UCM Counselor Education Program

New Student Orientation and Student Handbook

NEW STUDENT ORIENTATION—COUNSELOR EDUCATION

Within 30 days after they begin the first course in the program, all Counselor Education Program students are required to complete the New Student Orientation Process, which consists of five sequential tasks:

1. The first task is to review the online orientation to graduate study at UCM. This orientation material applies to all graduate programs at UCM, including the Counselor Education Program. Click on the following link to begin task 1 of the orientation process: http://www.ucmo.edu/graduate/orientation

2. After completing the online orientation to graduate study at UCM, take the online quiz to verify your completion of task 1. If you score less than 100% on the quiz, review the materials and retake the quiz until you achieve 100%. To take the online quiz, use the Blackboard system (http://ucmo.blackboard.com/). Go to the main Blackboard site used to support the Counselor Education Program. Click on the red navigation bar titled, Quiz/Survey/Orientation located on the left side of your screen. Look for a quiz titled, Quiz for New Student Orientation to Graduate Study at UCM. Note: If Counselor Education Program does not show-up as one of the courses in which you are enrolled, e-mail your program advisor and request enrollment at the site.

3. The next task is to review the online orientation materials that are specific to the Counselor Education Program. These materials are available at the main Blackboard site used to support the Counselor Education Program. Click on the red navigation bar titled Student Handbook. The version of the Student Handbook that is available on Bb is titled, ON-LINE INTERACTIVE COUNSELOR EDUCATION PROGRAM STUDENT HANDBOOK. If you prefer a printable version of the handbook, one is available using the Blackboard navigation bar titled Quiz/Survey/Orientation. Look for an assignment titled, New Student Orientation to the Counselor Education Program.

4. After completing the part of the online orientation specific to the Counselor Education Program, take the corresponding online quiz to verify your completion of task 3. If you score less than 100% on the quiz, review the materials and retake the quiz until you achieve 100%. To take the online quiz, go to the main Blackboard site used to support the Counselor Education Program. Click on the red navigation bar titled, Quiz/Survey/Orientation located on the left side of your screen. Look for a quiz titled, Quiz for New Student Orientation to the Counselor Education Program.

5. Finally, notify your program faculty advisor via e-mail when you have successfully completed both quizzes. Your program faculty advisor will verify your quiz scores and place a copy of your e-mail notification in your student folder.
COUNSELOR EDUCATION PROGRAM STUDENT HANDBOOK

Student Rights and Responsibilities

The UCM Student Handbook has general information and instructions applicable to all UCM students regardless of department or program. Students should refer to the section on Rights and Responsibilities for information and instructions concerning the disciplinary process and the academic appeal process. This information is incorporated by reference into this Counselor Education Program Student Handbook and will not be duplicated here. The online version of the UCM Student Handbook is available here:

http://www.ucmo.edu/student/handbook.cfm

Vision Statement

The Counselor Education Program at the University of Central Missouri aspires to prepare individuals for exemplary practice as Professional Counselors in school and community settings.

Mission Statement

The Counselor Education Program at the University of Central Missouri prepares professional counselors at the Master and Education Specialist levels who:

- demonstrate all the necessary knowledge, skills and dispositions,
- are reflective practitioners,
- advocate for clients, the counseling profession and society,
- are prepared to serve a dynamic, diverse and complex society, and
- adhere to the ethical standards of the American Counseling Association.

Professional Identity

Students are strongly encouraged to begin development of their professional identity early in their academic preparation. Active involvement in professional counselor organizations is a great way for students to not only foster professional identity, but also build valuable professional relationships that will continue well after graduation. At UCM, student memberships are available in each of the following local, state, and national professional organizations:

- Zeta Chi Chapter of Chi Sigma Iota—counseling academic and professional honor society international
- Missouri School Counselor Association—state affiliate of the American School Counselor Association
- American Counseling Association of Missouri—state affiliate of the American Counseling Association
Communications Policy

The free UCM student e-mail system is the method by which all official communications between UCM faculty and students will occur (see governing board policy quote).

It may be a violation of FERPA regulations for UCM faculty to send academic-related electronic mail (e-mail) directly to a student's work e-mail account, which may be monitored by the student's employer, or to any other e-mail account that may include the student's friends or family members.

For these reasons, all official communications, including class cancellations, assignment changes, course enrollment information, and other critical course- or program-related communications, will be sent to the student's official UCM e-mail account.

It is the student's responsibility to regularly check his/her UCM e-mail account for official communications. It is also the student's responsibility to regularly check the Announcements page of the main Blackboard site used to support the Counselor Education Program. If the student is enrolled in a course that uses the Blackboard system to support that course, the student is also responsible for monitoring that Blackboard site.

Student Progression in Twelve Steps

Students are required to take program courses in an orderly, developmental sequence in which basic knowledge and skills are introduced in courses that are prerequisite to more advanced courses. Attempting to take courses out-of-sequence is similar to attempting Algebra II prior to taking Algebra I. All students must carefully review the two documents, Required Course Prerequisites and Temporal Sequence (Appendix 1) and Master Course Schedule (Appendix 2) before planning which courses they will take during which semester and year. These documents are also available in the Program Documents section of Blackboard in a folder titled Program Orientation Packet.

