

PRACTITIONER (FLEXIBLE) TRACK - B					
YEAR 1			YEAR 2		
Fall	Spring	Summer	Fall	Spring	Summer
CED 671 (3 credits) [Enroll in various required and elective courses to equal 12-15 credit hours; e.g., CED 501, CED 527, CED 529, CED 534] 9 credits = full time per Graduate College requirements Students may take an additional course, if desired. Discuss with faculty.	CED 577 (3 credits) CED 522 (3 credits) CED 545 (3 credits) CED 645 (3 credits) Students may take an additional course, if desired. Discuss with faculty. Meet with faculty advisor to finalize iPOS.	[Option to take CED 680 practicum and/or other electives and required courses. Discuss with faculty.]	CED 680 (6 credits) [Add 2-3 required courses or elective; CED 501, CED 534] Students may take an additional course, if desired. Discuss with faculty.	CED 684 (3 credits) [Add 3-4 required and/or elective courses] Students may take an additional course, if desired. Discuss with faculty.	CED 684 (3 credits) [Add required and/or elective courses] Students may take an additional course, if desired. Discuss with faculty.

Note:

- To graduate in 2 years, students should plan to attend at least one summer session if they carry less than 15 credit hours each semester.
- Students are not required to complete the program in 2 years. Many students complete the program in 2.5 or 3 years.
- CED 522, CED 545, CED 577, and CED 645 are pre-requisites for CED 680. Students must enroll in the block and contact the program coordinator for consent to enroll. Please note that class blocks cannot be broken up. If you drop one class, you must drop all block courses.
- CED 671 is a pre- or co-requisite for CED 680.
- The faculty suggests that CED 501 precedes CED502.

RESEARCH (THESIS) TRACK					
YEAR 1			YEAR 2		
Fall	Spring	Summer	Fall	Spring	Summer
CED 501 (3 credits) CED 671 (3 credits) [Enroll in various required and elective courses to equal 12-15 credit hours; e.g., CED 527, CED 529, CED 599, CED 534; Discuss with faculty.] 9 credits = full time per Graduate College requirements	CED 577* (3 credits) CED 522 (3 credits) CED 545 (3 credits) CED 645 (3 credits) [Consult with advisor regarding additional course CED 502] Meet with faculty advisor to finalize iPOS.	[Add required courses; note that thesis units may be taken in the summer]	CED 680 (6 credits) EDP 552 (3 credits) [Add 1-2 required courses]	CED 684 (3 credits) EDP 554 (3 credits) [Add 1-2 required courses]	CED 684 (3 credits) [Add required courses]

Note:

- CED 522, CED 545, CED 577, and CED 645 are pre-requisites for CED 680. You must ensure completion of these courses in Year 1.
- Students must enroll in the block and contact the program coordinator for consent to enroll. Please note that class blocks cannot be broken up. If you drop one class, you must drop all block courses.
- CED 671 is a pre- or co-requisite for CED 680.
- To graduate in 2 years, students should plan to attend at least one summer session if they carry less than 15 credit hours each semester.
- Students are not required to complete the program in 2 years. Many students complete the program in 2.5 or 3 years.
- The faculty suggests that CED 501 precedes both CED 502 and all other quantitative courses.
- Work with advisor to enroll in 6 thesis credits CED 599 (1-6 credits across various semesters).
- If you plan to propose or defend your thesis in the summer, you must consult with your advisor. You must be enrolled in a minimum of 1-credit hour to propose or defend your thesis.

APPENDIX B – MC COURSEWORK CHECKLIST

Please use the fillable PDF available on the CCP Forms page [here](#).

Last Name _____
First Name _____
ASU ID# _____

MC Coursework Checklist (to be completed in conjunction with the Plan of Study)

MC Course	Coursework Name	Semester taken/ planned or waiver obtained*	Waiver (attach letter)	Credits	Grade
Professional Core					
CED 522	Theories of Counseling	_____		3	_____
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 & Counseling	_____		3	_____
CED 577	Counseling Pre-practicum	_____		3	_____
CED 529	Lifespan Human Development	_____		3	_____
CED 645	Professional Issues and Ethics	_____		3	_____
CED 671	Multicultural Counseling	_____		3	_____
CED 680**	Practicum Seminar	_____		3	_____
CED 680**	Practicum Clinic	_____		3	_____
CED 684**	Internship in Counseling	_____		3	_____
CED 684**	Internship in Counseling	_____		3	_____
CED 501	Research and Evaluation	_____		3	_____
CED 502***	Introduction to Data Analysis	_____		3	_____
				48	
Practitioner Track					
Elective 1	_____	_____		3	_____
Elective 2	_____	_____		3	_____
Elective 3	_____	_____		3	_____
Elective 4	_____	_____		3	_____
				12	
Research Track					
EDP 552***	Multi Regression/Correlation Methods	_____		3	_____
EDP 554***	Analysis-of-Variance Methods	_____		3	_____
CED 599	Thesis	_____		6	_____
				12	

* If course waiver is obtained, attach a copy of the letter certifying waiver of program requirement. **Note:** waiver only refers to not needing to take a program requirement. The Graduate College total hours requirement (60 hours) still hold.

