

## **LETTER FROM THE FACULTY HEAD**

Dear Applicant,

Thank you for your interest in the Master of Counseling program at Arizona State University. This letter may answer some of your questions about the program.

The Master of Counseling (MC) program in clinical mental health is accredited by the Council for Accreditation of Counseling and Related Educational Program (CACREP). The MC program prepares counselors for practice in mental health, education, and social service settings or as school counselors. Like a degree in medicine or law, it is a terminal degree. No further degrees are necessary for the practice of counseling in the state of Arizona and elsewhere. Two years of supervised work as a counselor and passing the National Board of Licensed Counselors examination are necessary for certification for private practice.

The State of Arizona has licensure for master's level counselors. Check with our Board of Behavioral Health Examiners for complete information at <http://azbbhe.us/>

The Master of Counseling (MC) program in school counseling is accredited by the Arizona Department of Education (ADE). Information on the ADE can be obtained at <http://www.ade.state.az.us/>.

Of the approximately 150 students who apply each year, approximately 40 are selected. We are looking for students with high academic ability, relevant work and life experiences, and superior recommendations. We also value multicultural experience; for example, bilingual ability or work experience outside of your cultural background. The typical student we admit has a junior/senior grade point average of 3.5 or above, GRE test scores in the 90th percentile or above, and three or more years of work experience in a helping setting. The successful applicant does not have to be superlative in all areas. However, weakness in one area (e.g., low test scores, little relevant work experience) should be offset by other strengths.

The process of application to the MC program involves multiple tasks. If you decide to apply, get an early start by taking admissions exams and soliciting recommendations as soon as possible, as the deadlines are firm. Please review the information in the Program Admission section of this brochure.

It may be helpful to take one or two introductory courses to learn if the program is appropriate for you. CED 522 Theories of Counseling and Psychotherapy, CED 534 Occupations and Careers, and CED 545 Analysis of the Individual are the recommended introductory courses. Keep in

mind that only nine hours of course work completed prior to admission may be accepted as part of the MC course of study.

Because of the large number of prospective applicants, it is not possible to arrange for individual meetings with the faculty head concerning admissions or rejections. Group information sessions will be held several times in the fall. Times for these will be posted on the web site after September 15.

Again, thank you for your interest in the Master of Counseling program.

Sincerely,

Terence Tracey  
Professor and Faculty Head

### **MISSION STATEMENT**

The mission of the Master of Counseling (MC) program is to prepare students to become clinical mental health counselors or school counselors, culturally competent to work with diverse clientele in a variety of mental health settings in Arizona and other states. Clinical mental health counselors seek to prevent or treat psychological problems and to promote the health of individuals, families, groups, and organizations in a multicultural and diverse society.

### **SPECIFIC GOALS OF TRAINING**

To prepare students to be:

- Knowledgeable about the profession of counseling and related helping professions.
- Knowledgeable about and accountable to professional ethics.
- Knowledgeable about the philosophy of clinical mental health counseling.
- Competent in implementing culturally appropriate counseling techniques of assessment, intervention, and evaluation with a variety of clients.
- Knowledgeable about theories of counseling, personality, career development, group dynamics, and human development.
- Knowledgeable about the foundations and tools of research and inquiry.
- Competent in evaluating research.

The MC program in clinical mental health was designed according to the standards for mental health counseling by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

The MC program in school counseling is endorsed by the Arizona Department of Education.

The faculty has endorsed the *Multicultural Counseling Competencies* of the American Counseling Association and the *Guidelines on Multicultural Education Training, Research, Practices, and Organizational Change for Psychologists and Guidelines for Psychotherapy with Lesbian, Gay, and Bisexual Clients* of the American Psychological Association.

## **PROGRAM OBJECTIVES**

The MC program is committed to the scientist practitioner model. One manifestation of that commitment is the three complementary functions of the program's Counselor Training Center, namely service delivery, clinical training, and research.

The MC program at Arizona State University is based upon the objectives that reflect both programmatic and individual needs. They are to provide:

- A learning community that is respectful of human rights and individual differences.
- A curriculum that addresses the complexity of a multicultural society and issues of diversity as represented by the populations that counselors serve.
- A curriculum that reflects expertise and competencies, credentialing, and the community and school needs for culturally competent counselors.
- Opportunity for students to apply their counseling skills in a structured, supervised learning environment.
- A comprehensive program that is open to revision based upon the changing needs of students, faculty, the institution, and society.
- A curriculum and learning opportunities that reflect current professional standards.

## **TRAINING VALUES OF THE COUNSELING PROGRAM**

The Counseling and Counseling Psychology Programs at Arizona State University subscribe, and expect all students to subscribe, to the current ethical standards of the counseling and psychology professions (ACA, 2005; APA, 2002). These standards apply to all aspects of professional behavior, including (but not limited to) the practice of counseling and psychotherapy, supervision, teaching, research, consultation, and collegial relations. In

addition, the Programs are committed to creating and maintaining a positive training climate that (a) allows for open inquiry, free expression, and effective conflict resolution, and (b) promotes the understanding and affirmation of all aspects of human diversity. The specific implications of this position are elaborated as follows:

1. Freedom of expression is protected and encouraged. Students are expected to express themselves in a professionally responsible manner that demonstrates respect for others. Certainly, people may differ regarding whether particular communications are respectful. Students are urged to work through such difficult situations by maintaining an open mind, respect and empathy for others, and a commitment to continuing the dialogue. When necessary, faculty may play a facilitative role in these difficult dialogues.
2. An essential part of training is understanding and appreciating all aspects of human diversity, including sexual orientation, gender, race ethnicity, cultures, language, religion, spirituality, economic status, ability, and age. Students are expected to use their training to free themselves, as much as possible, from prejudice related to any of these aspects of diversity. Again, people may differ regarding what constitutes prejudice, and students are encouraged to work through these issues in the manner described in Point 1 above. Unprotected forms of expression—threats, verbal abuse, and harassment—are not tolerated, and will be considered grounds for disciplinary action within the Programs. There are no acceptable excuses for such behavior; therefore, students are cautioned about what they may say as a “joke” or “in the heat of the moment.”
3. Throughout their training, students should expect to work with colleagues and clients who are different from themselves. Learning to work with different kinds of people is a central goal of professional training. Students who have difficulty in working with particular kinds of clients must address and resolve these difficulties in supervision.
4. It is not acceptable for students to refuse to work with clients simply because the clients belong to a particular category of people (see Point 2 above). Nor is it acceptable for students to cite their own values as grounds for refusing to work with clients who are different—for example, “As a separatist, I refuse to work with men.” Students who find themselves taking such positions do not belong in the Counseling and Counseling Psychology Programs at ASU.

## **PROGRAM OPTIONS**

The MC degree is a 60-semester-hour professional program that prepares counselors for a number of mental health counseling settings, including colleges, universities, schools, organizational settings and a variety of mental health agencies and community agencies. The program can be completed in no less than two years. **Most students can complete the program in 2-3 years. The program is not designed to be a part-time program.**

The **Practitioner Option** places considerable emphasis on supervised field experiences. This option is designed to fulfill the educational and training needs of clinical mental health counselors not planning to pursue further graduate study beyond the MC degree. A comprehensive exam is required to complete this option.

The **Research Option** places considerable emphasis on developing research competencies. Successful completion of a master's thesis is required in this option. The Research Option is designed to meet the needs of student who intend to pursue doctoral study at some future time.

The **School Counseling Option** provides added training in issues related to counseling in the schools (K-12 education). Considerable emphasis is placed on supervised experience in the schools. If the student elects the school counseling option, upon graduation, he or she can be endorsed to be a school counselor in the state of Arizona.

Students who successfully complete all program requirements will receive full program endorsement as either clinical mental health counselors or school counselors (depending upon their program of study). This endorsement is appropriate for the appropriate professional license or certification.

