

MASTER'S STUDENT HANDBOOK

DEPARTMENT OF COUNSELOR EDUCATION AND COUNSELING PSYCHOLOGY



3521 Sangren Hall
Kalamazoo, MI 49008-5226
269-387-5100

<http://www.wmich.edu/cecp>

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PURPOSE

The purpose of this handbook is to provide students with basic information about department curricula, degree requirements, advising, and related professional concerns. While this information is intended to facilitate smooth and orderly progress toward degree completion, the information in this handbook is also subject to periodic revision and shall not be construed as a contractual or otherwise binding obligation of the department or university. Students are strongly advised to attend a department orientation session, and to consult regularly with their advisor in order to stay abreast of relevant changes in department and university policies.

INTRODUCTION

Western Michigan University's (WMU) Master of Arts (MA) counseling program began in 1947 in conjunction with the University of Michigan, and was developed specifically to train secondary school counselors. In 1952, the program attained independent status and six students graduated from Western at the end of the fall semester.

From this beginning, a large department of two master's programs: Counselor Education and Counseling Psychology, and two doctoral programs with a large number of enrolled students has emerged. In addition to the doctoral program in Counselor Education (CACREP Accredited) there are five master's degree program options in counselor education including Clinical Mental Health Counseling (CACREP Accredited as a Community Counseling Program), College Counseling (CACREP Accredited), Marriage, Couple and Family Counseling; School Counseling (CACREP Accredited); and Rehabilitation Counseling and Rehabilitation Counseling/Teaching with a concentration in blindness (CORE Accredited). In addition to the Ph.D. in Counseling Psychology the department offers an MA in Counseling Psychology.

The Department of Counselor Education and Counseling Psychology (CECP) offers the entire program of study for each degree option at the main campus and offers the entire program of study for certain specific degree options at the Grand Rapids Graduate Center (downtown), i.e. counseling psychology, counselor education: clinical mental health counseling; counselor education: marriage, couple and family counseling; counselor education: school counseling. All of the courses, except for CECP 6120, for the master's degrees in counselor education: clinical mental health counseling and counselor education: school counseling are offered in Traverse City and a number of courses are offered at the Battle Creek branch campus. Every year, approximately 100 graduates join the ranks of counselors and limited licensed psychologists in public and private schools, colleges, universities, business, agencies and organized mental health settings throughout the country. While the MA program is considered the entry-level degree for the profession, doctoral programs in counselor education and counseling psychology are also offered by the department. Doctoral handbooks for both programs are available online at <http://www.wmich.edu/cecp/>. Students should also refer to the online Western Michigan University Graduate Catalog for guidance and direction during their academic career.

CHI SIGMA IOTA

The Department of Counselor Education and Counseling Psychology also has a chapter of Chi Sigma Iota Counseling Academic and Professional Honor Society International. The Mu Beta Chapter was founded in November 2003 by members of the Counselor Education faculty and two Counselor Education doctoral students. Chi Sigma Iota International has over 22,000 members and over 200 chapters. Currently the Mu Beta chapter at Western Michigan University has about 125 members and inducts classes of counselor education students annually. Students can be elected to serve as President, Secretary/Treasurer, Membership Chairperson, or Finance Chairperson of the Mu Beta Chapter. A Counselor Education faculty member serves as faculty advisor.

MISSION OF THE DEPARTMENT OF COUNSELOR EDUCATION AND COUNSELING PSYCHOLOGY

Consistent with a student centered research university and a College of Education and Human Development that promotes partnerships in the development and delivery of programs, the mission of the Department of Counselor Education and Counseling Psychology is to develop competent, ethical, and culturally sensitive professionals for counseling and related human resources development roles through graduate education and scholarship. To accomplish this mission, the department offers doctoral training in counseling psychology and counselor education, and master's level training in counseling psychology, counselor education (clinical mental health counseling; college counseling; marriage, couple and family counseling; rehabilitation counseling; and school counseling) and human resources development. We strive to recruit and retain students of diverse racial/ethnic backgrounds from local, state, national, and international locations.

The department mission is supported by pursuit of the following specific program goals:

1. Students are expected to demonstrate a critical and scholarly approach to theory, research and practice.
2. Students are expected to demonstrate competency in clinical/intervention skills.
3. Students are expected to demonstrate a thorough integration of science and practice.
4. Students shall demonstrate competence for work with multicultural and diverse populations.
5. Students are expected to practice within a preventive, developmental and/or remedial framework across a wide range of psychosocial functioning.
6. Students are expected to demonstrate a strong knowledge of, and commitment to, the ethics of their profession.
7. Students demonstrate a working knowledge of a variety of activities within their profession, including psychotherapy, assessment, supervision (doctoral only), teaching (doctoral only), consultation, and program evaluation, and they are able to be employed in a variety of settings.
8. Students are expected to identify, select and pursue life-long education opportunities.

DEPARTMENT COMMITMENT TO DIVERSITY

The Department of Counselor Education and Counseling Psychology recognizes the importance of addressing the needs of an increasingly diverse society. To that end, the Department strives to increase the educational opportunities of diverse student populations and to create an atmosphere where the values and concerns of racial/ethnic minorities and diverse populations receive attention and respect. These issues are integrated into courses throughout the curriculum, as well as developed more fully through selected courses.

DEPARTMENT PROGRAMS AND OPTIONS

The CECP master's degree programs are designed to prepare entry level professionals for a range of occupational settings including: public and private elementary and secondary schools; universities, four-year colleges and community colleges; community agencies, private practices, and other mental health settings; and business and industry. All programs except the master's in Human Resources Development (HRD) require completion with a 3.0 or better average GPA with a minimum of 48 semester hours of course work. HRD requires completion of a minimum of 36 semester hours with a 3.0 or better average GPA.

All counseling programs are built on a core of seven courses (21 hours) that emphasize the acquisition of knowledge and skills common to all programs. Following are the seven courses that all students must take:

CECP 6010 Research Methods
CECP 6020 Group Dynamics and Procedures
CECP 6030 Tests and Measurements
CECP 6040 Counseling Techniques
CECP 6050 Professional Issues and Ethics
CECP 6070 Multicultural Counseling and Psychology
CECP 6080 Counseling and Life Span Development

In selecting courses from the core offerings, it is recommended that CECP 6010 be successfully completed before taking CECP 6030. It is also recommended that CECP 6110, Theories of Counseling should precede CECP 6040. Courses with higher numbers than those in the core start students through the Specialty tracks. Listed below are the options with general comments about each one; for more specific information, please consult with your assigned academic advisor.

Counselor Education Program Options

Clinical Mental Health Counseling

The Clinical Mental Health Counseling program incorporates coursework in research methods, group dynamics, tests and measurement, counseling theory, counseling techniques, professional issues and ethics, multicultural counseling, lifespan development, career development, psychopathology, causes of substance abuse, recovery oriented systems of care and foundations of clinical mental health counseling. The program includes a 600-hour internship at a clinical mental health setting which offers opportunities to interact with professionals from multiple disciplines. Graduates of this program are prepared to work in a variety of professional counseling settings. The program meets the educational requirements for the licensed professional counselor credential (LPC) in Michigan and is accredited by CACREP as a Community Counseling program.

College Counseling

The College Counseling program emphasizes counseling with college students and prepares students for careers as counselors in community colleges, four-year colleges and universities. The program meets the educational requirements for the Licensed Professional Counselor (LPC) in Michigan and for the Council for the Accreditation of Counseling and Related Educational Programs (CACREP) accreditation.