** On the iPOS, CED 680 Practicum should be listed as two separate 3.0 unit classes: CED 680 Practicum Seminar, and CED 680 Practicum Clinic, both during the same semester. Do not list it as one 6.0 unit class. The same applies for CED 684 Internship. Please list as two separate 3.0 unit classes during consecutive semesters.

*** or equivalent

I have reviewed this course plan in conjunction with the CCP Projected Course Offerings, located under Student Resources on the [CCP homepage](#), and I understand that course availability is subject to change.

Student Signature _____ Date _____
Advisor Signature _____ Date _____
Faculty Head Signature _____ Date _____

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APPENDIX C – MC PRACTITIONER TRACK ELECTIVES

Please note, the AzBBHE reviewed and approved specific elective courses for the MC program. Below is a list of approved, in-house electives (i.e., electives offered through the Faculty of Counseling and Counseling Psychology). Students are always encouraged to consult with their advisor or the program coordinator regarding course sequencing and planning. Course descriptions and details are available in the course catalog search feature on MyASU. **Enrolling in elective courses that are not included on the list below may result in issues with licensure through the AzBBHE.**

AzBBHE-Approved Electives

- CED 591 Rotating Special Topics Seminars:
 - Advanced Counseling Techniques
 - Advanced Skills and Simulations for Counseling
 - Clinical Mental Health Counseling
 - Counseling Lesbian, Gay, Bisexual, Transgender
 - Psychopharmacology for Mental Health Professionals
- CED 672 Couple and Family Counseling
- CPY 623 Counseling At-Risk Youth
- CPY 650 Counseling Latinos
- CPY 651 Personality Assessment
- CPY 652 Individual Intellect Assessment
- CPY 653 Neuropsychology
- CPY 654 Biobases of Behavior
- CPY 568 Group Intervention
- CPY 622 Child Counseling and Play Therapy
- CPY 673 Trauma in Counseling
- CPY 674 Counseling Women
- CPY 675 Health and Wellness Counseling
- CPY 677 Advanced Counseling
- CPY 694 Substance Use, Disorders, Addiction and Therapy
- CPY 691 Rotating Special Topics Seminars:
 - Human Sexuality and Psychotherapy
 - Counseling Children and Adolescents
 - Grief and Loss Counseling
 - Advocacy, Systems and Community Counseling
 - Counseling Survivors of Abuse
 - Psychotherapy and Meaning in Life
 - Intimate Partner Violence

DISCLAIMER: This information is provided with the understanding that projected course scheduling may change. It is the responsibility of the student to verify that the course is being offered in the semester in which they wish to enroll. Please review the CCP Projected Course offerings, under Student Resources, on our [website](#). Course descriptions and details are available in the Course Catalog Search on MyASU.

APPENDIX D – MC PRACTITIONER TRACK PRE-APPROVED OUTSIDE ELECTIVES

Please note, at least 2 out of the 4 required electives must be taken within our CCP unit. Below is a list of outside electives (i.e., electives not offered through the Faculty of Counseling and Counseling Psychology) that have been pre-approved as acceptable elective options for MC students. Students are always encouraged to consult with their advisor or the program coordinator regarding course sequencing and planning. Course descriptions and details are available in the Course Catalog Search on MyASU. Enrolling in outside elective courses that are not included on the list below may result in issues with licensure through the AzBBHE.

AzBBHE-Approved Outside Electives:

- PSY 591 Neuropsychopharmacology
- SWG 527 Mitigation of Death and Life Cases
- SWG 561 LGBTQ Issues
- SWG 577 Traumatic Death: Theory, Counseling, Practice
- SWG 579 Critical Incident Stress Management

NOTE: It is strongly recommended that students consider outside electives only when electives offered by the CCP program are not available or conducive to students' schedules.

DISCLAIMER: This information is provided with the understanding that faculty and course material may change. It is the responsibility of the student to verify the accuracy of this information during the semester in which they wish to enroll. If there is a change in faculty or a significant change in course objectives for any of the courses listed, students must request an updated course syllabus and seek approval from their faculty advisor to enroll.

APPENDIX E – COMPREHENSIVE WRITTEN EXAM (COMPS)

Students in the Practitioner Track must pass a standardized comprehensive examination in order to graduate. The MC program uses the [Counselor Preparation Comprehensive Examination \(CPCE\)](#). A passing score of 76 is required. Students not passing on the first administration of this test will have only one more option to pass the test. If a student fails after two administrations, the student is recommended for dismissal from the program. There is no cost to the student to take the exam. Counseling and Counseling Psychology will cover the \$75 examination fee for the first attempt. The exam should be taken in the semester prior to the semester of graduation.