From admission to graduation, progression in the Counselor Education Program can be divided into 12 steps:

Step 1: Apply to the Graduate School.

Admission to The Graduate School, which permits enrollment in some classes, is not equivalent to admission for a particular program or degree.
Complete information about application to the graduate school is available on-line at the following site:

http://www.ucmo.edu/graduate/future/apply.cfm

There is a simple form at the above site that allows for easy, on-line application. Be sure to indicate that you are interested in the Master of Science Degree in Counseling or the Education Specialist Degree in Professional Counseling. After acceptance by the Graduate School, and receipt of your application by the Department of Educational Leadership and Human Development, you will receive (via e-mail) an application to the Counselor Education Program.

Step 2: Apply to the Counselor Education Program

Complete an application for admission to the Counselor Education Program, which includes:

1) completed Counselor Education Application form
2) resume with complete listing of previous educational and employment experiences
3) personal essay discussing reasons for becoming a professional counselor
4) three completed Counselor Education Program reference forms
5) Official report of Graduate Record Examination combined scores of 295 or higher on the verbal and quantitative portions of the exam and 3.5 or higher on the analytical writing measure.

If an applicant has not achieved the admission criteria, a written request documenting other evidence of potential success may be submitted to the Admissions and Standards Committee for consideration.

Applicants who have completed a graduate degree from a regionally accredited institution may petition the Admissions and Standards Committee for an exception to the GRE requirement.

All other application procedures for admittance to the Counselor Education Program also apply to admission for the Education Specialist Degree.

Step 3: Request File Review and Interview

Submit a request to the Counselor Education Program Coordinator for your file to be reviewed for admission as soon as you have successfully met all of the entrance criteria. Requests for admissions/interview are reviewed weekly. You will be scheduled for an interview with the Admissions and Standards Committee.

Step 4: Enroll in COUN 5100 Foundations of Professional Counseling

Applicants to the Counselor Education Program who have permission from the program coordinator may enroll in COUN 5100 Foundations of Professional Counseling, and,
concurrently only, COUN 5110 Orientation to Professional Counseling and Ethics as non-degree seeking students. However, all students taking any course prior to program admission are accepting the risk that these courses may not be applied to any subsequent graduate degree.

**COUN 5100 Foundations of Professional Counseling MUST be the first course taken in the program.** COUN 5110 Orientation to Professional Counseling and Counseling may be taken concurrently with COUN 5100. Students entering the program during a semester when COUN 5100 is not offered should consult with their advisor or the program coordinator for other options.

**Step 5: Complete the New Student Orientation**

Within 30 days after they begin the first course in the program, all Counselor Education Program students are required to complete the New Student Orientation Process (see page 3 of this document).

**Step 6: File an official Program of Study Form**

An advisor will be assigned when admission to the program is complete. Consult with your advisor and file the official Program of Study (POS) as-soon-as possible after being admitted to the program. **Students who begin taking courses before receiving a POS officially approved by their advisor and the graduate school are at serious risk of taking courses inappropriate for their degree or certification/licensure plans.**

The Graduate Catalog requires that graduate students file a POS within one month of completing 12 hours of graduate credit. The Graduate School enforces this rule by placing a hold on enrollment for any graduate student who has been admitted to a program and has completed 12 or more hours without filing a POS.

Pre-completed POS forms are available in the "Documents" section of BlackBoard. These pre-completed forms will need some modification for those students who have graduate courses eligible for transfer credit and in certain other situations. Students are strongly urged to download a pre-completed form, complete the top part of page 1, and send the completed draft electronic form to their advisor attached to an e-mail. Ask for an appointment with the advisor to finalize and sign the POS.

**Step 7: Take the Foundations Courses (see Step 8 for a listing)**

**Step 8: Request Advanced Status Review (RASR)**

A *Request for Advanced Status Review* (RASR) must be submitted following completion of the foundation phase of the program. The foundation phase courses include COUN 5100 Foundations of Professional Counseling, COUN 5110 Orientation to the Counseling Profession and Ethics, COUN 5500 Pre-Practicum in Professional Counseling, COUN 5510 Counseling Theories, and COUN 5610 Introduction to Group
Work.

The electronic form used to request Advanced Status Review is available in the Program Documents section of the main Blackboard site used to support the Counselor Education Program (http://ucmo.blackboard.com/). Students will be considered for advanced status when they

1. have maintained a minimum GPA of 3.0,
2. have an approved program of study,
3. have demonstrated professional counselor dispositions at a minimum of "Emerging," and
4. have demonstrated competencies in all of the above foundation courses.