Marriage, Couple and Family Counseling

The Marriage, Couple and Family Counseling option is offered in collaboration with the Department of Family and Consumer Sciences. In addition to the core counseling courses, this 60-hour program emphasizes an understanding of the issues faced by contemporary couples and families and a family systems approach to the conceptualization and treatment of couples and families. The program includes a 600-hour internship at a community setting in which students have adequate exposure to couple and family cases. Graduates of this program are prepared to work with individuals, couples and families in a variety of professional counseling settings. This option leads to licensure as a professional counselor. Working with an advisor, the option can also lead to licensure as a marriage and family therapist.

School Counseling Program

The school counseling program is CACREP accredited and is designed to prepare individuals to function as school counselors at one of three levels (grades K-8, 6-12 or K-12) in public and private schools in accordance with the Endorsement Rules and Teacher Certification Code of the State of Michigan, and Public Act 288 r.e. School Counselors. See an academic advisor for specifics. The program also meets the educational requirements for the licensed professional counselor credential (LPC) in Michigan.

Elementary School Counseling (grades K-8). Enables certified teachers to be endorsed as elementary school counselors.

Secondary School Counseling (grades 6-12). Enables certified teachers to be endorsed as secondary school counselors.

K-12 School Counseling (grades K-12). Enables certified teachers to be endorsed as elementary and secondary counselors.

School Counselor License (grades K-12). Enables individuals without teacher certification to be licensed as school counselors.

Rehabilitation Counseling

The program promotes quality rehabilitation services for individuals with disabilities through the education of personnel who serve as rehabilitation counselors. The rehabilitation counseling program incorporates coursework in small 'n' research design and analysis, services for persons with disabilities, computer technology in rehabilitation, job development and placement, psychosocial aspects of disability, medical & functional aspects of disability, and foundations of rehabilitation counseling. The program includes a 600 hour supervised rehabilitation counseling internship in a vocational rehabilitation employment setting. This option leads to licensure as a professional counselor and eligibility for national rehabilitation counselor certification. The program meets the educational requirements for certification as a Rehabilitation Counselor and is accredited by the Council on Rehabilitation Education (CORE). The rehabilitation counseling program is also offered in conjunction with the Master of Arts in Rehabilitation Teaching as a dual Master of Arts degree program in rehabilitation counseling specializing in blindness and low vision. The Rehabilitation Counseling/Teaching (RCT) dual degree program is a seventy-six credit hour program.

Counseling Psychology Program

The counseling psychology program prepares students to be eligible to become limited licensed psychologists in Michigan delivering mental health services including psychological assessment, testing, diagnosis and therapy in public and private agencies in accordance with the licensure laws in the State of Michigan. In Michigan, a Limited Licensed Psychologist may practice under the supervision of a Licensed Psychologist.

Elective Areas of Study

The Department of Counselor Education and Counseling Psychology (CECP) provides graduate students with many elective options that may complement a chosen area of study. Students from any of the master's degree programs (Counselor Education: College, Clinical Mental Health, Marriage, Couple and Family Counseling or School Counseling; Counseling Psychology; Human Resource Development; or Rehabilitation Counseling/Teaching) or doctoral programs (Counselor Education or Counseling Psychology) in CECP may supplement their degree program with an elective course or series of elective courses that may help fulfill career objectives. **Elective areas of study should be chosen carefully with the consent of one's advisor.** Students may select, with advisor approval, limited elective coursework, concentrated elective study, or elective study to meet academic requirements for a specific professional credential [e.g., Holistic Health Care Certificate; Specialty Program in Alcohol and Drug Abuse (SPADA) Certificate/Certified Addictions Counselor; License as a Marriage and Family Therapist (LMFT)]. Consultation with an identified advisor in the particular area of interest is recommended to ensure compliance with current requirements. Programs in Holistic Health and SPADA are offered through the College of Health and Human Services. Students who desire the SPADA Certificate or Holistic Health Certificate must formally apply to the respective program and meet with an advisor from SPADA/Holistic Health.

JOB OUTLOOK FOR GRADUATES

To assess the job outlook for your area of interest refer to the Occupational Outlook Handbook, and computerized guidance systems (i.e., Discover and Focus) found in the office of Career and Student Employment Services in Ellsworth Hall and the Career Resource Center in the University Counseling and Testing Center located in Faunce Student Services Building. Links to the US Department of Labor Occupational Outlook Handbook information pages for Counselors, Psychologists and Human Resources may be found on the CECP Student Resources webpage at <http://www.wmich.edu/cecp/student-resources/careers>

ADMISSION STATUS

In accord with Graduate College policies, students are admitted to the department on regular or conditional status. Those individuals who are admitted with an undergraduate grade point average of less than 3.0 on a 4.0 scale may be admitted on conditional status. Students on conditional status must complete 9 semester hours of required courses in the program options with Bs or better and send a letter to the department chairperson requesting regular admission status in order to be removed from conditional status. A program of study cannot be approved by the advisor until the student is placed on regular admission.

ORIENTATION PROGRAM

The Department provides an orientation program for all newly admitted MA students each Fall, Spring and Summer sessions. The date and time for orientation sessions are posted on the Department bulletin board, announced on the Department website in the General Information section of the CECp Student Resources page <http://www.wmich.edu/cecp/student-resources/orientation> and listed in the acceptance letter to students. Orientation programs are offered during the afternoon and evening for the convenience of students. Topics covered include: scheduling of classes, prerequisites, steps to follow for program completion, insurance, licensure, endorsement, sequencing of courses, etc. All newly admitted MA students are expected to attend one orientation session within the first two semesters of enrollment.

ACADEMIC ADVISEMENT

Students admitted to CECp master's degree programs are assigned a full-time faculty member as their academic advisor. The name of the academic advisor is contained in the admission letter along with a strong recommendation that an appointment be arranged as soon as possible following the attendance at an orientation session. The role of academic advisor is to: (1) help develop a program of study; (2) assist in sequencing classes; (3) determine the appropriateness of certain courses; (4) guide students through their program; (5) assist in selection and approval of master's field practica (CECP 6130); and (6) "trouble shoot" problems if and when they arise. Academic advisors also approve changes in the program of study and must be consulted when course changes or substitutions are anticipated. Students should note that courses of study may vary according to individual needs, the program selected and advisor preferences.

Whenever possible, academic advisors are assigned to match students' areas of interest. For example, students electing the school counseling option are matched with advisors whose professional interest is in school counseling. Students in the counseling psychology option are assigned advisors professionally active and committed to that field. Thus, admitted students receive current and relevant advice from professors active in their respective disciplines.

Appointments with academic advisors in Kalamazoo may be made by telephoning 269-387-5100, or checking for "walk in" times posted outside each faculty advisor's office door. The telephone and electronic mail may especially be useful ways to address some advisement issues with your advisor after the Permanent Program of Study/Candidacy Application is approved. Each advisor may choose to make use of these technologies for his/her advisement in different ways. Check with your advisor on how to make best use of these resources.

Occasionally, students request a change of academic advisor, usually because a student's career goals are divergent from an advisor's area of interest or expertise. Request forms are available online at <http://www.wmich.edu/cecp/student-resources/forms>. Obtain a form, secure the approval of the new advisor, and return it to the department chairperson who must authorize all changes of academic advisors.

