Counselor Education Program

CED Graduate Student Handbook

Department of Counselor Education, School Psychology, & Human Services

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Purpose

This handbook contains information essential for graduate students in the Counselor Education Program. It is designed to provide students with policies, procedures, and requirements specific to the Counselor Education Program in order to help them successfully complete graduate studies. Like the Graduate Catalog, the handbook is in effect when a student enrolls and is the final authoritative document outlining the prog

It is the responsibility of the student to be familiar with the contents herein and to meet all requirements and deadlines (See the Affidavit of Commitment).

Counselor Education Program Objectives

- 1. UNLV Counseling students will demonstrate value for human dignity and advocacy for clients/students and the profession while holding strong identities as professional counselors who are theory-informed and ethically-driven.
- UNLV Counseling students will be competent leaders, advocates, and counselors who
 implement multicultural and social justice counseling competencies (MSJCC) by working
 with and on behalf of clients/students within a diverse society at the individual,
 school/com

Counselor Education Graduate Program Degrees

M.S. Clinical Mental Health Counseling

The Master of Science (M.S.) of Counselor Education in Clinical Mental Health Counseling, a 60-semester hour program, prepares professional counselors to work in community agencies, educational settings, as well as private practice. The Clinical Mental Health Counseling program also prepares students to seek licensure as a Clinical Professional Counselor (CPC) in Nevada.

M.Ed. School Counseling

The Master of Education (M.Ed.) in School Counseling, a 60 semester hour program, prepares professional counselors to meet the academic, career, emotional, and social needs of culturally and linguistically diverse K-12 student populations. The program, meets the academic requirements for School Counseling endorsement in Nevada, and prepares counselors to:

Serve as counselors, advocates, educational leaders, team members, and consultants, to maximize opportunities for students to succeed academically,

Address the academic, career, and emotional/social needs of all students in the school.

Serve as leaders of equity and achievement and be able to address institutional and environmental barriers impeding student progress,

Through the collection and dissemination of data, advocate for systemic change to promote student achievement and academic success,

Become managers of resources and partnership builders, enlisting the support of guardians, agencies, and community members

Advanced Graduate Certificate in Clinical Mental Health Counseling

The Advanced Graduate Certificate in Clinical Mental Health Counseling is designed for

or equivalent program, but do not meet the necessary educational requirements for the licensure for clinical professional counselors (CPC) in the State of Nevada. Specific

Currently admitted UNLV School Counseling Program students may apply for concurrent admission to the Advanced Graduate Certificate in Clinical Mental Health Counseling. These students will complete the 60 credit School Counseling core courses plus 12-18 additional credits for the certificate. (Please see UNLV Graduate Catalog for official requirements)

Advanced Graduate Certificate in Addictions Studies

The Advanced Graduate Certificate in Addiction Studies is designed for individuals already holding a ma

CED Graduate Course Sequences

Courses in both the Master of Science (M.S.) Clinical Mental Health Counseling (CMHC), and the Master of Education (M.Ed.) in School Counseling (SC) follow a designated course sequence that is designed to support and enhance students' growth and development as counselors. Courses are generally offered only once per year during the semester designated in the sequences. Failure to follow the course sequence may result in a delay in completion of the program. Please see below for the recommended course sequencing for students entering the program from 2019 and beyond. Official course requirements can be found in the UNLV Graduate Catalog.

CSH Academic Programs.

Master of Education (M.Ed.) in School Counseling:

Sample Sequence of Courses for Fall 2024 Entry and After

Minority Recruitment & Diversity Policy

The principles of ethnic diversity and equal rights are

Statement of Liability Awareness

Counselors and counselors-in-training are not immune to litigation regarding counseling practice. Therefore, in order to protect students in training who are providing direct client services, all students enrolled in clinical courses must obtain and present evidence of adequate personal liability coverage. It is recommended that students select insurance providing a minimum coverage amount of \$1,000,000 incident/\$1,000,000 aggregate.