Competencies in foundation courses must be demonstrated through:
A. Earning at least a combined 3.0 GPA in all courses required for Advanced Status
B. Earning a grade of “B” or higher in each of the following courses:
   a. COUN 5100 Foundations of Professional Counseling
   b. COUN 5110 Orientation to Professional Counseling and Ethics
   c. COUN 5610 Introduction to Group Work
C. Submission of the Self-Assessment and Professional Development Plan prepared in COUN 5610 with an updated progress report indicating that the student has made progress in correcting any deficits in professional counselor dispositions that were identified in the original Professional Development Plan.

After becoming eligible for advanced status, students must submit a formal request for advanced status review (RASR) through their program advisor to the Admissions and Standards Committee. An electronic form for this purpose is available in the Documents section of the main Blackboard site for the Counselor Education Program. After notification of achievement of advanced status, and after meeting with their program advisor, candidates are then eligible to remain enrolled in advanced courses (see pre-enrollment note below).

Pre-enrollment Note: Students should not submit the RASR until all foundation courses are actually completed. However, students may pre-enroll in advanced courses while completing their last semester of foundation courses. After formal notification of achievement of advanced status, and after having met with their program advisor, candidates are then eligible to remain enrolled in advanced courses within the Counselor Education Program.

Exceptions Note: It is required that students take the courses on their approved program of study in the exact sequence described in the Program Orientation Packet document titled, Required Course Prerequisites and Temporal Sequence (see Appendix 1). However, in the event that students fail to take courses in-sequence, or fail to submit the RASR at the appropriate time, program faculty advisors are authorized to approve limited exceptions to the RASR rule. This means that program faculty advisors may
authorize a student to take any one of the following common core courses prior to having approval for advanced status:

1. COUN 5310 Development Across the Lifespan
2. COUN 5710 Introduction to Assessment
3. COUN 5810 Program Evaluation and Research in Counseling
4. COUN 5230 Mental Health Issues in Counseling
5. COUN 5410 Career Development and Counseling

Students may request an exception to the RASR rule by submitting an e-mail request for an exception to their assigned program advisor. The request must include an explanation of the circumstances leading to the need for an exception to the RASR rule.

**Important Ethics Note:** Students who choose to accept professional counseling positions prior to attaining full certification or licensure must agree to use the title, "Professional School Counselor in Training" or "Professional Counselor in Training," to practice within the boundaries of their competence, to work under the documented supervision of a fully certified or licensed counselor, and to secure, maintain and provide documentation of professional counselor liability insurance. The table below identifies all the documents that must be resubmitted annually by the third Monday in September. Documentation of ethical practice must be filed in the student’s program folder prior to consideration for advanced status or enrollment in any course, including clinical courses. Forms are available online through the Blackboard system. If students have any doubts about whether they are practicing within legal and ethical standards, they should immediately consult with their program advisor or the program coordinator.

| Documents Required Annually (3rd Monday in September) by All UCM Students Working in School Counselor Positions (revised 2010-11) |
|---|---|---|
| Signed Agreement (Forms on Bb) | Required Supporting Documentation | Rationale |
| 1. Agreement to use title Professional School Counselor-In-Training rather than a misleading title such as counselor or school counselor | Business card, school web page, or pamphlet. Student’s UCM advisor must verify by checking the school web page and on-line directory | ACA Code of Ethics (ACA, 2005) states: Counselors claim or imply only professional qualifications actually completed and correct any known misrepresentations of their qualifications by others. (C.4.a.). When advertising or otherwise representing their services to the public, counselors identify their credentials in an accurate manner that is not false, misleading, deceptive, or fraudulent (C.3.a.). |
| 2. Agreement for Limited Scope of Practice | 1. Official Job description that clearly reflects a limited scope of practice appropriate for the education, training, and supervised experience of the specific student/P-SCIT. 2. Approved UCM program of study for counseling program 3. Approved UCM certification plan | ACA Code of Ethics (ACA, 2005) states: Counselors practice only within the boundaries of their competence, based on their education, training, supervised experience, state and national professional credentials, and appropriate professional experience (C.2.a.). Counselors accept employment only for positions for which they are qualified by education, training, supervised experience, state and national professional credentials, and appropriate professional experience (C.2.c.). The ASCA Ethical Standards for School Counselors (2004) have very similar requirements that are described as responsibilities to the School (D.1.e.) and Self (E.1.a.). 5 CSR 80-800.260 states: The temporary authorization certificate may be renewed annually upon demonstration of |
4. Current TAC issued by DESE: completion of nine (9)-semester hours of course work towards the professional teaching certificate of license to teach in the area of assignment.

3. Agreement for Mentor/Clinical Supervisor:
   1. Site supervisor’s current vita or resume
   2. Signed, sanitized, supervision log documenting a minimum of one hour per week of individual, face-to-face clinical supervision by a fully certified Professional School Counselor (school setting) or LPC (community setting)

ACA Code of Ethics (ACA, 2005) states: Counselors practice in specialty areas new to them only after appropriate education, training, and supervised experience. While developing skills in new specialty areas, counselors take steps to ensure the competence of their work and to protect others from possible harm (C.2.b). Counseling supervisors monitor client welfare and supervisee clinical performance and professional development. To fulfill these obligations, supervisors meet regularly with supervisees to review case notes, samples of clinical work, or live observations (F.1.a.). Supervision via electronic communication is defined as acceptable if the communication is contemporaneously or simultaneously visually and verbally interactive [20 CSR 2095-2.020 (2.C.)].