PERMANENT PROGRAM OF STUDY FORM

Program of Study forms are available on the department website: <http://www.wmich.edu/cecp/student-resources/forms> Students are strongly advised to use this site to insure that their program of study complies with the curriculum guide for their area of study. Students are responsible for the accuracy of their program of study and should regularly check with the department if they are uncertain about any program requirements. Failure to include all courses required for a particular area of study may result in delayed graduation, license/certification problems, etc.

Completing the permanent program of study form is an important step in seeking the master's degree. It is developed in consultation with an academic advisor. Full-time students should complete the form during the first semester of enrollment and part-time students no later than the second semester of enrollment. Programs of study shall be filed prior to completion of 12 credit hours of coursework. Students must be admitted to the department and off conditional status before a program can be approved. After the form is reviewed and signed by your academic advisor the form is submitted to the CECP office and a copy of the form is sent to the Registrar's Office and is audited during the semester you apply for graduation. **A signed copy of the form is provided to students and can become a part of various licensure and certification applications. Therefore, students should keep their copy. Students are also advised to permanently keep copies of all course syllabi completed as part of their program of study. Licensing boards in different states may request copies of course syllabi when an individual submits a license application.** After the permanent program form is approved by an academic advisor, any changes must be approved by the advisor before enrollment in substitute classes. Course prerequisites are listed in the current graduate catalog. Course substitution forms may be obtained in the department office, 3521 Sangren Hall, or online at <http://www.wmich.edu/cecp/student-resources/forms> Application for graduation must be initiated by the student through Graduation Auditing; consult the current graduate catalog for deadlines.

ENROLLING FOR COURSES

The schedule of upcoming classes on campus and off campus at Extended University Program locations may be found on the WMU Course Offerings web page. A link to this page may found on the CECP Student Resources page at <http://www.wmich.edu/cecp/student-resources/course-planning> Once at this page enter the term of interest and under subject select Counselor Education/Counseling Psychology. A listing of all CECP courses across all locations for the term selected will then appear. Please refer to this Web site for course reference numbers (CRN), faculty names, and days and times of classes rather than telephoning the CECP office for this information.

How to Register for Classes

Directions to register for classes. Registration usually begins within one or two weeks after a schedule has been posted on the web. Students may register for classes online by following the instructions on the Registrar's Office webpage on registering for courses. The university will mail your tuition bill to you following the close of registration. Payment is due upon receipt. Payment plan options are available. Guest students need to call the department or the respective EUP campus to have that office complete the registration process.

Waiting Lists for Classes

Students admitted to the program have the first opportunity to register for classes through the University Online Registration system. The department uses the University automated waitlist for most courses. If students try to register for a CECP class and the class is full students may then have the option of placing themselves on the automated waitlist for the class. If a student is on the automated wait list and a seat becomes available the student will receive an e-mail to their wmich.edu e-mail account letting them know that the section they waitlisted is now open and they can register through GoWMU. Please note: students will not be automatically registered for the class. After receiving the email students must register themselves through GoWMU within the next 24 hours. If the student does not add the course by the 24 hour deadline, they will automatically be removed from the waitlist and the course will be offered to the next student in the waitlist queue. If at any point a student wishes to be removed from the waitlist, they can do so through GoWMU by going into Add/Drop Course and changing the waitlist status to Drop Course. If students are on the waitlist and do not check their WMU email regularly they may miss out on the chance to enroll in the course if slots become available. Guest students need to call the department or the respective EUP campus to have that office complete the registration process. If a class is closed guest students may request to be placed on a waiting list for the class, again this is done through the respective campuses. The waiting list process for guest students may differ between campuses so it necessary to contact the appropriate office.

Procedure for 6980 Readings in Counselor Education and Counseling Psychology

After making arrangements with a faculty member to undertake an independent reading or project, the student must complete the appropriate form available on-line at the CECP forms webpage. This form requires a description of the proposed study and the signatures of the faculty member under whom the study is to be completed, the student, and the department chairperson. This form provides a description of the work the student will complete and the student should keep a copy. The student returns the form to the CECP office; office staff will notify the student of the CRN needed for registration.

Procedure for 7100 Independent Research

After making arrangements with a faculty member to conduct independent research, the student must complete the appropriate form available on-line at the CECP forms webpage. This form requires a description of the proposed study and the signatures of the faculty member under whom the study is to be completed, the student, and the department chairperson. This form provides a description of the research the student will complete and the student should keep a copy. The student returns the form to the CECP office; office staff will notify the student of the CRN number needed for registration.

Department Class Rotation

As you plan your schedule of courses, consult the department's class rotation schedule. Not every CECP course is offered every semester, but courses are usually offered one or more semesters on a regular, cyclical 12-month basis. Two courses, CECP 623 College Student Development and CECP 6350 Foundations of College Counseling, are planned to be offered every other year. These courses should be taken as early as possible in the program if included in the program of study. See the posting by the CECP Department office or review on line in the General Information section of the CECP Student Resources webpage at <http://www.wmich.edu/cecp/student-resources/course-planning> This class rotation list is always a more-or-less tentative listing of courses and there is no guarantee that this schedule will hold for every semester, as circumstances occasionally necessitate changes. However, it is the intent of the department to follow this schedule as closely as possible.

Whether or not a scheduled course will “go” during a particular semester will depend on two conditions: (1) Advanced Registration data and (2) the College of Education and Human Development budget. Therefore, it is mandatory that every student participate in the Advanced Registration process. The number of students who register for a course may determine whether or not the course will be “kept” on that semester's schedule or “dropped.” If a course is dropped due to low enrollment students will be notified as soon as possible.

Enrichment seminars will depend on the interests of students and will be influenced by student demand. Seminars on such topics as Eating Disorders, Minority Families, Counseling Children and Adolescents, Psychology of Women, Therapeutic Applications of Developmental Psychology, Advanced Group Work, and Psychopharmacology will appear in Course Offerings under “CECP 5830 Workshops in Counselor Education and Counseling Psychology” and “CECP 686 Topical Seminars.”

“Hold” on Registration

If there is a hold on your registration, you cannot complete your registration until an outstanding debt to the University is resolved (e.g., parking fines, library fines, outstanding tuition fees, student housing rent). The debt or request must be paid and deferment received from the registrar in order for you to register for classes.

Substituting Classes

Students who have questions regarding course substitutions and electives should consult with their academic advisor. Substitution requests for department core courses are typically not granted. Transfer credits are also subject to approval by the advisor and the Graduate College.

Extended University Program (EUP) Campuses

WMU offers classes in a wide variety of academic areas in Grand Rapids, Lansing, Muskegon, Battle Creek, Benton Harbor/St. Joseph, and Traverse City as well as Kalamazoo. The Grand Rapids Graduate Center (downtown) offers the full CECP master's program for select CECP master's program options. The remaining EUP campuses offer a selection of required and elective courses. Register for EUP classes via the same online system as used when registering for on-campus classes. Current admission status is required. Registration issues for off-campus classes need to be addressed to the appropriate EUP campus.

Guest (Non-Degree Admission) Status

While the Graduate College permits individuals to enroll as Guest students (non-degree) for up to nine hours prior to being admitted into a program, the Department considers requests for permission to take graduate classes on an individual basis. Students who have been admitted to CECP programs are given preference for admission to CECP classes.

