your future career goals and the research problem and question that will be addressed in your proposed research project)

APPENDIX H-2.

**COLLEGE OF EDUCATION, CRIMINAL JUSTICE AND HUMAN SERVICES
SCHOOL OF HUMAN SERVICES
COUNSELING PROGRAM**

SAMPLE TIMELINE FOR THESIS COMPLETION (TWO YEARS)

Year	Semester	Major Activities	Details
Year 1	Fall	Orientation Attendance and Application Submission Initial Conceptualization of Project	The orientation will describe this process in detail. Students are encouraged to begin networking with faculty members as soon as they arrive to campus to learn more about the opportunities that are available for thesis projects. Students are required to apply for the thesis option (see Appendix H-2) and will receive notification of their application status during the Fall semester. Students should meet with their thesis advisor to begin finalizing the initial concept of the project as soon as they receive notification of acceptance.
	Spring	Enroll in CNSL 8073 (1 credit)* (Master's Thesis Guidance: Counseling) Prepare Master's Thesis Proposal	Students are required to meet with their thesis advisors on a weekly basis. Students will be required to complete IRB training (e.g., CITI), an annotated bibliography that is related to their project and to attend meetings called by the thesis option coordinator. Students will receive a final grade for CNSL 8073 (each semester) based on the successful completion of the aforementioned items. Students are also strongly encouraged to identify committee members during this semester and to begin work on their thesis research proposal.
	Summer	Enroll in CNSL 8073 (1 credit)* (Master's Thesis Guidance: Counseling) Prepare/Finalize Master's Thesis Proposal Thesis Proposal Hearing Apply for IRB Approval	Students are required to meet with their thesis advisors on a weekly basis (in a face-to-face or virtual format) to work on the thesis proposal (i.e., intro, literature review, methods) which is due by the end of the semester. The thesis proposal hearing must be held by the end of the summer semester so that students can apply for IRB approval as soon as possible. It is important to select a chairperson and committee members who will be available during the summer. Please work closely with your advisor when submitting your proposal to the IRB.

Revised August 2021

Year 2	Fall	Enroll in CNSL 8073 (3 credits)* (Master's Thesis Guidance: Counseling) Conduct the Research Write the thesis manuscript	Students are not allowed to collect data or view data on existing projects until they have received IRB approval. As mentioned before, the length of the IRB review process is out of the Counseling program's control. Therefore, students are encouraged to work with their advisor to determine the type of work that you can do while you wait for approval. This process will vary for each student based on the type of project that is proposed (e.g., analysis of existing data vs. collecting data).
	Spring	Enroll in CNSL 8073 (3 credits)* (Master's Thesis Guidance: Counseling) Write the thesis manuscript Hold a Master's Thesis Defense Submit the final version of the thesis to the graduate school	Final touches to the manuscript should be made at the beginning of the semester. Please note that there are several Graduate School deadlines that students must abide by in order to graduate on time. For example, students must list and verify their committee members through an online system (Electronic Theses/Dissertations; ETD) during the first week of the Spring semester. <i>As noted earlier, students who do not successfully defend their thesis by the end of their second year will delay their graduation from the program.</i>

***Mental Health Counseling Students:** The CNSL 8073 course will count towards your electives in Fall and Spring of Year 2. You will be required to enroll in CNSL 8073 as an additional course in Year 1.

***School Counseling Students:** The CNSL 8073 course will count towards your electives in the Summer and Fall of Year 2. You will be required to enroll in CNSL 8073 as an additional course in Year 1 and Spring of Year 2.

APPENDIX H-3.

COLLEGE OF EDUCATION, CRIMINAL JUSTICE AND HUMAN SERVICES SCHOOL OF HUMAN SERVICES COUNSELING PROGRAM

RESULTS OF MASTERS THESIS PROPOSAL

NAME: _____ STUDENT ID (M #): _____

EMAIL ADDRESS: _____ ACADEMIC YEAR: _____

THESIS PROJECT TITLE:

THESIS PROPOSAL STATUS: _____ ACCEPTED _____ CONDITIONALLY ACCEPTED _____ REJECTED

REQUIRED MODIFICATIONS:

OTHER COMMENTS:

NAME

SIGNATURE

DATE

Chairperson

NAME

SIGNATURE

DATE

Area of Concentration (Program Faculty Member)

NAME

SIGNATURE

DATE

University Faculty (Program Support)

NAME

SIGNATURE

DATE

University Faculty (Program Support)

NAME

SIGNATURE

DATE

Student

APPENDIX H-4.