## **PROGRAM ADMISSION**

Admission to the MC program is based on the applicant's potential for graduate study, previous preparation and experience, and the possession of personal qualities that contribute to success as a counselor. In order to balance student demand with resources available, the program is limited in the number of students admitted each year. Factors that are evaluated in the admission process include:

1. Academic potential as measured by the FRK index.
1. Non-academic professional experiences in areas dealing with teaching and the helping professions.
2. Non-academic life experiences that add breadth in understanding the human condition.
3. Recommendations from persons able to address areas 1, 2, and 3 above.

## **ACADEMIC POTENTIAL**

Applicants to graduate programs at ASU must first meet the Graduate College requirements for admissions (e.g. minimum 3.0 junior/senior GPA, and English language proficiency). Counseling and Counseling Psychology further requires that all applicants score at least 5.5 on the FRK

index. Applicants are required to take the aptitude sections (Verbal and Quantitative) of the Graduate Record Exam (GRE). The test must be retaken if scores are more than 5 years old. To compute your FRK index, use the following formula:

$$\text{FRK Index} = \text{UGPA (or JR/SR GPA)} + (\text{GRE V} + \text{GRE Q} / 400).$$

The GRE score in this formula is the “old” GRE score ranging from 200-800. The “new” GRE ranges from 130-170. TO use the new GRE score in the above equation, convert the new GRE into the old GRE and plug it into the above equation.

$$\text{oldGRE} = 15(\text{newGRE} - 150) + 500$$

Recruitment activities and admissions recommendations are program based. Under exceptional circumstances, students whose FRK index falls below the 5.5 may still be considered where there is other strong evidence of the student’s academic potential. All students must be graduates of accredited higher education institutions.

#### **NON-ACADEMIC/PROFESSIONAL/LIFE EXPERIENCES**

Applicants are required to submit a **3-5 page personal statement** that will include information on significant life experiences, professional experiences, personal attributes, personal and professional goals, and other information that will assist the faculty in evaluating the applicant. The following further explains these areas:

1. Brief autobiographical statement
2. An example of how you have overcome an obstacle
3. Multicultural experiences
4. Volunteer or helping related experience
5. Why you want to be a counselor and how will our program help you meet your goal.

#### **RECOMMENDATIONS**

Three (3) recommendations are required. These should be from persons able to evaluate the applicant’s potential, professional experience, and personal attributes. You will be asked to provide your recommender’s email address; ASU will contact recommenders directly.

#### **THE APPLICATION PROCESS**

To apply to the program, applicants must submit the online Graduate Application and the materials required by the MC program as directed in this section. Inquiries may be sent to [ccp@asu.edu](mailto:ccp@asu.edu).

The Graduate Application: The Graduate Degree Application is to be submitted online to the Graduate College. The application and details about application requirements are on the Internet at <http://graduate.asu.edu/admissions>. It is the applicant's responsibility to peruse the application information and not overlook requirements that delay processing the application.

Materials Required by the MC Program: Submit the following materials online:

- Personal statement as described in the Non-Academic Professional/Life Experiences section.
- 3 completed recommendations.

As part of the application process, you will be asked if you do or do not waive your right to review the recommendation sent on your behalf. Each recommender will be informed of your decision and asked to send their recommendation electronically to ASU. Do not mail or fax materials.

Timeline: The Graduate Application and all materials required by the MC Program must be received prior to the **annual January 15th deadline**.

Please allow ample time prior to the deadline for administrative processing (6 weeks recommended). Responsibility for meeting the deadline is solely that of the applicant. Incomplete files will not be considered. It is the applicant's responsibility to ensure that the file is complete.

The Counseling program reviews all applications as a pool and accepts students based on qualifications. The admissions committee will need 6-8 weeks (after January 15th) to review the completed files. The committee's recommendations will then be forwarded to the Graduate College for the decision. Applicants will be notified by letter from the Graduate College by April 15 concerning admission to the program. The Division staff cannot release information regarding admission decisions.

Affirmative Action: In all admissions, the Counseling Program, the School of Letters and Sciences and the University are committed to Affirmative Action policy.

## **PROGRAM**

*To keep our programs current, faculty revise requirements from time to time. If your decision to apply for the program is based on specific course requirements, please be sure you have the latest program description before you accept any offer for admission and register for classes.*

*The faculty reserve the right to make modifications to the program, curriculum, and exams to better address student, faculty, program, university and/or community needs.*

### **ADVISOR ASSIGNMENTS**

Upon acceptance into the program, students will be informed by letter from the Counseling faculty head of the name of their advisor and will receive information related to orientation and guidelines for effective movement through the program.

### **PROGRAM POLICIES**

The following are policies of the Counseling Program, the School of Letters and Sciences and/or the Graduate College regarding the MC degree:

1. A minimum of 60 semester hours approved by the supervisory committee, the program head, and the Graduate College is required for graduation.
2. The information in this section relates to a student's *Plan of Study*. The *Plan of Study* specifies the requirements that students must complete for their degree and is submitted and revised electronically via the interactive POS system (iPOS). In order to facilitate degree completion and shorten time to degree, graduate students must submit their POS by the time they have enrolled for 50 percent of the minimum 60 credit hours required to complete the MC degree. The POS must be approved by the student's committee, the head of the academic unit, and the Graduate College dean. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
  - a. All work toward the MC degree must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed with three years of the semester and year of admission to the program.
  - b. Once a student's official *Plan of Study* has been approved, course changes and changes in the committee are submitted electronically via the iPOS. Any changes must be approved by the faculty head, the program head, and the Graduate College.
  - c. Students must have an approved *Plan of Study* prior to scheduling their comprehensive examination. The results of this examination must be reported to the Graduate College within the semester it is completed. The "Report of Final Master's Culminating Experience" form is used to submit the report of the exam to the Graduate College.
  - d. A student must obtain satisfactory evaluations in pre-practicum, practicum, and internship.
  - e. A student must achieve a grade point average (GPA) of 'B' (3.0) or better in all work for graduate credit and in all work specifically included on the *Plan of Study* in order to



graduate. If a 3.0 GPA is not maintained, the student may petition to extend his/her program by taking more courses until the required GPA is attained.

3. The Graduate College and the-School of Letters and Sciences have established policies for the acceptance of equivalent graduate courses completed prior to admission to the MC program. The following policies are consistently adhered to:
  - a. A maximum of 32 hours of equivalent graduate courses completed prior to admission may be applied to the MC degree **only** when these courses have been a part of a master's degree **completed** at an accredited institution.
  - b. In all other circumstances, a maximum of nine (9) semester hours taken prior to the semester of admittance may be applied to the MC degree.
  - c. Only courses in which the student has received a grade of 'A' or 'B' are accepted for credit in meeting *equivalent* course requirements.
4. A substitution for a required course may be allowed if the substituted course is equivalent in content and caliber. Documentation (course syllabus, letter from instructor, etc.) for both the course previously taken and for the course for which substitution is sought must be provided to the student's advisor. The advisor in conjunction with the faculty head and the specific course instructor will decide on equivalency.

## CURRICULA

### THE PROFESSIONAL CORE

The following are required courses for all MC students:

CED 522 Theories of Counseling and Psychotherapy	3 hrs
CED 523 Psychological Tests	3
CED 527 Prevention & Consultation	3
CED 534 Occupations and Careers	3
CED 545 Analysis of the Individual	3
CED 567 Group Dynamics and Counseling	3
CED 577 Counseling Pre-practicum	3
CED 529 Lifespan Human Development	3
CPY 645 Professional Issues and Ethics	3
CPY 671 Multicultural Counseling	3
CED 680 Practicum**	3
CED 684 Internship in Community Counseling ***	6
CED 591 Intro to Research and Evaluation in Counseling (or COE 501)	3
EDP/COE 502 Introduction to Data Analysis	<u>3</u>

**Total**

**48 hrs**

Students should be aware that self-exploration and self-knowledge are prerequisites for effective counseling and many courses require student to engage in this self-reflection.