Student Evaluation of Faculty

Students are offered the opportunity to evaluate courses and instructors at the end of the semester or session. The evaluations are compiled, reviewed by the Department Chairperson and returned to faculty members. Evaluations are anonymous and instructors receive the compiled information on their courses and all student comments after the semester is complete and final grades have been submitted. Faculty members may use student evaluations and comments to modify course content and instructional methods. Summary student rating data may be used by the appropriate reviewing bodies in performance reviews such as tenure and promotion.

Ethical Standards

Students are expected to abide by the ethical standards associated with their field of Practice. Copies of ethical standards as developed by the American Counseling Association, the American Psychological Association, the American School Counselor Association, the American Association for Marriage and Family Therapy, and the unified rehabilitation counselor code (ARCA, NRCA, CRCC) are available on-line from the respective professional organization's webpage. Links to these ethical codes may also be found on the CECP Student Resources webpage at <http://www.wmich.edu/cecp/student-resources/ethics>. Students are also responsible for adhering to the University's student conduct code and the "Student Rights and Responsibilities" section of The Graduate Catalog. A link to the Graduate Catalog may also be found on the CECP Student Resources webpage.

RETENTION POLICY

Retention Policy for Graduate Students in the Department of
Counselor Education and Counseling Psychology

Recommended by Faculty April 6, 2006

Approved by Department Chair and University Counsel May 26, 2006

- I. Scope: This policy applies to all students enrolled for academic credit in the Department of Counselor Education and Counseling Psychology.
- II. The Department of Counselor Education and Counseling Psychology has responsibility to the public and the appropriate national and state professional associations to evaluate student ability and willingness to meet academic standards set forth by the university, as well as standards of personal and professional conduct set forth in the university Student Code and the ethical standards associated with their field of practice (i.e., standards developed by the American Counseling Association, the American Psychological Association, the American Association for Marriage and Family Therapy, the American School Counselor Association, the National Association of Student Personnel Administrators, the American College Personnel Association, the Council on Rehabilitation Education, the Commission on Rehabilitation Counselor Certification, the American Society for Training and Development, the Society for Human Resource Management, and the International Society for Performance Improvement). Accordingly, students must abide by the standards set forth in the most recent versions of the ethical standards and professional codes of conduct associated with their field of practice. Students should be aware that portions of these standards require practitioners to prevent personal problems and conflicts from harming a client or interfering in effective treatment and stipulate that practitioners must practice within their bounds of competence.

Formal evaluation of student adherence to these standards will be conducted at least annually at a department faculty or training committee meeting. Student adherence to these standards will also be continuously monitored by program faculty (through, for example, courses, advising, or other professionally-related interactions). Should faculty become concerned about a particular student's conduct in the course of professional interactions, they should discuss their concern with the student, and complete a Professional Conduct Concerns form. Copies of this form will be given to the student, the student's advisor, and placed in the student's department file. Depending upon the outcome of this initial discussion with the student, faculty may also present the concern at the annual review meeting and/or request time to discuss their concern at the next faculty, training committee, or unit meeting. Following discussion of a student's conduct during either the annual evaluation period, or as a result of continuous monitoring, the student will be provided an opportunity to present their perspective regarding the matter.

Afterwards, the department faculty or training committee may make recommendations for further action, if any, to the department chair. Such recommendations may include, but are not limited to: taking no action, educational remediation within the department or formal referral through the department chair to the appropriate university conduct board or other university department, division, or process. The department chair will determine departmental remediation, if any, after considering faculty recommendations. Educational remediation within the department may include, when appropriate, assisting the student in identifying a more appropriate alternative career choice. University sanctions may include, but are not limited to: written warnings, reprimands, behavior contracts, probation, suspension and/or dismissal from the university.

This Policy does not operate to diminish or abridge a student's right under other applicable university policies or procedures. This policy does not operate to diminish or abridge the university's rights under other university policy, university procedure, or applicable law.

- III. Students must abide by the most current academic standards set forth by the Western Michigan University Graduate College. Policies and procedures are made available in college catalogs as well as other university documents. Students may request copies of these policies and procedures at any time.
- IV. Students must abide by the Western Michigan University Student Code and other applicable university policy.
- V. The department reserves the right to evaluate any special or unique circumstances or to modify this retention policy as needed.

Professional Conduct Concerns Form

Student _____ Program Area _____

Faculty Member _____ Date of Documentation _____ Date of Resolution _____

The Department of Counselor Education and Counseling Psychology has responsibility to the public and the appropriate national and state professional associations to monitor and respond to the professional conduct of students. As detailed in the department retention policy and documented in doctoral and master's student handbooks, the faculty continuously monitor student adherence to standards of personal and professional conduct set forth in the ethical standards associated with their field of practice. This Professional Conduct Concerns form is designed to assist department faculty in communicating areas of concern to students.

check all areas of concern	PROFESSIONAL CONDUCT CONCERNS
	Exhibiting professional attitude and behavior in interactions with others including fellow students, faculty, supervisors and clients.
	Exercising good judgment in sharing personal feelings, thoughts and experiences in the classroom or other professional settings.
	Assuming appropriate level of professional responsibility for completion of assigned work and professional duties.
	Demonstrating willingness and ability to use self-reflection to develop multicultural awareness, knowledge and skills.
	Demonstrating willingness and ability to use self-reflection to promote professional growth.
	Demonstrating openness to constructive feedback from instructors and supervisors.
	Adhering to state regulations concerning their profession. Circle One: Counseling Psychology Counselor Education Human Resource Development Marriage & Family Therapy Student Affairs
	Adhering to ethical standards of their profession ^a . Circle One: Counseling Psychology (APA) Counselor Education (ACA, ACES, ASCA, AMHCA, CRCC, IAMFC) Human Resource Development (ASTD, ISPI, SHRM) Marriage & Family Therapy (AAMFT) Student Affairs (ACPA, NASPA)
	Other:

Describe problematic behavior including context (e.g., courses, advising, informal interaction):

Faculty Signature

Date

Summarize discussion with student:

Faculty Signature

Date

I have had opportunity to review and discuss these concerns.

Student Signature

Date

Summary of current level of concern:

_____ I am comfortable with the informal conversation I had with the student. No further action is needed at this time.

_____ I believe the concern should continue to be monitored, and would like to discuss this student during the annual review.

_____ I believe the concern is serious enough to warrant immediate faculty discussion and possible action.

Summarize faculty recommendations for continued monitoring or intervention. Specify action, actor and timeline.

Faculty Signature

Date

Copies to: Student, Advisor, Chair, Student file

CRIMINAL BACKGROUND CHECKS

The CECP department requires that a criminal background check be conducted on each student prior to entry into their first counseling practicum experience in the program (i.e. CECP 6120 or CECP 6930 or CECP 6950) in the department's training clinic, i.e. the Center for Counseling and Psychological Services in Kalamazoo (CCPS-KZOO) or the Center for Counseling and Psychological Services in Grand Rapids (CCPS-GR). In the unique situation of a doctoral student completing their first program counseling practicum as a field practicum experience, i.e. CECP 6130 Field Practicum or CECP 7120 Professional Field Experience, prior to completing their first practicum in CCPS-KZOO or CCPS-GR, the background check will be completed prior to the first field practicum. If a CECP graduate student is selected for a department graduate assistantship/associateship, with assignment to CCPS-KZOO or CCPS-GR, and a program background check has not been previously completed, the background check will be conducted prior to beginning the CCPS graduate assistantship/associateship assignment. Since master's students typically complete 30 credit hours or more of course work before being ready to begin their first counseling practicum, students may request that their criminal background check and review by faculty be conducted earlier in the program if they have a history related to conviction(s) that may prevent practicum placement. This option of completion of an earlier background check while in the program is intended to help avoid the possible situation in which a student with a conviction history completes a very large number of credit hours only to learn very late in the program that their conviction history prevents placement in practicum and, therefore, prevents program completion.