4. Statement of completed contract for professional counselor liability insurance:

CACREP standards (2001) state: [counselor education] programs require students to be covered by professional liability insurance while enrolled or participating in practicum, internship, or other field experiences (III.M.).

Note: Both ACA & ASCA membership includes professional liability insurance at no cost.

Table Notes:
ACA refers to the American Counseling Association.
ASCA refers to the American School Counselor Association.
CACREP refers to the Council for Accreditation of Counseling and Related Educational Programs.
CSR refers to the Missouri Code of State Regulations.
DESE refers to the Missouri State Department of Elementary and Secondary Education.
TAC refers to a temporary authorization Certificate of license to teach issued by DESE
UCM refers to the University of Central Missouri

Important Note for Students Pursuing Missouri Certification as a Professional School Counselor: You must take specific teacher education courses. These courses are not required for a graduate degree in counseling but are required for all candidates seeking Missouri school counselor certification who do not already have a teaching degree or teacher certification. They will not appear on an approved program of study but should be included on a certification plan. Taking these courses does not require Advanced Status. These are good courses to take when students get out of the required course sequence, or during a semester when other courses on the program of study are not available).

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
</tr>
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<tbody>
<tr>
<td>EDSP 5200</td>
<td>Advanced Education of the Exceptional Child</td>
<td>None</td>
</tr>
<tr>
<td>EDFL 5330</td>
<td>Classroom Discipline and Motivation</td>
<td>None</td>
</tr>
<tr>
<td>EDFL 5340</td>
<td>Contemporary Instruction: Theory and Practice</td>
<td>None</td>
</tr>
</tbody>
</table>

Step 9: Take the Advanced Status Courses

Complete the Advanced Status phase of the program with the specific courses identified on the approved Program of Study. Any courses taken that are not shown on an approved program of study will not count toward the graduate degree.
Step 10: Take the Clinical Courses

The Clinical Courses include COUN 5900 Practicum in Counseling and COUN 6910 Internship in Professional Counseling.

Note: It is neither possible nor necessary to enroll for clinical courses through the online enrollment system or by calling the Graduate office. To request enrollment, students must complete a Request for Practicum/Internship form found in the Program Documents section of BlackBoard. The completed form, along with the proposed site supervisor's resume or vitae, should be sent to Dr. Sesser, the clinical course coordinator (sesser@ucmo.edu). Requests for enrollment may be submitted three months before the beginning of the scheduled practicum or internship class and no later than the deadline announced on Blackboard. Student enrollment in clinical courses is absolutely limited. Carefully read the policy below concerning the selection process for clinical courses.

Counselor Education Program
General Policy Concerning Priority of Acceptance into Clinical Courses
last revised 11/14/2009

The number of students accepted for enrollment in clinical courses (COUN 5900 and COUN 6910) is absolutely limited by the following three factors:

1. CACREP standards
2. The availability of highly qualified faculty
3. The number of functional camcorder kits available to be checked-out to students

Therefore, it may be necessary to require some students who have applied* for and are eligible** for enrollment in a clinical course to delay taking that clinical course until a later semester.

All decisions related to enrollment in clinical courses will be made by the clinical course coordinator after consultation with the program coordinator and other counselor education program faculty. The clinical course coordinator will base decisions concerning priority of acceptance into clinical courses on the following circumstances:

First Priority of Acceptance: First consideration will be afforded to those applicants who have completed all other courses on their approved programs of study for a graduate degree and all other courses on their plans of study for certification or licensure; and who, if not enrolled, would become ineligible for a graduate degree at UCM due to the eight-year rule***.

Second Priority of Acceptance: Second consideration will be afforded to those applicants who have completed all other courses on their approved programs of study for a graduate degree and all other courses on their plans of study for certification or licensure; and who, if not enrolled, would lose eligibility for temporary or provisional
certification as a school counselor, and would, as a direct result, lose their current employment.

**Third Priority of Acceptance**: Third consideration will be afforded to those applicants who have completed all other courses on their approved programs of study for a graduate degree and all other courses on their plans of study for certification or licensure, and whose enrollment in a clinical course has already caused a delay in their graduation date; and who, if not enrolled, would, as a direct result, cause a further delay in their graduation date.

**Fourth Priority of Acceptance**: Fourth consideration will be afforded to those applicants who have completed all other courses on their approved programs of study for a graduate degree and all other courses on their plans of study for certification or licensure; and who, if not enrolled, would, as a direct result, cause a delay in their graduation date.