**\*\* Counseling Practicum (CED 680) Application**

Initial practicum is a very important course in the training of counselors. It is a time when student grapple with applying the content that they have learned with actual clients. Since we have an ethical imperative to provide quality service and to do “no harm,” the faculty needs to make sure that all students who are in practicum have the basic interpersonal skills and qualities needed in being counselors. Further, practicum is a very expensive course in that each student is provided with intensive supervision and support. Hence, there are only a limited number of openings. For both of these reasons (student qualities and course resources), the faculty require that students apply for admission to practicum.

Those students interested in enrolling in counseling practicum (CED 680) must make formal application in the semester prior to desired enrollment. These applications are available in the Counselor Training Center. Students must have completed CED 522, CED 577, and CED 545 prior to being allowed to register for practicum. They should also have completed or be concurrently enrolling in CPY 645 and CED 534. The faculty will review applications and make determinations. Decisions about admittance to practicum will be based on an assessment of student skill and readiness as well as course and CTC resources.

Be aware that the program cannot guarantee that every student will be allowed to enroll in practicum when they wish or even at all. The faculty needs to balance student demand with program resources and client demand so that there are appropriate numbers in each semester. Further given the faculty’s ethical responsibility of ensuring competent provision of service, it is possible that certain students will not be allowed to enroll because of concerns regarding the appropriateness of the placement. As such, there will be a two-step evaluation process. First, students’ applications will be reviewed with respect to appropriateness of practicum. If students are deemed appropriate, then specific practicum assignments will be made (i.e. what semester and what sections). If a student is not deemed appropriate for practicum, the faculty will inform the student of specific options such as remediation or termination from the program. This policy is intended to ensure that quality training occurs in practicum.

Deadlines:

Fall practicum

Application due April 15 of the previous spring

Spring practicum

Application due November 15 of the previous fall

Summer practicum                      Application due April 15 of the previous spring (Be aware that these spots are very, very limited if present at all.)

\*\*\* Prior to registration for Internship, approval must be received from the student’s advisor and practicum supervisor. Registration information is available in the Counselor Training Center. (600 hrs. required with 240 of these hours in direct client contact.) Students must make formal application for internship in the semester prior to the desired enrollment. Issues regarding internship enrollment are identical to practicum described above, appropriateness of placement and availability are reviewed by the faculty.

### THE PRACTITIONER OPTION

Students in the Practitioner Option are required to complete the Professional Core. In addition, two courses (6 hours) are required in Methods of Intervention/Behavior Diversity that could include:

CPY 694 Substance Abuse Counseling	
CED 672 Marriage and Family Counseling	
CED 691 Seminar: (specific counseling approaches, e.g. Brief Psychotherapy)	
CPY 674 Counseling Women	
CPY 613 Child Counseling	
CPY 644 Psychology of Careers	
FAS <a href="#">570</a> Introduction to Marriage & Family Therapy	
FAS <a href="#">572</a> Advanced Techniques in Marriage and Family Therapy	
NUR 578 Gestalt Therapy I	
PSY 578 Developmental Psychopathology	
CPY 623 Counseling At-Risk Youth	
CED 525 Introduction to Evaluation	
CPY 650 Counseling Latinos	
CPY 634 Organizational Development	
SWG 591 Gay and Lesbian Issues	
Electives (Counseling related—Advisor approval required)	<u>6 hrs</u>
<b>Total</b>	<b>12 hrs</b>

### THE RESEARCH OPTION

All students are admitted directly into the Practitioner Option. Any student subsequently seeking admission into the Research Option should follow these steps:

1. The student begins taking statistics and research design courses as soon as possible in their program and meets with faculty advisor to outline a research program of study.

2. The student contracts (i.e., establishes an agreement) with a faculty member willing to serve as thesis advisor who helps to develop the initial research idea into a research proposal.
3. The student and thesis advisor jointly inform the faculty head in writing of their contract to work together. **This notification of the faculty head constitutes admission into the Research Option.**
4. The student and thesis advisor jointly decide on the other two members of the thesis committee, secure their agreement to serve, and notify the faculty head.
5. The student agrees to modify his/her program of study to include the research option requirements.
6. The student completes the research proposal to the faculty advisor's satisfaction and defends the proposal before the thesis committee. This defense must occur before the thesis research can be conducted.
7. Research Option students complete the Professional Core (48 hours) and the following:

EDP 552 Multiple Regression and Correlation Methods	3 hrs
EDP 554 Analysis-of-Variance Methods	3
CED 599 Thesis	6
Elective course(s) if needed to reach 60 credits	<u>(3)</u>
<b>Total</b>	<b>12-15 hrs</b>

Student considering the research option should be aware that it is a major commitment of time and energy on the part of the student and faculty. The decision to enter the research option should be made very carefully and in consultation with the faculty advisor.

Research Option students, just as the Practitioner Option students, are also required to complete 600 hours of Internship.

### **THE SCHOOL COUNSELING OPTION**

Students following the School Counseling Option are required to complete the following courses in addition to the professional core:

CED 528 School Counseling	3 hrs
Two Courses in Methods of Intervention/Behavior Diversity:	6 hrs
CED 672 Marriage and Family Counseling	
CED 691 Seminar: (specific counseling approaches, e.g., Brief Psychotherapy)	
CPY 613 Child Counseling	
CPY 644 Psychology of Careers	
FAS 570 Introduction to Marriage and Family Therapy	

FAS 572 Advanced Techniques in Marriage and Family Therapy  
 CPY 694 Substance Abuse Counseling  
 CPY 623 Counseling At-Risk Youth  
 CPY 650 Counseling Latinos  
 PSY 578 Developmental Psychopathology  
 CPY 634 Organizational Development  
 CED 525 Introduction to Evaluation (recommended)

Clinical Experience:

\*CED 680 Internship in a School Setting (Required)

3 hrs

**Total**

**12-15 hrs**

\*In addition to 600 hours of internship hours in a counseling setting. There are some settings that provide both school and community experiences. Consultation with the Internship Coordinator and faculty advisor are essential.

\*Note: Students in the School Counseling Option are *strongly* advised to complete at least one of the required CED 684 Internships in a school setting. (At least one practicum/internship in a school is required by the Arizona Department of Education for School Guidance Counselor Certification Grades PreK-12).

## COMPREHENSIVE EXAMINATION/THESIS

Students in the Practitioner or School Counseling Option must complete a standardized comprehensive examination in order to graduate. Students in the Research Option must complete a master's thesis in order to graduate. Information pertaining to these can be obtained from the student's advisor.

## MC COURSE SEQUENCING

To facilitate enrollment, the entering MC class will be divided into two groups of admissions and told the ordering of courses they should take. There are two general sequences that apply, especially to the first and second semester. If you cannot register for a course, there is some flexibility in what you can take, except CED 577 and CED 680. During summer sessions, students have the opportunity to take some required and elective courses.