The criminal background check will be conducted by CertifiedBackground.com for all students. Students must go online to CertifiedBackground.com and order and pay the fee for their background check. Instructions on how to order the background check will be available from the main department office each semester/session. Students must complete their background check prior to January 15 for requested enrollment in their first counseling practicum during the summer session(s), prior to May 15 for requested enrollment in their first counseling practicum during the fall semester, and prior to September 15 for requested enrollment in their first counseling practicum during the spring semester.

If a student has a history of criminal conviction(s) a group of program faculty will review and assess the student's status in the program after the program background check is completed. Students will be provided notice of any criminal conviction that appears on their record and be offered an opportunity to respond and address that conviction. The program, through its faculty, will then decide whether the student may continue in the program and enter their initial practicum. As part of the faculty review, students with a history of conviction(s) will have the opportunity to talk to faculty to discuss the conviction history and to provide any information or documentation the student may wish faculty to consider. Students will be requested to provide copies of the Judgment of Sentence or Register of Action or Case History obtained from the court where the student was convicted/fined.

Once the program background check is completed, students are required to immediately self-report any subsequent arrests or convictions immediately to the CECP department chair. Failure to do so may result in dismissal from the program.

In addition to the department required background check, external training and internship sites may require their own separate criminal background checks and procedures. Students also need to follow those procedures if applying /accepted for training at a site with additional background check requirements. Students with a history of conviction should understand that external training and internship sites may vary in their background check requirements, procedures, and standards for accepting candidates into their respective professional settings. Students with a history of conviction, who are continuing in the program and entering their initial practicum within the department, should understand that this decision does not guarantee subsequent external training placement sites will accept the student for training at their respective site.

Students admitted to or taking courses in the Department are expected to abide by the ethical standards of the professional association relevant to their program of study.

Eventual eligibility for professional licensure is determined by the professional licensing board in the relevant jurisdiction. Professional licensing laws and regulations vary from state to state; and questions concerning eventual eligibility for professional licensure should be directed to the appropriate professional licensing board in the relevant jurisdiction.

Students who are interested in additional information on the possible implications of a history of criminal convictions and employment, contracting, and clinical privileges in certain public health care, mental health care and educational settings in Michigan may review information included in the Public Health Code, Mental Health Code and information related to criminal convictions and certification by the Michigan Department of Education.

Links to relevant excerpts on information related to this topic are below:

An excerpt from section 20173a(1) of the Michigan Public Health Code may be found at:

<http://legislature.mi.gov/doc.aspx?mcl-333-20173a>

An excerpt from section 134a of the Michigan Mental Health Code may be found at:

<http://legislature.mi.gov/doc.aspx?mcl-330-1134a>

A Michigan Workforce Background Check Program Legal Guide developed by the Michigan Department of Community Health, Office of Legal Affairs, and the Department of Human Services may be found at:

<http://www.lssu.edu/nursing/documents/LegalGuideforCriminalBackgroundChecks.pdf>

Information related to Conviction and Certification by the Michigan Department of Education may be found at:

<http://www.wmich.edu/education/certification/convictions.htm>

STUDENT RIGHTS AND RESPONSIBILITIES

Important information concerning graduate student rights and responsibilities are specified in the Student Rights and Responsibilities section of the Western Michigan University Graduate Catalog which is available online. A link to the Graduate Catalog is available on the CECF Student Resources webpage at <http://www.wmich.edu/cecp/student-resources>. Once in the online Graduate Catalog students may link to the Student Rights and Responsibilities section of the catalog on the Academic Policies page. Basic information on University and Graduate College policies is provided concerning: Students' Basic Rights; Academic Rights; Student Academic Conduct including Academic Honesty, Cheating, Fabrication, Falsification and Forgery, Multiple Submission, Plagiarism, Complicity, Computer Misuse; Conduct in Research; Research Board Requirements; Charges of Violations of Academic Honesty and Conduct in Research; Course Grade and Program Dismissal Appeals; Dissertation/Thesis/Project Appeals Procedure; The Family Educational Rights and Privacy Act; Policy on Sexual Harassment and Sexism; President's Statement on Racial and Ethnic Harmony; Discrimination: Complaints and Grievance Procedure; Western Michigan University Student Code; Western Michigan University Expectations for Good Practice in Graduate Education; and Western Michigan University Adjudication of Situations Involving Graduate Students' Rights and Responsibilities. All CECF graduate students are expected to read and be familiar with the Student Rights and Responsibilities section of the Graduate College Catalog.

COUNSELING SERVICES FOR STUDENTS

As students at Western Michigan University, you are also eligible for counseling services as part of your student fees. If at any time during the program you encounter personal concerns or difficulties for which you believe confidential, counseling services may be useful, you may contact the Sindecuse Health Center-Counseling Services to schedule an appointment at 269-387-1850 or visit <http://www.wmich.edu/healthcenter/counseling>.

CURRICULUM GUIDES

Seven programs are available to students anticipating careers as professionals in the fields of clinical mental health counseling, college counseling, marriage, couple and family counseling, school counseling, rehabilitation counseling/rehabilitation counseling & teaching, counseling psychology, and human resources development. Applicants to the Department's Master's degree programs must select one of the program options as part of their admissions application.

Requests for changes in program options following admission are subject to review by the respective program admission faculty and the Department Chairperson. Forms to request a change in program are available online at <http://www.wmich.edu/cecp/student-resources/forms>. Deadlines for submitting a change in master's degree program option request are January 15, May 15 and September 15.

COUNSELOR EDUCATION: CLINICAL MENTAL HEALTH COUNSELING

Effective for students admitted Fall 2009 and after

Counseling Core (30 hours)

CECP	6010	Research Methods	3
CECP	6020	Group Dynamics & Procedures	3
CECP	6030	Tests and Measurements	3
CECP	6040	Counseling Techniques	3
CECP	6050	Professional Issues and Ethics	3
CECP	6070	Multicultural Counseling	3
CECP	6080	Counseling & Lifespan Development	3
CECP	6100	Career Development: Theory & Practice	3
CECP	6110	Theories of Counseling	3
CECP	6220	Psycho-educational Consultation	3

Program Courses in Clinical Mental Health Counseling (18 hours)

CECP	6280	Foundations of Clinical Mental Health	3
CECP	6210	Psychopathology: Classification & Treatment	3
CECP	6750	Advanced Theories of Counseling	3
CECP	6610	Foundations of Systemic Family Therapy	3
CECP	6340	Causes of Substance Abuse	3
CECP	6360	Recovery Oriented Systems of Care	3

Supervised Clinical Practice (8 hours)

CECP	6120*	Counseling Practicum	4
CECP	6130**	Field Practicum	4

Electives (4 hours):

4

Students must select 4 credit hours of graduate level electives, all of which must be approved by students' faculty advisor.