Students may choose their own insuring company. Sources that will insure counseling students include: The American Counseling Association and The American School

CED Practicum & Internship Coordinator

The Practicum and Internship Coordinator is responsible for the management of practicum and internship field experience placements for the Counselor Education program and works collaboratively with CCSD, as well as community agencies to place practicum and internship students at approved school and mental health sites.

Other duties include:

Organizing and facilitating the CED/Human Services Internship Fair each Spring Organizing and facilitating a Practicum/Internship orientation for students who will be completing field experiences in the spring, summer, and/or fall. Meeting with agencies throughout the academic year who are interested in becoming an approved site in the CED program and preparing paperwork for approval

Ensuring that each approved site has a current Educational Affiliation Agreement (EAA) on file.

Responding to inquiries regarding practicum and internship

CED Faculty Advisor

While the program has a Graduate Program Coordinator, upon admission to the graduate program all CED students are assigned an individual academic advisor from the CED faculty.

Please see your admission letter to identify your specific faculty advisor. The CED Faculty Advisor is responsible for assisting advisees with educational planning, clarifying program policies, course sequence, and communicating to the student the results of the systematic review of student program throughout the CED program including any necessary remediation therein. The CED Faculty Advisor will assist students in completing the requisite program of study and filing it with the UNLV Graduate College.

Program Contact Information Graduate Coordinator Heather Dahl-Jacinto, CEB 252, heather.dahl@unlv.edu

Department Chair Chris Wood, CEB 221, chris.wood@unlv.edu

Department Main Office CEB 221

Email: csh@unlv.edu Phone: 702-895-1891 Fax: 702-895165

Student Advising

Upon admission to the Counselor Education Program, each student (including certificate students) will be assigned a CED Faculty Advisor to formulate a program of study compatible with the program to which the student has been admitted. Regular meetings with your Faculty Advisor will help ensure your progress and successful program completion. To officially assign your Faculty Advisor through the Graduate

When in doubt about any issues or concerns regarding your Program of Study or progress towards your degree, consult your Faculty Advisor. It is ultimately the responsibility to ensure that the Program of Study submitted meets the Program and Graduate College requirements. In addition, students are responsible for ensuring that they have met any and all prerequisite requirements for all courses in which they attempt to enroll.

Filing a Program of Study

With the consultation and approval of the Faculty Advisor, all students must prepare a Plan of Study Parts 1 and 2, and complete this task for the Graduate College via the Grad Rebel Gateway. Part II is downloaded from the Degrees Directory, completed by the student, and uploaded into the Grad Rebel Gateway Part I form. Plan of Study forms are required of all students; cannot be submitted until Appointment of Faculty Advisor or Appointment of Advisory Committee form, if those are required for the program. The degree program outlines the courses the student will complete for the degree and must conform to the student's chosen program. The proposed program is to be submitted via the Grad Rebel Gateway prior to the student's completion of 16 credit hours of work toward the degree (we suggest this is done during the first fall semester). It is the student's responsibility to schedule an appointment with his/her Faculty Advisor for the purpose of filing the program well in advance of the program deadline.

Changing Program Track

If a student wishes to change CED Program Tracks (i.e., from/to clinical mental health

Academic and Interpersonal Benchmarks of Student Progress

The Counselor Education Program requires high levels of academic success and excellent interpersonal skills. Students are regularly evaluated throughout the program for academic progress and demonstration of appropriate interpersonal skills, professional demeanor, and social and ethical judgment necessary for a successful career as a professional counselor. If concerns arise about a student for academic and/or interpersonal reasons, the faculty will meet to evaluate the severity and nature of the concern and will suggest an appropriate course of action. Placing students on academic probation with the Graduate College precedes recommendations for separation from the graduate program. Probations may address such remedial actions including desisting temporarily from course work, repeating courses, seeking personal counseling, or withdrawal from the program permanently. Continued lack of improvement or other infractions may result in a report to the Office of Student Conduct for a Student Conduct Code violation and appropriate actions and/or academic probation . See the Probation of the Graduate Catalog.