Group A		
Year 1 Fall (15 hrs)	Year 1 Spring (15 hrs)	Year 1 Summer (6 hrs)
CED 577	CED 680 (6)	CED 591 (Intro Research)

CED 522	CED 523	COE/EDP 502
CED 545	CED 534	
CED 567	CED 527	
CPY 645		
Year 2 Fall (15 hrs)	Year 2 Spring (12 hrs)	
CED 684 (3)	CED 684 (3)	
CED 529	CED 591 (Core)	
CPY 671	Elective	
Behavior Diversity		

<b>Group B</b>		
Year 1 Fall (15 hrs)	Year 1 Spring (15 hrs)	Year 1 Summer (6 hrs)
CPY 645	CED 577	CED 591 (Intro Research)
CED 522	CED 523	CPY 671
CED 545	CED 534	
EDP/COE 502	CED 567	
CED 527	CED 529	
Year 2 Fall (12 hrs)	Year 2 Spring (9 hrs)	Year 2 Summer (3 hrs)
CED 680 (6)	Behavior Diversity	CED 684 (3)
Behavior Diversity	CED 684 (3)	
Elective	Elective	

## **ISSUES RELEVANT TO ALL MC STUDENTS**

### **ENDORSEMENT POLICY**

All of our MC graduates, because they have satisfactorily completed all program requirements, are endorsed to be clinical mental health counselors or school counselors (depending upon their program of study). This means that they have passed all coursework and successfully passed their comprehensive exam or thesis defense and that three faculty members (their student advisory committee) have signed their completion forms indicating program endorsement. Those students who satisfactorily complete the School Counseling Option, upon application to the faculty head will receive an endorsement certificate in school counseling.

### **STUDENT ADVISORY COMMITTEE**

Students are encouraged to meet with their faculty advisor to discuss their Plan of Study, movement through the program, completing Practicum or Internship application forms, or

career interests. It is a student's responsibility to make appointments. A faculty advisor and committee members are assigned to each student upon acceptance into the program. Faculty hold regular office hours and most are also available at other times.

### **CHANGING ADVISOR OR COMMITTEE MEMBERS**

For various reasons, a student may want to change his/her faculty advisor or committee members. The procedure is as follows:

1. Obtain consent to change from the current advisor. (Consent to the change must be obtained from both the assigned and prospective faculty advisor.)
2. Contact the prospective advisor to ascertain his/her availability and agreement to the proposed change.
3. If the faculty advisor or committee members are to be changed after the Plan of Study has been approved by the Graduate College, the faculty head must be contacted about the proposed changes. It is necessary for the student to open his/her iPOS and click on the "Committee Change" tab at the top of the page and make the appropriate changes as approved by the faculty head, it is also necessary to turn in a paper copy of the signed committee change form to be kept in the student's file.
4. The student will be notified through MyASU when the request has been approved by the Graduate College.

### **PRACTICUM AND INTERNSHIP**

Students need to be aware that it is extremely difficult, if not impossible, to be employed full time and to be able to meet the requirements of practicum and/or internship. These courses require a significant time commitment (10-12 hours per week) and this may not be possible with full-time employment.

In **CEC 680 Practicum**, students are called upon to demonstrate counseling skills with actual clients. During this 100 clock hours learning experience, supervisors work closely with students both individually and in small groups. Practica are offered only through the Counseling Training Center (CTC) and are integral to the training of clinical mental health counselors. All practica are graded as pass or fail. Students should expect to commit 10-12 hours per week to the practicum experience.

### **COUNSELING PRACTICUM (CED 680) APPLICATION**

Practica are designed to foster the development of the students' counseling skills, promote professionalism, and provide an opportunity for personal growth. It is necessary that students familiarize themselves with the procedures of the CTC prior to beginning any practicum.

Initial practicum is a very important course in the training of counselors. It is a time when students grapple with applying the content that they have learned with actual clients. Since we have an ethical imperative to provide quality service and to do “no harm,” the faculty needs to make sure that all students who are in practicum have the basic interpersonal skills and qualities needed in beginning counselors. Further, practicum is a very expensive course in that each student is provided with intensive supervision and support. Hence, there are only a limited number of openings. For both of these reasons (student qualities and course resources), the faculty require that students apply for admission to practicum.

Those students interested in enrolling in counseling practicum (CED 680) must make formal application in the semester prior to desired enrollment. These applications are available in the Counselor Training Center. Students must have completed CED 522, CED 577, and CED 545 prior to being allowed to register for practicum. They should also have completed or be concurrently enrolled in CPY 645 and CED 534. The faculty will then review applications and make determinations. Decisions about admittance to practicum will be based on an assessment of student skill and readiness as well as course and CTC resources.

Be aware that the program cannot guarantee that every student will be allowed to enroll in practicum when they wish or even at all. The faculty needs to balance student demand with program resources and client demands so that there are appropriate numbers in each semester. Further, given the faculty’s ethical responsibility of ensuring competent provision of service, it is possible that certain students will not be allowed to enroll because concerns regarding the appropriateness of this placement. As such, there will be a two-step evaluation process. First, students’ applications will be reviewed with respect to appropriateness of practicum. If students are deemed appropriate, then specific practicum assignments will be made (i.e., what semester and what sections). If a student is not deemed appropriate for practicum, the faculty will inform the student of specific options such as remediation or termination from the program. This policy is intended to ensure that quality training occurs in practicum.

**Deadlines:**

Fall practicum	Application due April 15 of the previous spring
Spring practicum	Application due November 15 of the previous fall
Summer practicum	Application due April 15 of the previous spring (be aware that these spots are very, very limited if present at all)

The **Internship in Clinical Mental Health or School Counseling, CED 684**, is designed to enhance the student’s professional skills in synthesizing his/her learning by providing an opportunity to try out academic theory in an applied setting. Internship is conducted in cooperating



community agencies or educational institutions under the supervision of one or more of their professional staff. Internship application is identical to the practicum application with respect to issues involved in placement. As such students must apply for internship in the semester prior to the desired enrollment. If the student is approved, he or she will be allowed to apply to external agencies for a placement. This placement must also then be approved by the internship coordinator. In consultation with the Internship Coordinator and the student's advisor, the student selects an approved site, makes interview arrangements, and completes all necessary paperwork. The internship experience has a 600-clock-hours requirement that includes 240 hours of direct client contact, and average of one hour per week individual or small group (3 interns) supervision, and one and a half hours per week of group supervision.

### **PROFESSIONAL BEHAVIOR AND SOCIAL NETWORKS**

Students who use social networking sites (e.g., Facebook, MySpace, etc) and other forms of electronic communication should be mindful of how their communication may be perceived by clients, colleagues, faculty, and other mental health professionals. As such, students should make every effort to minimize visual or printed material that may be deemed inappropriate for a professional counselor or psychologist. To this end, students should set all security settings to "private" and should avoid posting information/photos and avoid using any language that could jeopardize their professional image. Students should consider limiting the amount of personal information posted on these sites and should never include clients, and also not include undergraduate or graduate students for whom they are currently serving as an instructor as part of their social network, since doing so constitutes a boundary violation. Additionally, any information that might lead to the identification of a client or represent a violation of client confidentiality is a breach of the ethical standards that govern the practice of counselors, psychologists and mental health professionals in training. Engaging in these types of actions could result in the student being dismissed from the program.

### **COSTS**

The costs of tuition and fees vary by year. Current figures can be obtained at <http://students.asu.edu/costs>. Tuition and fees are subject to annual approval by the Arizona Board of Regents. **It needs to be noted that due to the intensive nature of the program, students in the MC program are required to pay an additional \$300 per credit.** If students obtain a graduate assistantship of .50 FTE (20 hours per week), their tuition is waived and they have individual health insurance covered. If students are employed between .25-.49 FTE, they are considered in-state residents for tuition and also receive a waiver of 50 percent of their tuition. More information on costs and assistantships is available on the Graduate College website at <http://graduate.asu.edu>.

## **FINANCIAL ASSISTANCE**

Information related to various forms of financial assistance available to graduate students can be found on the Internet at <http://graduate.asu.edu>.

**Note that a portion of the program fees referenced above are set aside for financial aid for those in the program. This money is awarded to students in the program based on need. Students interested in applying for this financial assistance need to apply for financial aid at <http://students.asu.edu/financialaid>.**

Teaching and research assistantships and loans are available to graduate students. Admission to the program is a criterion for financial aid. Some assistantships are reserved for new students entering the program; others are available to continuing students with particular expertise. Graduate assistantship applications are available at <http://graduate.asu.edu/forms>.