Total Semester Hours

60

This option is accredited by the Council for the Accreditation of Counseling and related Educational Programs (CACREP) as a Community Counseling program. Graduates meet department requirements for certification of counseling education. Graduates are also eligible to become Licensed professional Counselors (LPC) after first becoming Limited Licensed Professional Counselors (LLPC). The LPC is granted after 3000 hours of supervised experience (by an LPC) and a passing score on the National Counselor Examination (NCE) developed by the National Board for Certified Counselors (NBCC). The NCE is also the State of Michigan Counselor License Examination. Graduates from this option are also eligible to become Nationally Certified Counselors (NCC). Students who are interested in receiving credentialing information should secure a copy of the Credentialing Requirements document located in the CECP office.

This master's degree option also includes the following requirements:

- * Membership in a group for a minimum of 10 hours prior to CECP 6120, counseling Practicum.
- * The student must present written verification of group membership with the CECP 6120, Counseling Practicum application.
- ** 25 additional hours of field experience during CECP 6120, Counseling Practicum (including 10 hours of group leadership)
- ** Weekly 1.5 hours group supervision with designated CECP staff during CECP 6130, Field Practicum.

COUNSELOR EDUCATION: COLLEGE COUNSELING

Effective for students admitted Fall 2007 and after

<u>Counseling Core (30 hours):</u>		<u>Semester Hours</u>
CECP 6010	Research Methods	3
CECP 6020	Group Dynamics and Procedures	3
CECP 6030	Tests and Measurement	3
CECP 6040	Counseling Techniques	3
CECP 6050	Professional Issues and Ethics	3
CECP 6070	Multicultural Counseling and Psychology	3
CECP 6080	Counseling and Lifespan Development	3
CECP 6100	Career Development: Theory and Practice	3
CECP 6110	Theories of Counseling	3
CECP 6220	Psychoeducational Consultation	3
<u>Program Courses in College Counseling (10 hours):</u>		
CECP 6210	Psychopathology: Classification and Treatment	3
**CECP 6230	College Student Development	3
**CECP 6350	Foundations of College Counseling	4
<u>Supervised Clinical Practice (8 hours):</u>		
CECP 6120	Counseling Practicum - Approved application required.	4
CECP 6130	Field Practicum	4
	A minimum of 600 clock hours at an approved site.	
	Credit/No Credit basis.	
	Approved application required.	

Total Semester Hours 48

This option is accredited by the Council for the Accreditation of Counseling and related educational Programs (CACREP). Graduates meet department requirements for certification of counseling education. Graduates are also eligible to become Licensed professional Counselors (LPC) after first becoming Limited Licensed Professional Counselors (LLPC). The LPC is granted after 3000 hours of supervised experience (by an LPC) and a passing score on the National Counselor Examination (NCE) developed by the National Board for Certified Counselors (NBCC). The NCRE is also the State of Michigan Counselor License Examination. Graduates from this option are also eligible to become Nationally Certified Counselors (NCC). Students who are interested in receiving credentialing information should secure a copy of the Credentialing Requirements document located in the CECP office.

The master's degree option also includes the following requirements:

*Membership in a group for a minimum of 10 hours prior to CECP 6120, counseling Practicum.

*The student must present written verification of group membership with the CECP 6120, Counseling Practicum application.

**25 additional hours of field experience during CECP 6120, Counseling Practicum (including 10 hours of group leadership).

***Weekly 1.5 hours group supervision with designated CECP staff during CECP 6130, Field Practicum.

**Master of Arts in Counselor Education:
Marriage, Couple and Family Counseling**

<u>Counseling Core (30 hours):</u>			<u>Semester Hours</u>
CECP	6010	Research Methods	3
CECP	6020	Group Dynamics & Procedures	3
CECP	6030	Tests and Measurements	3
CECP	6040	Counseling Techniques	3
CECP	6050	Professional Issues and Ethics	3
CECP	6070	Multicultural Counseling	3
CECP	6080	Counseling & Lifespan Development	3
CECP	6100	Career Development: Theory & Practice	3
CECP	6110	Theories of Counseling	3
CECP	6220	Psycho-educational Consultation	3
<u>Program Courses in Marriage, Couple and Family Counseling (21 hours):</u>			
CECP	6210	Psychopathology: Classification & Treatment	3
CECP	6610	Foundations of Systemic Family Therapy	3
CECP	6620	Couple Interaction & Therapy	3
CECP	6630	Family Interaction & Therapy	3
CECP	6650	Sex Therapy	3
<u>Choose <i>two</i> of the following</u>			Total of 6
CECP	6640	Seminar on Families and Family Therapy (3)	
FCS	5680	Gender, Culture, and Families (3)	
FCS	6550	Adult/Child Relationships (3)	
FCS	6600	Studies in Family Relationships (3)	
<u>Supervised Clinical Practice (8 hours):</u>			
CECP	6120*	Counseling Practicum	4
CECP	6130**	Field Practicum	4
<u>Elective (1 hour):</u>			
Appropriate elective approved by academic advisor			1
<u>Total Semester Credit Hours</u>			60

This master's degree option includes the following requirements:

*Membership in a group for a minimum of 10 hours prior to CECP 6120 Counseling Practicum.

*The student must present written verification of group membership with the application for CECP 6120.

*25 additional hours of field experience during CECP 6120 Counseling Practicum; a minimum of 10 of the 25 hours must be in group leadership.

**CECP 6130 is a 600-clock hour supervised placement in a field setting.

**Weekly 1.5 hours of group supervision with designated CECP staff during CECP 6130: Field Practicum.

The curriculum is designed to meet the academic guidelines for Licensure as a Professional Counselor (LPC) in Michigan.

The curriculum is also designed to meet the academic guidelines for Licensure as a Marriage and Family Therapist (LMFT) in Michigan. LMFT internship requires an 8 continuous months duration and accruing a total of 300 direct client contact hours, with half (150 hrs) with couples or families, and 1 hour of supervision for every 5 hrs of direct client contact.

The program is not accredited at this time, but is designed to meet the CACREP 2009 standards for a 60-hr specialty program in Marriage, Couple and Family Counseling.

**COUNSELOR EDUCATION: SCHOOL COUNSELING, K-8
COUNSELING IN ELEMENTARY EDUCATION,
(Students holding a valid Michigan Teaching Certificate)**

Effective for students admitted Fall 2002 and after

Counseling Core (30 hours):

	<u>Semester Hours</u>	
CECP 6010	Research Methods	3
CECP 6020	Group Dynamics and Procedures	3
CECP 6030	Tests and Measurement	3
CECP 6040	Counseling Techniques	3
CECP 6050	Professional Issues and Ethics	3
CECP 6070	Multicultural Counseling and Psychology	3
CECP 6080	Counseling and Life Span Development	3
CECP 6100	Career Development: Theory and Practice	3
CECP 6110	Theories of Counseling	3
CECP 6220	Psycho-educational Consultation	3

Program Courses in School Counseling (6 hours):

CECP 6290	Organization & Principles of Elementary School Guidance	3
SPED 5300	Introduction to Special Education	3

Supervised Clinical Practice (8 hours):

*	CECP 6120	Counseling Practicum - Approved application required.	4
**	CECP 6130	Field Practicum – A minimum of 600 clock hours at an approved elementary school site. Credit/No Credit Basis. Approved application required.	4

Electives (4 hours): 4

With consent of their advisor, students may select 4 additional graduate level elective hours from any college or department within the university.