**Fifth Priority of Acceptance**: Fifth consideration will be afforded to those applicants who have completed all of the prerequisites for the clinical course, have an approved program of study, and who have taken most other courses on their programs of study or plans of study, including all of those courses in which knowledge or skills are taught that are likely to be applied in a clinical course.

**Sixth Priority of Acceptance**: Sixth consideration will be afforded to those applicants who have an approved program of study, and who have completed all of the minimum prerequisites for the clinical course.

It is the applying student’s responsibility to notify the clinical course coordinator of any circumstances that may affect priority of acceptance. Supporting documentation must be attached to the electronic request for practicum or internship. For example, if students were required to delay taking practicum for the fall semester, those students must attach copies of the notification to their requests for enrollment for the spring semester.

**Notes**

*Students must submit a completed application form to become eligible for acceptance into a clinical course. Electronic application forms are available in the Program Documents section of the main Blackboard site used to support the Counselor Education Program. All students are responsible for periodically checking both their UCM e-mail accounts and the Announcements section of the main Blackboard site used to support the Counselor Education Program. Applications submitted after the deadline announced on Blackboard will not be considered. Applications containing any incomplete, incorrect, false or misleading information will not be considered. All students are responsible for maintaining records and documents related to their progress in the program. Students who have never applied for advanced status, or who have lost the*
letter or e-mail notifying them of acceptance to advanced status must reapply and be approved before their application for a clinical course will be considered.

**Students are eligible to apply for a clinical course when they satisfy all of the prerequisites identified in the graduate catalog. The prerequisites for COUN 5900 are:
Acceptance for Advanced Status and completion of COUN 5510, COUN 5610, COUN 5230, COUN 5720, and COUN 5810. The prerequisites for COUN 6910 are: Completion of COUN 5900 (minimum B grade) and consent of clinical course coordinator.

*** Eight-Year Rule. In accordance with the 2012-2013 Graduate Catalog (see Program Documents) all courses that satisfy program requirements must have been completed during the eight-year period immediately preceding graduation (p. 16).

Applicants for a counseling practicum or internship are responsible for locating a site and site supervisor acceptable to the UCM Counselor Education Program (see note below). Site supervisors at a public school practicum setting must have Missouri Professional School Counselor certification at the appropriate level. Site supervisors at a community counseling setting must hold an unrestricted Missouri license as a Professional Counselor (LPC) or Psychologist (LP). In accordance with the ethical standards of the American Counseling Association (ACA), site supervisors must have had training and experience in providing clinical supervision. A minimum of two years of professional experience at the current site is necessary. If the proposed site supervisor has less than two years of professional experience, the practicum/internship applicant must petition for and receive permission from the clinical course coordinator to contract with the supervisor prior to starting practicum or internship. In accordance with CACREP standards (2009), students must be covered by professional liability insurance while enrolled or participating in practicum, internship, or other field experiences. Also, students must only select practicum/internship sites that will support program-appropriate audio/video recordings for use in supervision of their interactions with clients.

Recently approved practicum and internship locations are available in the External Links section of Blackboard for both school and community settings.

**Hint:** Right click on one of the links above and select: *Open Link in New Window.*

**Important Note: Locate a Practicum Site Early in Your Program**

Students who wait until the semester before their planned practicum course to look for an appropriate practicum site will probably be unsuccessful. Students should consult with their program advisors on how to implement the following general suggestions:

A. Students pursuing the school counseling concentration who do not have a K-12 teaching background should apply for a substitute teaching certificate. Working as a substitute teacher or paraprofessional will provide the opportunity to learn the public school culture and develop relationships with school administrators, teachers and counselors. This K-12 educational experience and the resulting
professional relationships are often instrumental in locating both a practicum site and a professional position after graduation.

B. Students pursuing the community counseling concentration who do not have experience working in community mental health should either volunteer their services or accept a non-counseling position in an appropriate agency setting. For example, many of our past students have obtained employment as community support specialists in local mental health agencies.

Step 11: Pass the Counselor Preparation Comprehensive Exam (CPCE). A Research Project or Thesis is Required for the Education Specialist Degree

During one of the last two semesters before graduation, students are required to pass the CPCE. The passing score is set at ½ of one standard deviation unit below the running national mean score. The CPCE is administered on-campus. Please watch the Announcements page on Blackboard for dates. It is important to take the CPCE one semester BEFORE planned graduation. Otherwise, the scores and national norms may not be returned in time for graduation. To schedule for the CPCE, please go to the Office of Assessment and Testing Services calendar at: http://www.ucmo.edu/testingservices/cal.cfm To learn more about the CPCE go to: http://www.cce-global.org/Org/CPCE

Many study guides are available to help candidates prepare for the CPCE. None have been officially endorsed. However, the study guide most commonly used by UCM candidates is (the) Encyclopedia of Counseling: Master Review and Tutorial for the National Counselor Examination, State Counseling Exams, and the Counselor Preparation Comprehensive Examination (3rd ed) written by Howard Rosenthal.