Benchmarks of student progress include:

Benchmark 1: Successful completion of CED 701 and CED 727.

<u>Benchmark 2:</u> Successful completion of additional core coursework including Counseling & Consultation Theories, Multicultural and Social Justice in Counseling, Introduction to Group Counseling, and Legal & Ethical Issues in Counseling.

<u>Benchmark 3:</u> Successful completion of Counseling Practicum prior to Internship as evidenced by a grade of B or better.

<u>Benchmark 4:</u> Successful involvement in and completion of the Counseling Internship as evidenced by supervisor evaluations, completion of required contact hours, and a grade of B or better.

<u>Benchmark 5:</u> Successful completion of the comprehensive examination prior to graduation from the program.

Annual Review Procedures

Each winter break and early spring term, graduate students are required to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with

also used to track metrics related to the annual productivity of all students. This online form will covers the prior calendar year and assesses student progress while setting goals for the year ahead.

Student Review Process

The Counselor Education Program follows the Department, College and University Policies on student conduct which may be found at the Offices of Student Conduct. In addition, program faculty regularly reviews student progress in the CED program and appropriateness for the counseling profession using the Personal & Professional Competencies (PPC; see Personal and Professional Competencies Evaluation Form on page 23: PERSONAL-PROFESSIONAL COMPETENCIES FORM).

Remediation and Removal from the Counselor Education Program

The Counselor Education Program has developed the above procedure for remediation or dismissal from the program for non-academic reasons. A student may be terminated from the graduate programs for non-academic reasons as a result of one or more of the following factors:

- Failure to remediate unmet Personal & Professional Competencies (see PPC Evaluation Form on page 23: <u>PERSONAL-PROFESSIONAL COMPETENCIES</u> FORM).
- The student has displayed unprofessional conduct in the university or field placement, which represents a substantive violation of the ACA Code of Ethics.
- The student has exhibited attitudes, values and/or behaviors that are grossly inconsistent with the ACA Code of Ethics and the profession of counseling.
- 4. The student is expectations for performance in the field placement. Unacceptable performance in field placements may include, but are not limited to, students not fulfilling their assigned responsibilities for the field placement; consistent tardiness or absence in the field placement; displaying an inability to engage in a professional helping relationship with clients; an inability to appropriately use supervision; violating the ACA Code of Ethics; and/or inappropriate conduct toward clients or agency staff.
- 5. The student has been engaged in criminal behavior that has resulted in a felony conviction.
- The student has given false information about him/herself in the admissions procedure or to any staff associated with the program, including employees of field placements and clients.

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Academic Appeals Policies

For academic appeal information, review the **Graduate College guide**

And Graduate Student Resources:

Endorsement Policy

Students who choose to apply for licensure as Clinical Professional Counselor Interns may do so as detailed on the MFT/CPC Board of Examiners website and students needing a recommendation should plan ahead in requesting a letter from faculty. Faculty may provide personal references for students with appropriate consideration as to their knowledge of the student's progress in the program and the faculty

Any faculty member asked to provide an endorsement for a student enrolled in the Counselor Education Program pertaining to credentialing or employment opportunities consistent wit

counseling), may do so if they can confirm that the student: (a) has completed the necessary coursework to be considered for such endorsement; (b) was in good academic standing at the time the endorsement was requested; (c) can provide positive evaluations from an onsite supervisor(s) regarding preparedness for the profession; and (d) has maintained professional conduct consistent with the ACA Code of Ethics while enrolled in the program.

However, at the discretion of the endorser, the endorsement could be made without reservations. Likewise, the endorser may request that a student provide additional documentation before complying with the request for endorsement. Students should consult with the Counselor Education Program coordinator for any updates that may occur related to this policy and process.