Total Semester Hours 48

This master's degree option also includes the following requirements:

- * Membership in a group for a minimum of 10 hours prior to CECP 6120, Counseling Practicum
- * You must present written verification of group membership with the CECP 6120, Counseling Practicum application
- * 25 additional hours of field experience during CECP 6120, Counseling Practicum (including 10 hours of group leadership)
- ** Weekly 1.5 hours group supervision with designated CECP staff during CECP 6130, Field Practicum.

This option prepares students for Endorsement as Elementary (K-8) School Counselor. In addition to completing the above courses, students seeking to become Endorsed School Counselors must apply for Endorsement through the CECP Department and pass the Michigan Test for Teacher Certification (MTTC Test #51, Guidance Counselor) (application forms are available in the Teacher Certification Office, 2104 Sangren Hall). Students seeking K-12 Endorsements as a School Counselor should refer to the instructions on the back of this form.

This option is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). Graduates meet department requirements for certification of counseling education. Graduates are also eligible to become Licensed Professional Counselors (LPC) after first becoming Limited License Professional Counselors (LLPC). The LPC is granted after 3000 hours of supervised experience (by an LPC) and a passing score on the National Counselor Examination (NCE) developed by the National Board for Certified Counselors (NBCC). The NCE is also the State of Michigan Counselor License Examination. Graduates from this option are also eligible to become Nationally Certified Counselors (NCC).

* Students seeking K-12 Endorsements as a school counselor should refer to the instructions on the back of this form.

OVER

School Counselor Endorsement Policy*

Effective Fall Semester, 2000

For students seeking K-12 School Counseling Endorsement:

1. Must complete a master's degree in the school counseling option, including CECP 6290, Organization and Principles of Elementary School Guidance and CECP 6300, Organization and Principles of Secondary School Guidance.
2. Must complete CECP 6130 (600 clock hours) at the elementary and high school level. It is recommended that students complete a minimum of 200 clock hours at each of these levels. Middle school experience is not required but is recommended.

For students seeking Elementary School Counseling Endorsement:

1. Must complete a master's degree in the school counseling option including CECP 6290, Organization and Principles of Elementary School Guidance.
2. Must complete CECP 6130 (600 clock hours) at an elementary school site. For those students who intend to be employed at either the elementary and/or middle school level, it is recommended that CECP 6130, Field Practicum experience be gained at both levels (a minimum of 200 clock hours at each level).

For students seeking Secondary School Counseling Endorsement:

1. Must complete a master's degree in the school counseling option including CECP 6300, Organization and Principles of Secondary School Guidance.
2. Must complete CECP 6130 (600 clock hours) at a secondary school site. For those students who intend to be employed at either the middle and/or high school level, it is recommended that CECP 6130, Field Practicum experience be gained at both levels (a minimum of 200 clock hours at each level).

*Students enrolled in other master's degree program/options or post master's degree students seeking school counseling credentials should consult other informational guides in the CECP office.

**COUNSELOR EDUCATION: SCHOOL COUNSELING, 6-12
COUNSELING IN SECONDARY EDUCATION**

(Students holding a valid Michigan Teaching Certificate)

Effective for students admitted Fall 2002 and after

Counseling Core (30 hours):

	<u>Semester Hours</u>	
CECP 6010	Research Methods	3
CECP 6020	Group Dynamics and Procedures	3
CECP 6030	Tests and Measurement	3
CECP 6040	Counseling Techniques	3
CECP 6050	Professional Issues and Ethics	3
CECP 6070	Multicultural Counseling and Psychology	3
CECP 6080	Counseling and Life Span Development	3
CECP 6100	Career Development: Theory and Practice	3
CECP 6110	Theories of Counseling	3
CECP 6220	Psycho-educational Consultation	3

Program Courses in School Counseling (6 hours):

CECP 6300	Organization & Principles of Secondary School Guidance	3
SPED 5300	Introduction to Special Education	3

Supervised Clinical Practice (8 hours):

*	CECP 6120	Counseling Practicum - Approved application required.	4
**	CECP 6130	Field Practicum – A minimum of 600 clock hours at an approved secondary School site. Credit/No Credit Basis. Approved application required.	4

Electives (4 hours): 4

With consent of advisor; students may select 4 additional graduate level elective hours from any college or department within the university.

Total Semester Hours 48

This master's degree option also includes the following requirements:

- * Membership in a group for a minimum of 10 hours prior to CECP 6120, Counseling Practicum
- * You must present written verification of group membership with the CECP 6120, Counseling Practicum application
- * 25 additional hours of field experience during CECP 6120, Counseling Practicum (including 10 hours of group leadership)
- ** Weekly 1.5 hours group supervision with designated CECP staff during CECP 6130, Field Practicum.

This option prepares students for Endorsement as Secondary (6-12) School Counselor. In addition to completing the above courses, students seeking to become Endorsed School Counselors must apply for Endorsement through the CECP Department and pass the Michigan Test for Teacher Certification (MTTC Test #51, Guidance Counselor) (application forms are available in the Teacher Certification Office, 2104 Sangren Hall). Students seeking K-12 Endorsements as a School Counselor should refer to the instructions on the back of this form.

This option is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). Graduates meet department requirements for certification of counseling education. Graduates are also eligible to become Licensed Professional Counselors (LPC) after first becoming Limited License Professional Counselors (LLPC). The LPC is granted after 3000 hours of supervised experience (by an LPC) and a passing score on the National Counselor Examination (NCE) developed by the National Board for Certified Counselors (NBCC). The NCE is also the State of Michigan Counselor License Examination. Graduates from this option are also eligible to become Nationally Certified Counselors (NCC).

* Students seeking K-12 Endorsements as a school counselor should refer to the instructions on the back of this form.

-OVER-

School Counselor Endorsement Policy*
Effective Fall Semester, 2000

For students seeking K-12 School Counseling Endorsement:

1. Must complete a master's degree in the school counseling option, including CECP 6290, Organization and Principles of Elementary School Guidance and CECP 6300, Organization and Principles of Secondary School Guidance.
2. Must complete CECP 6130 (600 clock hours) at the elementary and high school level. It is recommended that students complete a minimum of 200 clock hours at each of these levels. Middle school experience is not required but is recommended.

For students seeking Elementary School Counseling Endorsement:

1. Must complete a master's degree in the school counseling option including CECP 6290, Organization and Principles of Elementary School Guidance.
2. Must complete CECP 6130 (600 clock hours) at an elementary school site. For those students who intend to be employed at either the elementary and/or middle school level, it is recommended that CECP 6130, Field Practicum experience be gained at both levels (a minimum of 200 clock hours at each level).

For students seeking Secondary School Counseling Endorsement:

1. Must complete a master's degree in the school counseling option including CECP 6300, Organization and Principles of Secondary School Guidance.
2. Must complete CECP 6130 (600 clock hours) at a secondary school site. For those students who intend to be employed at either the middle and/or high school level, it is recommended that CECP 6130, Field Practicum experience be gained at both levels (a minimum of 200 clock hours at each level).

*Students enrolled in other master's degree program/options or post master's degree students seeking school counseling credentials should consult other informational guides in the CECP office.