It should be noted that the study guides are useful to prepare for both the CPCE and the National Counselor Examination (NCE). The NCE is required for both Missouri licensure as a professional counselor (PLPC/LPC) and National Counselor Certification (NCC). Missouri licensure and national certification are discussed more in step 12 below.

UCM will pay for only one CPCE per student. Students are not eligible to sit for the CPCE until they have achieved advanced status and have completed all but the last semester of classes.

Praxis Exam
The Praxis is not required for graduation. Rather, it is a Missouri State Department of Elementary and Secondary Education (DESE) requirement used only for state certification purposes. The individual results of the Praxis exam are not currently available to counselor education faculty. Much more information about the new Praxis exam (revised 8/22/2012) for Professional School Counselors is available in the Program Documents section of Blackboard.

Thesis or Research Project Requirement
A thesis or research project is a requirement only for candidates for the Education Specialist Degree. Under no circumstances may candidates begin any data collection until their prospectus is formally approved by their thesis or research project committee. Detailed information on thesis preparation is available online in the UCM Thesis Manual: [http://www.ucmo.edu/graduate/current/manual.cfm](http://www.ucmo.edu/graduate/current/manual.cfm)

Candidates must meet with their program advisor to plan a prospectus (proposal) for a thesis or research project. The prospectus must be approved by the Admissions and Standards Committee prior to implementation.

Federal law requires that all research involving human subjects must be formally approved in advance by the UCM Human Subjects Review Committee (HSRC). Whether *human subjects* are involved is often a very complex issue. The candidate’s faculty advisor may need to consult with the UCM Institutional Compliance Official for a final determination. If human subjects are involved, candidates must then complete the appropriate application forms and submit them to the HSRC. Written committee approval must be received prior to beginning any data collection. Forms and instructions can be downloaded from the Human Subjects Protection Program website: [http://www.ucmo.edu/graduate/hs.cfm](http://www.ucmo.edu/graduate/hs.cfm)

Carefully complete the online application for approval form available at the above web site. Carefully adapt the sample templates for informed consent and assent forms that are posted at the site. Make sure all required elements of the consent/assent forms are included. Research at a public school always requires a letter of permission from the appropriate school administrator. Send the completed application packet to your faculty advisor for review and approval prior to electronic submission to the HSRC.

Failure to follow the Human Subjects Review procedure is a violation of federal law, UCM policy, and professional ethics. Failure to follow the Human Subjects Review procedure will result in rejection of the thesis or research paper by the Graduate School and confiscation of any data collected. It may also result in legal action or further UCM disciplinary action.

Federal law also requires that all research projects involving the use of selected mammals and birds be conducted in such a manner as to ensure humane treatment of the animals. To ensure humane treatment and proper care, all such projects must be approved in advance by the Institutional Animal Care and Use Committee. Forms and instructions can be obtained from the Office of Sponsored Programs.

**Important Notice to All Education Specialist (Ed.S.) Students**

Currently, CACREP does not accredit any Education Specialist degrees. So, even though UCM’s Master's Degrees in Counseling are CACREP accredited, the Ed.S. degree is not. Therefore, candidates who already have a non-counseling Master’s Degree should consult with their advisor about the relative advantages and disadvantages of earning the Ed.S., rather than a second Master's Degree in Counseling.
Step 12: Complete and Submit the Graduation Packet

The graduation forms must be obtained from the Graduate Office. The Graduate Office will instruct the candidate concerning which of the forms must be given to the program advisor. Go to the following URL for information about the Graduate Office:
http://www.ucmo.edu/graduate/current/

Note: The Graduate School office is located in Ward Edwards 1800.

Certification and License Information for Graduates

Neither Missouri certification as a Professional School Counselor nor Missouri license as a Professional Counselor (LPC or PLPC) is an automatic process. The graduate is responsible for beginning the application process.

To apply for certification as a Professional School Counselor contact:

Clinical Services and Certification Office
College of Education
Lovinger 2170
University of Central Missouri
Warrensburg, MO 64093
Email: clinicalsvs@ucmo.edu
Phone: 660-543-8441
More information and certification application forms are available online here:
http://www.ucmo.edu/cert/alt_cert_apps.cfm

To begin the application process for LPC or PLPC contact:

Missouri State Committee for Professional Counselors
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102-1335
573.751.0018 Telephone
573.751.0735 Fax
800.735.2966 TTY
800.735.2466 Voice Relay
prof counselor@pr.mo.gov
http://pr.mo.gov/counselors.asp

National Counselor Certification (NCC)

Graduates from the UCM Counselor Education Master’s Degree Program are eligible to apply for National Counselor Certification (NCC) by the National Board for Certified
Counselors immediately after graduation. More information about this prestigious credential is available here: [http://www.nbcc.org/Student](http://www.nbcc.org/Student). Watch the Announcements page of Blackboard for notification about when the National Counselor Examination (NCE) will be offered on the UCM campus.