Practicum & Internship Policies

Enrollment in practicum and internship are considered critical experiences for successful completion of the M.S. and M.Ed. in counseling. Primary goals of both practicum and Internship are to develop strong counseling skills and to promote the

compatible with their program emphasis area. Practicum and Internship activities will take place at departmentally-approved sites with appropriately qualified supervisors where the practicum student/intern can work with clients/students appropriate for the

Practicum (CED 741) placement requires students to complete 100 hours in an approved community setting under supervision from faculty and site supervisors. Students typically spend 6-10 hours per week involved in direct and indirect

conveyed with informed consent from the field site; (b) live supervision performed by

Comprehensive Examination

A comprehensive examination is required of all students enrolled in the Counselor Education program. The comprehensive exam is generally taken near the end of the graduate program. Students must be approved by their advisor in order to register for the comprehensive exam.

The National Counseling Exam (NCE) is administered as the comprehensive exam. There is no official study guide for this examination. However, the NCE website does

College. Students can re-register for the NCE following the successful completion of the remediation plan and with permission of their advisor.

Example Alternative Written Exam Rubric

	Student:				
		Grading Rubric fo	or alternate COMP E	Exam Question	
Content	Excellent (5) Excellent coverage, understanding, and articulation of the material required to answer the question.	Good (4) Good coverage, understanding, and articulation of the material required to answer the question.	Adequate (3) Basic coverage, understanding, and articulation of the material required to answer the question.	Minor deficiencies (2) Somewhat deficient coverage, understanding, and articulation of the material required to answer the question.	Inadequate (1)

NOTE: IT IS THE RESPONSIBILITY OF THE STUDENT TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN MET BEFORE APPLYING FOR GRADUATION.

Submit application for Counseling

Practicum to the CED Internship Coordinator

Steps to Graduation Timeline

University Resources

Leadership and Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete they studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association

With an alumni base 140,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for graduation on time and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College Student Services Team and questions regarding required forms should be directed to the Graduate College RPC Team

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to

inclusiveness that promotes respect, support, and empowerment. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

and inclusive

environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-

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comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student A ssociation (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the UNLV Student Code of Conduct by:

Promoting awareness of student rights and responsibilities;

Establishing accountability for student choices;

Creating opportunities for involvement in the process; and

Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and veteran education benefits-experienced staff to assist more than 1,800 veterans, dependents, active duty service members, National Guard members, and reservists attending UNLV. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies an d Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the Graduate Student Handbook, and following websites:

Academic Integrity

Activation for Military Service

Change of Address

FERPA/Privacy Rights

Health Insurance - Mandatory

Jean Clery Campus Safety and Security Report

Proof of Immunization

Policies and Procedures on the Protection of Research Subjects

Rebelmail Policy

Student Conduct Code

Student Computer Use Policy

Title IX

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to

The Title IX Coordinator can be reached through the online reporting form at <u>Title IX</u> <u>Reporting Form</u>, by email at <u>titleixcoordinator@unlv.edu</u>, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-

Student Participation in Professional Counseling Organizations

AFFIDAVIT OF COMMITMENT

t a copy for your records.

My signature below indicates that I have read and understand the information in the Counselor Education Program Handbook and I agree to adhere to its stipulations, policies, and procedures.

Furtherm

PERSONAL and PROFESSIONAL COMPETENCIES FORM

PROFESSIONAL/PERSONAL COMPETENCIES	CACREP Standards	NCATE/ CAEP Dispositions	Unme t (0)	Met (1)	Exceptional (2)	Comments	Total Points
Continually reflects on one's own personal development that enables student to effectively counsel clients.	HR, PI	P,R, E					
2. Demonstrates appropriate behavior in and outside of the classroom (e.g., dependable with assignments, attendance, and deadlines).	PI	E, R					
3. Demonstrates the ability to receive, integrate and utilize feedback from peers, faculty, teaching assistants, and supervisors.	HR	P, R					
4. Adheres to the ethical codes of the American Counseling Association (ACA), the American School Counselor Association (ASCA), National Board for Certified Counselors (NBCC) and the UNLV Student Conduct Code.	PI	E					

5. Appropriately relates to peers, professors, and clients.

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