COLLEGE OF EDUCATION, CRIMINAL JUSTICE AND HUMAN SERVICES SCHOOL OF HUMAN SERVICES COUNSELING PROGRAM

RESULTS OF MASTER'S THESIS DEFENSE

NAME: _____ STUDENT ID (M #): _____

EMAIL ADDRESS: _____ ACADEMIC YEAR: _____

THESIS PROJECT TITLE:

THESIS DEFENSE STATUS: _____ ACCEPTED _____ CONDITIONALLY ACCEPTED _____ REJECTED

REQUIRED MODIFICATIONS:

OTHER COMMENTS:

NAME

SIGNATURE

DATE

Chairperson

NAME

SIGNATURE

DATE

Area of Concentration (Program Faculty Member)

NAME

SIGNATURE

DATE

University Faculty (Program Support)

NAME

SIGNATURE

DATE

University Faculty (Program Support)

NAME

SIGNATURE

DATE

Student

Approval Form for CNSL9040 Individual Study in Ecological Counseling

Instructions

Provide a brief description of the proposed project for the CNSL9040, attach a brief summary of your intended activity, secure signatures from your research supervisor and academic adviser, and submit them to the Counseling Program Director. **You cannot register without this form.**

Name: _____ M# _____
Academic Term: ____ Fall ____ Spring ____ Summer Year: _____

E-mail Address: _____@_____
Phone# (____) _____ - _____

Study Supervisor: _____

Faculty Advisor: _____

Credits: _____

Type of Project: ____ Literature Review ____ Field Study
 ____ Data-Based/ Analysis ____ Theory-Based CNSL Study

Required Signatures

Student: _____ Date: _____

Project Supervisor: _____ Date: _____

Faculty Advisor: _____ Date: _____

Program Director: _____ Date: _____

APPROVAL FORM INDIVIDUAL STUDY

Project Description: Please provide a brief summary of your intended research activity. Your description should include what products you deliver at the end of the semester (e.g., annotated bibliography of references read, paper that reviews empirical studies in a particular area in counseling, or documentation of involvement in a data driven research project). Reports are to be submitted to the *Program Advisor* at the end of the semester for inclusion in your permanent academic folder and to receive a grade from your research supervisor.

Project Title:

Description:

APPENDIX I: Understanding and Acknowledgment of Handbook Policies

University of Cincinnati: Counseling Program Handbook Understanding and Acknowledgment

Complete this form and upload a signed copy to your Program Canvas site by the 2nd week of your first term in the program. This form must be placed in each counseling program student's file. Please keep a copy for your records.

I, _____ (student name), downloaded and read the University of Cincinnati Counseling Master's Program Student Handbook and understand that I am responsible for the information presented therein.

I understand the policies and procedures as stated in the Handbook. I agree to fulfill the requirements as stated and to abide by the policies set forth herein. I am committed to acting in accordance with professional ethical codes.

I understand that it is solely my responsibility to meet the requirements of the Graduate School and the College of Education, Criminal Justice, and Human Services at the University of Cincinnati.

I further understand that the faculty of the University of Cincinnati Counseling Program has the right and responsibility to monitor my academic progress, my professional ethical behavior, and my personal characteristics and, based on that monitoring, to make decisions about my standing in the counseling program—whether I will continue without restriction, will continue with restriction and/or remediation, or will withdraw from the program. I understand that remediation can include the requirement of personal counseling that I undertake at my own expense.

I understand that success in the sequence of clinical courses requires some skills different from those required for success in didactic courses; thus, success in didactic courses does not guarantee success in clinical courses. I also understand that the sequence of clinical courses involves the demonstration of increasingly complex counseling competencies and, consequently, that success in earlier course(s) in the sequence does not necessarily indicate success in later course(s) in the sequence.

I hereby agree to provide proof of malpractice insurance throughout my program in counseling and notification of any changes in my insurance coverage.

I understand and agree to the conditions of this document. Any breach of this agreement constitutes grounds for being removed from the counseling program. I also understand the program's retention policy and I am clear that there are certain behaviors that, if violated, will supersede this agreement including remediation services and, instead, may result in immediate removal from the program (e.g., ethics violations).

Signature _____ Date _____

Print name _____

END