Assistantships with half-time (20 hours per week) appointments receive a full tuition remission and student health insurance at no cost; however, enrollment is required. Assistantships with quarter-time (10 hours per week) appointments receive a 50 percent reduction in resident tuition. Those with an appointment of quarter time or more are treated as residents for tuition purposes. In addition, assistantships pay a small stipend. For additional information, please see the Graduate College website at <http://graduate.asu.edu>.

There are a limited number of graduate teaching and research assistantships for which many students apply. These applications form a pool from which recruitment is possible. As the number and types of assistantships become known, the applications are reviewed by faculty heads and selections are made. The policy has been that PhD students receive first consideration.

As teaching and research assistantships become available through the School of Letters and Sciences announcements are posted via the student listserv (CEDSTUD). Individual faculty who have research grants, which include research assistants, follow similar procedures in securing students to work with the grant.

Loans, one of the major sources of aid, are available to students. If you are interested in seeking loan assistance, see the Internet at <http://www.students.asu.edu/financialaid> or send inquiries to the Student Financial Assistance Office, PO Box 87012, Arizona State University, Tempe, AZ 85287-0412.

## **HOUSING**

ASU Main has limited housing facilities for graduate students. Numerous apartments are available in Tempe and adjacent communities that are utilized by the majority of students at ASU. See the various options available (and application process) on the Internet at <http://www.asu.edu/reslife>.

### **PERSONAL COUNSELING**

Students are eligible for personal counseling at Counseling and Consultation (located in the Student Services building) or at any of the counseling centers on the other ASU campuses. The faculty fully recognizes that counseling our own students would constitute a dual relationship and, therefore, refer students who request information about counseling to Counseling and Consultation or to mental health professionals in the area.

### **PERSONAL AND PROFESSIONAL EXPECTATIONS FOR STUDENTS**

There are three categories of personal and professional expectations for students. The first are viewed as general expectations and relate to such areas as maintaining an acceptable grade point average; meeting commitments related to program deadlines, procedures, program forms, and final papers or comprehensive examinations; and behavior consistent with the University Student Code of Conduct.

The second set of personal and professional expectations for students relate to the experiential aspects of the program and center around behaviors appropriate for CED 680 Practicum and CED 684 Internship in Counseling. These expectations are distributed to students on forms descriptive of these various experiential course areas.

The third set of personal and professional expectations for students in that students are encouraged to seek student membership in professional associations. The American Counseling Association (ACA), a professional association composed of over 60,000 counselors and human development specialists, provides leadership training, continuing education, professional development opportunities and advocacy services for its members. ACA has 14 divisions and special interest groups that members may join. Each division publishes a newsletter and may publish journals. Student memberships are available at reduced rates and include subscriptions to The Journal of Counseling and Development and Counseling Today. Membership applications can be obtained by calling ACA, 1-800-347-6646x222, by fax at 1-703-823-0252, by Internet at <http://www.counseling.org>, or by mail at 5999 Stevenson Avenue, Alexandria, VA 22304-3300. As of June 2011 the membership fee is \$91 for students.

The Arizona Counselors Association (AzCA) is a professional association composed of counselors and human development specialists within Arizona. AzCA provides leadership training, continuing education, and professional development opportunities for its members. Student memberships are available by writing to AzCA at P.O. Box 38551, Phoenix, AZ 85069-8551, email to [email@azca.org](mailto:email@azca.org). You can also apply for membership through the Internet at <http://www.azca.org>. The membership fee for students is \$30.

## **CED EVALUATION AND DISMISSAL POLICIES**

### **ROUTINE ANNUAL EVALUATION OF STUDENT PROGRESS**

Student progress through the program is assessed annually at a faculty meeting toward the end of the spring semester. The standard for satisfactory performance is regular progress through the program—that is, all aspects of the program are completed at the expected time and at a satisfactory level, as determined in advance for each aspect of the program (via course syllabi, practicum and internship evaluation criteria, master’s thesis standards [if applicable], and comprehensive examination standards [if applicable]). Students can assume that their performance is satisfactory and that they are in *good standing* in the program if they receive no written notification to the contrary after the annual review.

### **STUDENT DEFICIENCIES AND POSSIBLE CONSEQUENCES**

If, in the annual review, the faculty determine any deficiency in a student’s progress or performance, the advisor so informs the student by letter, a copy of which is placed in the student’s file. The letter describes the deficiency and its consequences to the student, as the faculty have determined. The consequences are determined on a case-by-case basis, according to the nature and circumstances of the deficiency, but there are three general possibilities:

First, the faculty could determine the deficiency to be relatively minor and easily remediable. In this case, the student remains *in good standing* and is required to pursue a course of action to remediate the deficiency, the exact nature and timeframe of which are stated in the advisor’s letter, and the completion of which is monitored by the advisor.

Second, the faculty could determine the deficiency to be substantial enough to warrant a remediation contract. In this case, the student is considered *not in good standing* and on probation until the terms of the contract are met. The faculty would also determine who is to be involved, along with the advisor, in drawing up the contract with the student. A remediation contract should (a) describe in behavioral detail each deficiency, (b) state in behavioral detail the level of progress or performance that is required to remediate each deficiency—with reference to supporting documentation from written standards in the

program (e.g., syllabi, practicum evaluation criteria), and (c) specify a timeframe for completion of the contract. The contract should be signed and dated by the student, the advisor, and faculty head, with a copy given to the student and another placed in the student's file. The advisor monitors progress on the contract.

When the advisor believes the terms of the contract have been met, he or she so informs the faculty. Based on a review of the student's progress, the faculty then determine whether or not the terms of the contract have been met. If their judgment is positive, the student is once again *in good standing* and *not on probation*, and this decision is communicated in writing to the student, a copy of which is placed in the student's file. If the faculty's judgment is negative, they determine further consequences for the student and communicate these in writing to the student, with a copy placed in the student's file. Further consequences would take the same form as the three general possibilities listed previously.

Third, the faculty could determine the deficiency to be so substantial as not to warrant remediation but rather a recommended dismissal from the program. This is described in the section, "Recommended Dismissal from the Program."

#### **AD HOC EVALUATIONS OF STUDENT PERFORMANCE AND POSSIBLE CONSEQUENCES**

Professional ethics demand that student deficiencies be addressed as soon as possible. Many deficiencies can be successfully addressed by the student and faculty member in the context of a course or other experience (e.g., research) without recourse to the more formal procedures described above. Indeed, this is part of the ordinary educational experience. It is incumbent upon the faculty member in such cases to act in a timely manner, so that the student has maximal opportunity to remediate the problem. The student is not placed on probation in the program. The student's successful remediation is simply reflected in the student's course grade or faculty feedback. Nothing is placed in the student's file regarding the incident, nor is it necessarily discussed among the faculty, unless the faculty member in question would like supervision or advice regarding the incident.

However, when student deficiencies cannot be addressed within the context of a course or other experience—either because they are too serious or too broad (i.e., they extend beyond a single course or experience)—they must be brought to the attention of the faculty as a whole, in the form of a behavioral description of the deficiency. Such deficiencies are generally handled in the same way that deficiencies arising from annual reviews are handled (refer to the three possible consequences in the section, "Student Deficiencies and Possible Consequences").

#### **RECOMMENDED DISMISSAL FROM THE PROGRAM**

A recommended dismissal of a student from the program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work (which includes clinical work) or in other critical areas of professional conduct—and that the student is not to be given an opportunity (or an additional opportunity) to remediate the deficiency. Recommended dismissal may follow a period of probation, but it does not have to.