Important Note: Immediate eligibility for the NCC credential upon graduation is one of the many benefits available because UCM’s Master’s Degree Programs in Counseling are nationally accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Currently, CACREP does not accredit any Education Specialist degrees (Ed.S.). Students who already have a non-counseling Master’s Degree should consult with their advisor about the advantages and disadvantages of earning the Ed.S., rather than a second Master’s Degree in counseling. Graduates from the Ed.S. Program in Professional Counseling are not eligible for immediate national certification (NCC).

Appendix 1. Required Prerequisites and Temporal Sequence (See next page)
### Foundation Courses Required for Advanced Status Review
(All Students Must Complete These Courses Prior to Any Advanced Courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5100</td>
<td>Foundations of Professional Counseling</td>
<td>First course in program. No prerequisites</td>
</tr>
<tr>
<td>COUN 5110</td>
<td>Orientation to Professional Counseling and Ethics</td>
<td>COUN 5100 or simultaneous enrollment</td>
</tr>
<tr>
<td>COUN 5500</td>
<td>Pre-Practicum in Professional Counseling</td>
<td>COUN 5100 and COUN 5110 or simultaneous enrollment</td>
</tr>
<tr>
<td>COUN 5510</td>
<td>Counseling Theories</td>
<td>COUN 5110 and 5100 or simultaneous enrollment</td>
</tr>
<tr>
<td>COUN 5610</td>
<td>Introduction to Group Work</td>
<td>COUN 5500, interview with instructor prior to enrollment and instructor consent. Must be admitted to Coun. Ed. Program.</td>
</tr>
</tbody>
</table>

### Common Core Courses
(Required for all areas of concentration but Advanced Status is not a prerequisite)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5310</td>
<td>Development Across the Life Span</td>
<td>Program admission and approved program of study or program coordinator consent</td>
</tr>
<tr>
<td>COUN 5320</td>
<td>Mental Health Issues in Counseling</td>
<td>COUN 5510, COUN 5710 &amp; COUN 5810</td>
</tr>
<tr>
<td>COUN 5410</td>
<td>Career Development and Counseling</td>
<td>COUN 5510</td>
</tr>
<tr>
<td>COUN 5710</td>
<td>Introduction to Assessment</td>
<td>COUN 5110 or simultaneous enrollment &amp; program admission</td>
</tr>
<tr>
<td>COUN 5810</td>
<td>Program Evaluation and Research in Counseling</td>
<td>COUN 5100 &amp; 5110</td>
</tr>
</tbody>
</table>

### Teacher Education Courses
(These courses are not required for a graduate degree in counseling but are required for all candidates seeking Missouri school counselor certification who do not already have a teaching degree or teacher certification. They will not appear on an approved program of study but should be included on a certification plan. Taking these courses does not require Advanced Status. These are good courses to take when students get out of temporal sequence, or during a semester when other courses on the program of study are not available).

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDSP 5200</td>
<td>Advanced Education of the Exceptional Child</td>
<td>None</td>
</tr>
<tr>
<td>EDFL 5330</td>
<td>Classroom Discipline and Motivation</td>
<td>None</td>
</tr>
<tr>
<td>EDFL 5340</td>
<td>Contemporary Instruction: Theory and Practice</td>
<td>None</td>
</tr>
</tbody>
</table>

### Advanced Status Review Process
The electronic form used to request Advanced Status Review is available in the “Program Documents” section of the main Blackboard site used to support the Counselor Education Program (http://ucmo.blackboard.com/). Students will be considered for advanced status when they have maintained a minimum GPA of 3.0, have earned a grade of “B” or higher in each of the following courses:

A. COUN 5100 Foundations of Professional Counseling  
B. COUN 5110 Orientation to Professional Counseling and Ethics  
C. COUN 5610 Introduction to Group Work

The student has made progress in correcting any deficits in professional counselor dispositions that were identified in the original Professional Development Plan. The student must maintain a minimum GPA of 3.0, have an approved program of study, and require Advanced Status. These are good courses to take when students get out of temporal sequence, or during a semester when other courses on the program of study are not available).

### Advanced, Common Core Courses
(Required for all areas of concentration and Advanced Status is a Prerequisite)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5230</td>
<td>Counseling Diverse Populations</td>
<td>COUN 5510, 5710, 5810 &amp; Advanced Status</td>
</tr>
<tr>
<td>COUN 5520</td>
<td>Introduction to Play Therapy</td>
<td>COUN 5510, 5610, Advanced Status &amp; instructor consent</td>
</tr>
<tr>
<td>COUN 5720</td>
<td>Analysis and Diagnosis of the Individual</td>
<td>COUN 5320, 5710, &amp; Advanced Status</td>
</tr>
<tr>
<td>COUN 6540</td>
<td>Parent and Family Counseling</td>
<td>COUN 5510, 5610, 5810 &amp; Advanced Status</td>
</tr>
</tbody>
</table>

### School Counseling Concentration (Elementary &/or Secondary)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5130</td>
<td>Management of Comp. School Counseling Programs</td>
<td>COUN 5510, 5610, 5810, and Advanced Status</td>
</tr>
</tbody>
</table>