The comprehensive examination will be administered once per semester in the spring (late March-early April), summer (late June-early July) or fall (mid October-early November). Information on specific dates and how to register will be announced via the student listserv.

Students must be in good academic standing (3.0 iPOS and graduate GPA) and must be enrolled in the semester that they take the exam (including summer). One credit of continuing registration (CED 595) is suggested if no other courses are needed. In addition, Graduate College accepts comps scores only for those students who have a full three- member committee in their iPOS. Prior to taking comps, students must add two faculty members from the MC program to their committee in the iPOS. Students may choose any two faculty members; nothing will be required of them. This is simply to complete a full committee and allow the exam result to be posted. Failure to have a complete committee means that comps scores cannot be recorded.

There is no official study guide for the CPCE. However, since the CPCE and the National Counselor Examination for Licensure and Certification (NCE) are based on the same eight content areas, any study materials developed for the NCE should be useful for the CPCE. There are copies of NCE study guides available in the Counselor Training Center resource library. Additional suggested resources are available [here](#).

- Spring
1. Set up bi-weekly or monthly meetings (TBD) with Dr. Randall to review topic ideas, and determine area for Area Paper.
 2. Attend two Graduate Writing Services workshops (e.g., Writing Effectively: A Refresher on Grammar and Sentence Structure – online course).
 3. Create an outline for Area Paper – due May 1st.
- Complete Area Paper (see detailed instructions below)*

- Summer
1. Full rough draft – due July 1st
 2. Final draft (incorporating Dr. Randall’s revisions) – due August 15th

*deadlines are firm

Year 2 (2nd Year)

- September
1. Finalize committee/complete paperwork by September 1st
 2. Work with Dr. Randall to finalize research proposal

- October
1. Hold proposal meeting with committee by October 15th
 2. Submit IRB application by October 31st
 3. Begin data collection following IRB approval

- February
1. Complete data collection by February 1st
 2. Complete data processing, analyses, and write-up of Results by February 15th
 3. Schedule one-to-one Graduate Writing Services (ph: 602-965- 4272) to review full draft of thesis.

- March
1. Rough draft of final thesis - due March 1st *
- *Feedback from the Graduate Writing Services must be submitted with this draft.
2. Second rough draft of final thesis - due March 15th

- April
1. Final thesis sent to committee by April 1st
 2. Schedule defense prior to April 15th*
- *Please confirm date with Graduate College

AREA PAPER INSTRUCTIONS

Purpose: This paper will help to: (1) organize relevant literature on your topic of interest and (2) serve as the backbone to your Proposal Introduction.

Content: Please be sure to review relevant literature (seminal articles, along with literature from the past 10 years) and include the following sections:

- A. Overview of the topic (i.e. why is this topic important)
- B. Theories used to describe this topic (2-3 most common) – describe theories in detail, and include major tenants.
- C. What is known - this will be the bulk of your literature review
- D. Unknown questions/things left to be discovered
- E. Future Directions - based on the information in Section "D" please create three research questions. Questions should include: (1) identification of IV (independent variable) and DV (dependent variable), along with the null and alternative hypothesis.

Length: 10-15 pages double spaced (excluding Abstract and Reference Page)

Formatting: APA 6th Edition

Contacts

[Bookstore](#) 480-965-3191
[Career and Professional Development Services](#) 480-965-2350
[Counseling and Counseling Psychology Faculty & Staff](#) 480-965-8733
[ASU Counseling Services](#) 480-965-6146
[Counselor Training Center \(CTC\)](#) 480-965-5067
[Financial Aid Services](#) 855-278-5080
[ASU Gammage](#) 480-965-5062
[Graduate Admission Services](#) 480-965-6113
[Graduate College](#) 480-965-3521
[Graduate and Professional Student Association](#) 480-727-9870
[Graduation Office \(Registrar\)](#) 480-965-3256
[ASU Health Services](#) 480-965-3349
[International Students and Scholars Center](#) 480-727-4776
[Meal Plans](#) 480-965-3463
[Official Transcripts](#) 480-965-7276
[Parking and Transit Services](#) 480-965-6124
[Residency Classification](#) 480-965-7712
[University Housing](#) 480-965-3515
[Scholarship Services](#) 480-965-6967
[Student Accessibility and Inclusive Learning Services](#) 480-965-1234
[Student Business Services](#) 855-278-5080
[Student Employment](#) 480-965-5186
[Sun Card Office](#) 480-965-2273
[Sun Devil Fitness](#) 480-727-7802
[Sun Devil Ticket Office](#) 480-727-0000
[Testing and Scanning Services](#) 480-965-7146
[University Technology Office](#) 480-965-6500
[ASU Veterans Resources](#) 480-965-7723

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Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.