Rules regarding recommended dismissal of a student from the program include the following:

First, the dismissal discussion is confidential.

Second, the student may, but is not required to, appear before the faculty, or provide the faculty with a written statement, or both. Any oral or written statement by the student is expected to focus solely on the behavior at issue.

Third, performance standards on which a recommended dismissal could be based are written and made available to students upon entering the program. These standards may be found in a variety of sources: Internal program documents include course syllabi, practicum and internship evaluation criteria, master's thesis or equivalency standards, and comprehensive examination standards. Documents external to the program include ACA's (2005) **Code of Ethics** (<http://www.counseling.org/Resources/CodeOfEthics/TP/Home/CT2.aspx>), university regulations concerning academic or scientific misconduct, and Federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board at ASU. Documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them.

Fourth, the dismissal recommendation is made by the faculty as a whole on a majority vote, based on examination of the evidence.

Fifth, if the faculty's decision is in favor of dismissal, the recommendation to dismiss the student is communicated in writing to the student and to the Graduate College.

The following paragraphs describe five circumstances that might be basis for dismissal.

**Failure to maintain minimum academic standards.** (a) Students are placed on academic probation whenever their cumulative graduate GPA drops below 3.0. Students on academic probation have one semester to raise the graduate GPA to 3.0 or above and thus return to good standing. Students failing to meet this requirement are not permitted to re-enroll unless this is

recommended by the program and approved by the Graduate College; otherwise, they may be dismissed from the program. Students in the program who are on academic probation may also be placed on program probation. Permission to enroll while on program probation is determined by the faculty on a case-by-case basis. (b) As a matter of program policy, no grades of Incomplete may accrue while a student is on probation, and Incompletes received prior to the probationary period must be completed by the end of the probationary period. (c) Students on probation may not participate in practicum, internship, or any other clinical experience. Registration for any such clinical experience is contingent upon maintaining a cumulative GPA of 3.0 or above.

**Unsatisfactory performance in counseling practicum, fieldwork, or internship.** Students who receive an unsatisfactory performance evaluation from their clinical supervisor or the faculty member assigned to the clinical experience may, upon review by the faculty, be dismissed from the program for failure to meet the program's expectations for the quantity or quality of clinical work or supervision. A student may also be dismissed for an ongoing failure to accept supervision.

**Unethical or unprofessional conduct.** Students are referred to APA's (2005) **Code of Ethics**, as well as to university regulations concerning academic or scientific misconduct and Federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board at ASU. Substantial violation of any of these documents or other applicable professional standards, as determined by the faculty, may result in dismissal from the program. As noted above, documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them.

**Circumstances that interfere with training or threaten client welfare.** Student conduct that, in the opinion of faculty, obstructs or threatens the training of fellow students or the welfare of clients, students, faculty, or supervisors may result in student dismissal from the program.

**Felony conviction that affects ability to practice or be licensed.** Students whose conduct, within or outside the program, has resulted in a felony conviction that would preclude licensure in Arizona as a counselor may be dismissed from the program.

## **COMMUNICATING PROGRAM CHANGES**

The following procedures are utilized to disseminate new and/or changing information about the MC program:

- The Counseling Program has an active Master in Counseling Student Organization (MCSO) that has an elected representative to the faculty. This person meets with the faculty at its regularly scheduled meetings and is charged with communicating all program changes to his/her constituency.
- Program changes and announcements are communicated via the MC listserv (CEDSTUD).
- The MCSO has regular meetings and professional lectures.
- Masters' students are given a file folder in Payne Hall, room 446. These alphabetical student files are for program information and other relevant notices.
- Changes in the program are distributed to all faculty and they are instructed to announce such changes in each of their classes. Such changes would also be announced at MCSO meetings and on the listserv.
- Program changes which must be communicated to personnel in cooperating or associated agencies are communicated by mail and email.

All students are provided an email address through ASU. Program information is disseminated via email through the student listserv to those addresses. Make sure you sign up to be on the student listserv on the program webpage.

## **DISABILITY RESOURCES FOR STUDENTS**

Disability Resources for Student and Student Health offer services to students. See websites for more complete descriptions of services. (<http://asu.edu/health>)

## **POLICY REGARDING STUDENTS PROVIDING COUNSELING SERVICES, UNSUPERVISED, PRIOR TO COMPLETING THE PROGRAM**

The following policy was adopted by the Counseling faculty in 1980 and applies to students who, prior to completing the program, establish themselves as private practitioners and offer counseling services for remuneration. This does not apply to internships or other supervised experiences, nor does it apply to those persons who are working in organizations, i.e., mental health agencies, hospitals, etc. where supervision is mandated.

The program in Counseling subscribes to the professional and ethical standards of the American Psychological Association and the American Counseling Association and expects students-in-training to adhere to those standards when providing services to clients. Consistent with these standards, students-in-training may not independently offer mental health diagnosis, counseling, or consultation services for which they are not qualified.



Students-in-training who offer independent counseling services for remuneration will be subject to review by a faculty committee as to the appropriateness of continuation in the Master of Counseling.

## **ACADEMIC APPEALS POLICY**

Students who are enrolled in a University College or School of Letters and Sciences course and believe they have been unfairly or improperly graded may be assured of just treatment and fair consideration through the processes described in this document. Any such grievance must be started within the regular semester immediately following the course at issue, whether the student is enrolled in the university or not.

The grievance procedures do not deal with matters that properly belong in personnel proceedings.

### **PRIMARY PROCEDURES**

1. Initially, the aggrieved student should communicate with the faculty member concerned and discuss the problem openly.
2. If this discussion does not result in a satisfactory resolution, the student may appeal to the faculty head or professor in charge of the instructor's area who will employ the area's procedures to resolve the grievance.

If the grievance has not been successfully cleared at this time, the student may request that the grievance be referred to the Office of the Dean, who will forward the case to an Academic Grievance Committee. The committee will convene for the specific purpose of hearing a student academic grievance as needed.

### **SECONDARY PROCEDURES**

1. The student must file a written statement of the grievance with the dean. The grievance must include a description of the specific events, actions, course and grade (if applicable), relating to the grievance and the resolution the student is seeking.
2. The dean will form a three-person Academic Grievance Committee and appoint a committee chair who will:
  - a. Notify the student that all further communication related to the grievance should be made with the chair of the panel.

- b. Forward a copy of the grievance to the faculty member against whom the grievance is filed and request the instructor to file three copies of a written response with the panel chair within seven (7) days after receiving a copy of the grievance.
    - c. Forward a copy of the student grievance and faculty response to the faculty head of the area offering the course and ask that administrator to provide an opinion on the case at hand to the committee within seven (7) days after receiving a copy of the two documents.
  3. The committee chair will:
    - a. Forward copies of the grievance, the instructor's response to the student, and the response from the faculty head to the other members of the panel.
    - b. Schedule a hearing, which may consist of one or more meetings with the student and the instructor, to hear the positions of the student and instructor respectively, related to the grievance. The first meeting will be scheduled no later than 30 days after the panel chair received the grievance.
  4. If the student or instructor believes a member of the panel should not participate, based on perceived or actual bias or conflict of interest, the student or instructor may request, in writing, that the panel member be excused and the dean will appoint another member of the faculty to serve on the committee. If a designated committee panel member believes he or she has a bias or conflict of interest which would negatively impact on the ability to decide the grievance fairly, the panel member will excuse himself or herself, notify the dean, and the dean will appoint a new panel member.
  5. The student and instructor may provide documents to the panel for review and consideration, if three (3) copies of the documents are provided to the panel chair at least 10 days before the first scheduled date of the hearing. However, the chair of the panel will advise the student and the instructor that the panel will only consider documents that specifically relate to the grievance and response. The panel chair will retain one set of documents and forward the other two sets to the other two panel members at least seven (7) days before the hearing.
  6. In keeping with the Family Education and Privacy Rights Act, if the grievance involves the grievant's grade, other matters, or information contained in the grievant's academic or educational records maintained by ASU, it is presumed that the student has consented to the review of such information by the filing of the grievance. In the event any information will be reviewed or provided to the panel related to grades or information contained in the educational records or academic files of students other than the grievant, such information is considered confidential under the Family Education and Privacy Rights Act and the panel shall proceed as follows:

- a. The panel will obtain the written consent of the students involved (other than the grievant) to review grades or information from their educational records, OR
  - b. The chair of the panel will excise the names, social security numbers, addresses, and any other identifying information from the education records of the students involved (other than the grievant).
7. The hearing shall be conducted by the panel chair and shall be closed. Participants may be accompanied by an advisor of their choice. Advisors may make an oral statement on behalf of, and confer with, their advisee. Advisors may not directly address the committee or other participants. Arrangements for the order of appearance, for submission of materials, testimony, and related matters should be made through and by the panel chair.
  8. At the hearing, the grievant will present his or her position first and try to do so within 30 minutes, including presentation of witness testimony and documentation. The chair may extend the time if necessary. The members of the panel may question the grievant during the presentations of their testimony. The instructor may question the student at the end of the presentation, but questioning should be limited to approximately 10 minutes or less. The chair may require the instructor to direct questions to the grievant through the chair.
  9. The same process will be followed with the presentation of the instructor's case.
  10. All questions should be related to the specific allegations of the grievance or statements in the response and the chair has final authority to judge relevancy.
  11. The chair of the panel will digitally record the hearing and the digital file will be maintained by University College/School of Letters and Sciences for two years after the decision on the grievance is made. The student and/or instructor may record the meeting at their own expense and with their own equipment.
  12. After the presentations of the grievant and instructor have concluded, each will be excused while the panel deliberates.
  13. The chair of the panel shall prepare a written report with the recommendations of the majority of the panel for the dean. If there is disagreement among the panel, a minority report and recommendation may be submitted by the dissenting panel member to the dean. The report shall include:
    - a. Identity of student grievant and instructor involved in the grievance.
    - b. Date grievance and response were filed with the committee.
    - c. Identity of the panel members who heard the grievance.
    - d. Dates the panel met to conduct the grievance.
    - e. Summary of the positions of the student and instructor.
    - f. Summary of the testimony and documents presented.
    - g. Conclusions of the panel.

- h. Recommendations of the panel.
14. The dean will take final action in each case after full consideration of the committee's recommendation. The dean, if any are recommended, may make grade changes. The dean shall inform the student, the instructor, the appropriate faculty head, the registrar, and the grievance committee of any action taken.

### **COUNSELING FACULTY 2011-2012**

#### **G. Miguel Arciniega** (PhD, University of Arizona), Associate Professor

Specialty: Multicultural counseling with specialization in Latino families, marriage and family counseling, and community counseling. Sample publications:

Arciniega, G.M., Anderson, T., Tovar-Blank, Z., Tracey, T. (2008). Towards a fuller conception of machismo: Development of a Traditional Machismo and Caballerismo scale. *Journal of Counseling Psychology*, 55, 19-33.

Arciniega, G.M. & Newlon, B. (1998). Cross-cultural considerations in theories of counseling. In D. Capuzzi & D. Gross (Eds.) *Counseling and psychotherapy: Theory and application*. Englewood Cliffs, New Jersey: Prentice Hall.

Arciniega, G.M. & Newlon, B. (1998). Group counseling: Cross-cultural considerations. In D. Gross & D. Capuzzi (Eds.), *Introduction to group counseling: Strategies for the 1900's*. Love Publishing Company.

Arciniega, G.M. (1998). Hispanic families and psychosocial variables. In *The Three Hundred Billion Dollar Market*, National Hispanic Corporate Council, (Workshop Book) Washington, D.C.

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#### **Bianca L. Bernstein** (PhD, University of California, Santa Barbara), Professor

Specialty: Broadening participation of women and minorities in science careers, gender and ethnic issues in counseling, clinical supervision, preparing future faculty, graduate education reform. Sample publications:

Bernstein, B.L., Principal Investigator with Russo, N.F., co-PI (2007-2009). "CareerWISE: Internet-Delivered Resilience Training to Increase the Persistence of Women PhD Students in STEM Fields." National Science Foundation grant.

Bernstein, B.L. & Russo, N.F. (2008) Explaining Too Few Women in Academic Science and Engineering Careers: A Psychosocial Perspective. In M. Paludi (Ed.), *Series on The psychology of women at work: Challenges and solutions for our female workforce*. Vol 2: Obstacles and the identity jungle. (pp. 1-33). Westport, CN: Praeger Press.

Bernstein, B.L. & Russo, N.F. (2007). Career paths and family in the academy: Progress and challenges. In M.A. Paludi & P.E. Neidermeyer (Eds.) *Work, life and family imbalance: How to level the playing field*. (pp. 89-119) Westport, CN: Praeger Press.

Chen, Eric C., Bernstein, B.L. (2000). Relations of complementarity and supervisory issues to supervisory working alliance: A comparative analysis of two cases. *Journal of Counseling Psychology*, 47, 485-497.

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**Charles D. Claiborn** (PhD, University of Missouri), Professor

Specialty: Counseling process, social psychological approaches to counseling, research methods, training and supervision. Sample publications:

Claiborn, C.D., Goodyear, R.K., & Horner, P.A. (2002). Feedback. In J.C. Norcross (Ed.), *Psychotherapy relationships that work*. (pp. 217-233). New York: Oxford University Press.

Goodyear, R.K., Tracey, T.J.G., Claiborn, C.D., Lichtenberg, J.W., & Wampold, B.E. (2005). Ideographic concept mapping in counseling psychology research: Conceptual overview, methodology, and an illustration. *Journal of Counseling Psychology*, 52, 236-242.

Hanson, W.E., & Claiborn, C.D. (2006). Effects of test interpretation style and favorability in the counseling process. *Journal of Counseling and Development*, 84, 349-357.

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**Cynthia E. Glidden-Tracey** (PhD, University of Illinois at Urbana-Champaign), Clinical Associate Professor

Specialty: Issues of gender and culture in therapy, supervision, theories and treatment of addictions, interpersonal psychotherapy. Sample publications:

Glidden-Tracey, C. (2005). *Counseling and therapy with clients who abuse alcohol and other drugs: An integrative approach*. Mahwah, NJ: Lawrence Erlbaum Associates.

Glidden-Tracey, C.E., & Parraga, M.E. (1996). Assessing the structure of vocational interests among Bolivian university students. *Journal of Vocational Behavior*, 48, 96-106.

Glidden-Tracey, C.E., & Wagner, L. (1995). Gender salient attribute x treatment interaction effects of ratings of two analogue counselors. *Journal of Counseling Psychology*, 42, 223-231.

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Specialty: Treatment of sexual abuse, counseling women, conflict management, clinical practice consultation.

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**John J. Horan** (PhD, Michigan State University), Professor

Specialty: Cognitive-behavioral and computer-based interventions, experimental methodology. Sample publications:

Horan, J.J. (2006-2008) The Virtual Counseling Center. CRESMET. Arizona State University, Tempe. <http://vcc.asu.edu>.

Maurico, A.M., Dillman-Carpentier, F., & Horan, J.J. (2005). An experimental evaluation of an Internet-delivered conflict resolution curriculum in a secondary school setting. *Journal of School Violence Prevention*. 4(3), 37-48.

Sheehy, R.S. & Horan, J.J. (2004). The effects of stress-inoculation training for first year law students. *International Journal of Stress Management*, 11, 41-55.