### Community Counseling Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5131</td>
<td>Management of Community Counseling Programs</td>
<td>COUN 5510, 5610, 5810, and Advanced Status</td>
</tr>
</tbody>
</table>

### Clinical Courses
(Usually the final courses taken in the program of study and require the consent of, and enrollment by, the clinical course coordinator)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 5900</td>
<td>Practicum in Counseling</td>
<td>COUN 5510, 5610, 5230, 5720, 5810 &amp; Advanced Status</td>
</tr>
<tr>
<td>COUN 6910</td>
<td>Internship in Professional Counseling (concentration appropriate setting); Minimum two semesters (6 s.h.)</td>
<td>COUN 5130 or 5131, COUN 5900 (minimum B grade) &amp; consent of clinical course coordinator</td>
</tr>
</tbody>
</table>

**Notice:** Information shown in this form is intended to clarify, but not replace, information found in the current UCM graduate catalog. The current UCM graduate catalog (http://www.ucmo.edu/academics/catalogs/) is always the official source of program information. Please report any errors to sesser@ucmo.edu
### Appendix 2. Master Course Schedule

**University of Central Missouri**
**College of Education**
Department of Educational Leadership and Human Development
Counselor Education Program

**ALL SCHEDULED COURSES ARE TENTATIVE AND SUBJECT TO CHANGE**

Rev 09/29/2012 please report errors to sesser@ucmo.edu

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>Course Name</th>
<th>Sum</th>
<th>Fall</th>
<th>Spring</th>
<th>Variable</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN</td>
<td>5000</td>
<td>Special Projects in Professional Counseling</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>arranged</td>
</tr>
<tr>
<td>COUN</td>
<td>5100</td>
<td>Foundations of Professional Counseling</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5110</td>
<td>Orientation to Professional Counseling &amp; Ethics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5130</td>
<td>Management of Comp. School Counseling Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5131</td>
<td>Management of Community Counseling Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5230</td>
<td>Counseling Diverse Populations</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5310</td>
<td>Development Across the Life Span</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5320</td>
<td>Mental Health Issues in Counseling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5410</td>
<td>Career Development and Counseling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5500</td>
<td>Pre-practicum in Professional Counseling</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5510</td>
<td>Counseling Theories</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5520</td>
<td>Intro to Play Therapy</td>
<td>xx</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5610</td>
<td>Intro to Group Work</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5710</td>
<td>Intro to Assessment</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5720</td>
<td>Analysis and Diagnosis of the Individual</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5810</td>
<td>Intro to Program Evaluation and Research in Counseling</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>5900</td>
<td>Practicum in Counseling</td>
<td>x</td>
<td></td>
<td></td>
<td>arranged</td>
</tr>
<tr>
<td>COUN</td>
<td>6000</td>
<td>Special Projects in Counseling</td>
<td>x</td>
<td></td>
<td>x</td>
<td>arranged</td>
</tr>
<tr>
<td>COUN</td>
<td>6540</td>
<td>Parent and Family Counseling</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN</td>
<td>6550</td>
<td>Advanced Counseling Theories</td>
<td>x</td>
<td></td>
<td>x</td>
<td>arranged</td>
</tr>
<tr>
<td>COUN</td>
<td>6620</td>
<td>Advanced Group Work</td>
<td>x</td>
<td></td>
<td></td>
<td>arranged</td>
</tr>
<tr>
<td>COUN</td>
<td>6800</td>
<td>Readings in Professional Counseling</td>
<td></td>
<td></td>
<td>x</td>
<td>arranged</td>
</tr>
<tr>
<td>COUN</td>
<td>6890</td>
<td>Thesis (Ed.S. only)</td>
<td>x</td>
<td></td>
<td></td>
<td>arranged</td>
</tr>
<tr>
<td>COUN</td>
<td>6910</td>
<td>Internship in Professional Counseling</td>
<td>x**</td>
<td></td>
<td>x</td>
<td>arranged</td>
</tr>
<tr>
<td>COUN</td>
<td>6920</td>
<td>Advanced Practicum in Professional Counseling</td>
<td>x**</td>
<td></td>
<td>x</td>
<td>arranged</td>
</tr>
</tbody>
</table>

This Master Schedule is offered as a general guide for planning courses in the Counselor Education Program. It is **NEITHER** a contract **NOR** a promise to offer courses when they appear on the schedule. All course offerings and faculty assignments are subject to change due to financial limitations, faculty availability, and student enrollment. Please continue to monitor semester course offerings through MyCentral. When possible, changes in the course schedule or instructor will be announced on the Counselor Education Program Blackboard site. All students are **required** to regularly check **Announcements** on Blackboard.

Note: Courses are listed in numerical sequence, not in the temporal sequence in which they must be taken. Use **both** this **Master Course Schedule** and the **Required Course Prerequisites and Temporal Sequence** guide to plan when to take courses.

**Only Community Counseling Sites**