Horan, J.J. (1996). The effects of computer-based cognitive restructuring on rationally mediated self-esteem. *Journal of Counseling Psychology*, 43, 371-382.

Kinnier, R.T., Kernes, J.L., & Dautheribes, T.M. (2000). A Short List of Universal Moral Values. *Counseling and Values*, 45, 4-16.

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**Richard T. Kinnier** (PhD, Stanford University), Professor

Specialty: Values and meaning-of-life issues. Sample publications:

Kinnier, R.T., Kernes, J.L., Hayman, J.W., Flynn, P.N., Simon, E., & Kilian, L.A. (2007). Values most extolled in Nobel Peace Prize speeches. *The Journal of Psychology*, 14, 581-587.

Kinnier, R.T., Dixon Rayle, A., Barratt, T.M., & Moyer, E. (2008). Should universalism trump cultural relativism in counseling? *Counseling and Values*, 52, 113-124.

Kinnier, R.T., Kernes, J.L., Tribbensee, N.E., & VanPuymbroeck, C.M. (2003). What eminent people have said about the meaning of life. *Journal of Humanistic Psychology*, 43, 105-118.

Kinnier, R.T., Kernes, J.L., & Dautheribes, T.M. (2000). A short list of universal moral values. *Counseling and Values*, 45, 4-16.

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**Sharon E. Robinson Kurpius** (PhD, Indiana University), Professor and Training Director

Specialty: Health psychology, ethics, and consultation. Sample publications:

Robinson Kurpius, S.E., & Stafford, M. (2005). *Testing and Measurement: A User Friendly Guide*. Sage Publication.

Robinson Kurpius, S.E., Kerr, B., & Harkins, A. (Eds.) (2005). *Handbook for Counseling Girls and Women: Talent, Risk and Resiliency, Volumes 1 and 2*. Mesa, AZ: MTR Nueva Science.

Robinson Kurpius, S.E., & Foley Nicpon, M. (2003). Menopause and the lives of midlife women. In M. Keitel & M. Kopala (Eds). *Handbook for Counseling Women* (pp. 269-276). Thousand Oaks, CA: Sage Publications.

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**Terence J.G. Tracey** (PhD, University of Maryland), Professor and Faculty Head

Specialty: Interpersonal models of personality and psychotherapy, client-therapist interaction, development and structure of interests, supervision, and ethnic identity.

Sample publications:

Gupta, S., Tracey, T.J.G., & Gore, Jr., P.A. (2008). Structural examination of RIASEC scales in high school students: Variation across ethnicity and method. *Journal of Vocational Behavior*, 72, 1-13.

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#### **MC ADMISSIONS FREQUENTLY ASKED QUESTIONS (FAQ)**



**What is the application deadline?**

Applications are due January 15. All materials must be RECEIVED by this date. Faculty letters of recommendation are the final step in the application process. Please be considerate and allow your faculty reviewer adequate time to respond before the January 15<sup>th</sup> deadline. ASU does not solicit letters of recommendation until applicant has completed the application (excluding GRE score). It would be wise to have your part of the application uploaded by the 1<sup>st</sup> week of December. It is your responsibility to make sure your file is complete.

**What standardized tests are required?**

The Graduate Record Examination (GRE) is required. Tests are administered through the University Testing Services (1130 E. University, Suite 204, Tempe; 480-965-7146; <http://www.asu.edu/uts/>). Also see [www.gre.org](http://www.gre.org).

**May I use past scores on the GRE?**

Yes. Past scores are acceptable; however, the test must be retaken if the test date was more than 5 years ago.

**What are the minimum GRE scores?**

There are no minima for these tests per se. The scores are used along with the undergraduate GPA to calculate the FRK index, which is then used in considering admissions.

**What are the average FRK scores of those accepted?**

Over the past few years the average FRK index of those admitted has been about 6.70.

**How many people apply to the program each year and how many are admitted?**

Over the past few years, the number of completed applications has ranged from 150 to 200 and of these an average of 40-50 students are accepted each year.

**What are the demographics of those admitted?**

Over the past few years an average of 13 men, 47 women, including ethnic/racial minorities and international students were accepted. There is a broad age range that reflects student out of undergraduate study and other making a mid-career change.

**How are applications evaluated?**

A point system is used which covers four different areas—FRK index, professional experience, life experiences, and recommendations. Two faculty members evaluate each application. In some cases, an application may be reviewed by an additional faculty member.

**How many recommendations should be submitted and from whom?**

Three is the norm. Because the MC program is both academic and practitioner-oriented, students are encouraged to have recommendations from one instructor and two work supervisors or vice versa.

**How much and what kind of professional experience is desirable?**

Generally, work beyond part-time jobs while in college is desirable. Full-time employment as a professional person is favored, particularly in the helping professions. If this has been your background, focus on transferable skills. Make sure to include volunteer work as well as paid positions.

**What kind of life experience are you looking for?**

Experiences which indicate that you have faced problem areas and have successfully overcome them. Even small problems can be significant if you learned something from them or they changed you in some positive way. The important thing is to demonstrate a proactive lifestyle and a health perspective on life. Travel and culturally diverse experiences are also looked upon as favorable.

**What are you looking for in the personal statement?**

View your personal statement as an interview on paper. You will need to present as complete a picture of yourself as possible. Give fairly equal coverage to both work and life experience, and be sure to describe what you learned from these experiences. Focus on your strong points. Also, take a few paragraphs to discuss your professional goals and possible area of concentration within the field.

**How many classes can an applicant take before admittance to the program?**

A maximum of 9 hours taken at ASU while a post baccalaureate non-degree student may be applied toward a master's degree, if appropriate, provided they were taken within 3 years of admission. All hours taken prior to the semester of admission indicated on the admission letter from the Graduate College are non-degree hours.

**What would be good classes to take?**

Beginning courses such as CED 522 Theories of counseling and Psychotherapy, CED 534 Occupation and Careers, and CED 545 Analysis of the Individual may be taken prior to admission to the MC program.

**When can we expect to hear from the Graduate College regarding acceptance into the program?**

The process takes approximately eight weeks. All applicants who submit all the required admission documents by the January 15<sup>th</sup> deadline will receive a letter of either acceptance or denial.

**If a person is not accepted, what options exist?**

Students may apply again the following year. Updated materials and/or scores may improve one's application materials. Due to the numbers involved, it is impossible to meet individually with each denied applicant.

**How many years do I have to finish the degree?**

The university requires masters' students to finish their degrees within six years. It takes 2-3 years of full-time study to complete the MC program. Part-time progress depends on how many courses are taken per semester.

**May I go part time?**

The program is not designed for part-time participation although some students complete the program part time. Not all courses are offered in the evenings and internship required full-time commitment.

**Where are the recommendation forms?**

The forms ASU will send to your reviewers to be used for letters of recommendation can be accessed from the MC program web page at <http://sls.asu.edu/cp/mc/index.html>.

**May I apply to both the MC and PhD programs?**

Yes. A separate application and different supporting documentation is required for each program.

**Is a specific undergraduate degree required?**

There is no requirement for a specific undergraduate degree. Although it helps to have general psychology knowledge, this is not a requirement.

**How many credits should I take in my first semester?**

In general most full-time students take 12-15 credits (4-5 courses) in their first semester.

**Must I stay enrolled?**

The Graduate College requires that all students maintain continuous enrollment (fall and spring) otherwise they are automatically dismissed from the University. Students will then have to reapply for admission. If they reapply, admission is not guaranteed and they are viewed as

new applicants with only 9 credits taken prior to readmission being allowed to count toward the degree.

**What can I do with the MC degree?**

The MC degree provides the graduate with the skills to work in the mental health area as a counselor (this can be a variety of community and medical agencies). In addition, if the individual elects the school counseling option, he or she can be endorsed to be a school counselor in the state of Arizona.