**COUNSELOR EDUCATION: SCHOOL COUNSELING,
SCHOOL COUNSELOR LICENSE, K-12
(Students without a valid Michigan Teaching Certificate)
Effective for students admitted Fall 2002 and after**

Counseling Core (30 hours):

	<u>Semester Hours</u>	
CECP 6010	Research Methods	3
CECP 6020	Group Dynamics and Procedures	3
CECP 6030	Tests and Measurement	3
CECP 6040	Counseling Techniques	3
CECP 6050	Professional Issues and Ethics	3
CECP 6070	Multicultural Counseling and Psychology	3
CECP 6080	Counseling and Life Span Development	3
CECP 6100	Career Development: Theory and Practice	3
CECP 6110	Theories of Counseling	3
CECP 6220	Psycho-educational Consultation	3

Program Courses in School Counseling (9 hours):

CECP 6290	Organization & Principles of Elementary School Guidance	3
CECP 6300	Organization & Principles of Secondary School Guidance	3
SPED 5300	Introduction to Special Education	3

Supervised Clinical Practice (8 hours):

*	CECP 6120	Counseling Practicum - Approved application required.	4
**	CECP 6130	Field Practicum - A minimum of 600 clock hours at an approved school site. Credit/No Credit basis. Approved application required.	4

<u>Electives (12 hours):</u>	- listed on reverse side	12
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<u>Total Semester Hours</u>		59
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This option prepares students who do not hold a Michigan Teaching Certificate for school counselor license recommendation. In addition to completing the above courses, students seeking a school counselor license must be recommended by the Department Chair and pass the Michigan Test for Teacher Certification (MTTC Test #51, Guidance Counselor) (application forms are available in the Teacher Certification Office, 2104 Sangren Hall).

This master's degree option also includes the following requirements:

- * Membership in a group for a minimum of 10 hours prior to CECP 6120, Counseling Practicum
- * You must present written verification of group membership with the CECP 6120, Counseling Practicum application
- * 25 additional hours of field experience during CECP 6120, Counseling Practicum (including 10 hours of group leadership)
- ** Weekly 1.5 hours group supervision with designated CECP staff during CECP 6130, Field Practicum.
- ** Must complete CECP 6130 (600 clock hours) at the elementary and high school level. It is recommended that students complete a minimum of 200 clock hours at each of these levels. Middle school experience is not required but is recommended.

This option is accredited by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP). Graduates meet department requirements for certification of counseling education. Graduates are also eligible to become Licensed Professional Counselors (LPC) after first becoming Limited License Professional Counselors (LLPC). The LPC is granted after 3000 hours of supervised experience (by an LPC) and a passing score on the National Counselor Examination (NCE) developed by the National Board for Certified Counselors (NBCC). The NCE is also the State of Michigan Counselor License Examination. Graduates from this option are also eligible to Become Nationally Certified Counselors (NCC).

Electives

In order to be recommended for a school counselor license (SCL) candidates must complete 3 credit hours from each of the following four categories with a grade of “B” or better.

A. School Culture

ED 6700, Authority and Autonomy in Schooling – 3 hours
ES 6030, Social and Philosophical Foundations – 3 hours
ES 6340, Culture and Politics of Educational Institutions – 3 hours
ES 6730, Class, Ethnicity and Gender in Education – 3 hours

B. Methods and Practice of Teaching

LS 6180, Literacy Acquisition and Reading Instruction – 3 hours
LS 6170, Reading in the Content Areas– 3 hours
ED 6360, The Art and Science of Teaching – 3 hours
ED 6760, Learning in Social Contexts – 3 hours
CTE 6460, Leadership Development in Career and Technical Education – 3 hours

C. Curriculum Development

ED 6020, School Curriculum – 3 hours
ED 6060, Early Childhood Education Methods and Materials – 3 hours
ED 6140, Parent Education for Teachers of Young Children – 3 hours
ED 6280, Curriculum Theory – 3 hours
EDT 6410, Instructional Technology for School Leaders – 3 hours

D. Psychological Development

CECP 6860, Counseling Children & Adolescents – 3 hours
ED 6110, Assessment in Early childhood Inclusive Educational– 3 hours
ED 6150, Play and Young Children’s Learning – 3 hours
ED 6160, Piaget and Young Children – 3 hours
ED 6040, Psychological Foundations of Education – 3 hours
ES 6330, Human Nature and Diversity – 3 hours
PSY 5170, Psychology in the Schools – 3 hours

**REHABILITATION COUNSELING/TEACHING (RCTM):
SPECIALIZATION IN BLINDNESS AND LOW VISION**

<u>Core Courses:</u>	<u>Semester Hours</u>
BLS 5770 Services for Persons Who are Blind or Have Other Disabilities	2
BLS 5840 Computer Technology in Rehabilitation	3
BLS 5880 Psycho-Social Aspects of Disability	2
BLS 5890 Medical & Functional Aspects of Rehabilitation	2
BLS 6010 Small 'N' Research: Design and Analysis	3
BLS 6100 Assisted Research	2
<u>Counseling Courses:</u>	
BLS5860 Job Development and Placement	3
CECP 5200 Foundations of Rehabilitation Counseling	3
CECP 6020 Group Dynamics and Procedures*	3
CECP 6030 Tests and Measurement	3
CECP 6040 Counseling Techniques	3
CECP 6050 Professional Issues and Ethics	3
CECP 6070 Multicultural Counseling and Psychology	3
CECP 6080 Counseling Across the Life Span	3
CECP 6100 Career Development: Theory and Practice	3
CECP 6110 Theories of Counseling	3
CECP 6120 Practicum in Rehabilitation Counseling – Approved Application Required *** ****	4
CECP 6220 Psycho-educational Consultation	3
<u>Rehabilitation Teaching Courses:</u>	
BLS5900 Physiology and Function of the Eye	2
BLS5910 Braille and Tactual Communication Systems	2
BLS5930 Methods of Teaching Adaptive Communications	2
BLS5970 Principles & Practices of Low Vision	2
BLS6020 Gerontology in O&M and RT	2
BLS6050 Practice in Low Vision	1
BLS6640 Principles of Rehabilitation Teaching	3
BLS6910 Practicum in Rehabilitation Teaching (1-2 hrs. repeatable)	3
FCS6360 Teaching for Independent Living	4
<u>Internship/Field Experience Courses:</u>	
BLS7120 Professional Field Experience	2
CECP 6130 Field Practicum - Approved application required A minimum total of 600 clock hours supervised placement in a rehabilitation counseling field setting. Credit/No Credit basis.	2
<u>Total Semester Credit Hours:</u>	76

The Rehabilitation Counseling master's degree option also includes the following requirements:

* Participation in a group for a minimum of 10 hours prior to CECP 6120: Counseling Practicum

*** Students must present written verification of group membership with the CECP 6120: Counseling Practicum application

**** 25 additional hours of community "bridging" experience during CECP 6120, Counseling Practicum (including 10 hours of group leadership)

***** Weekly 2 hours CRC supervision with designated site supervisor during CECP 6130: Field Practicum.

This option is accredited by the Council on Rehabilitation Education (CORE) and the Academy for Certification of Vision Rehabilitation and Education Programs (ACVREP). Graduates meet department requirements for certification in rehabilitation counseling and vision rehabilitation therapy. Graduates are also eligible to become Licensed Professional Counselors (LPC) after first becoming Limited License Professional Counselors (LLPC). The LPC is granted after 3000 hours of supervised experience (by an LPC) and a passing score on the Commission on Rehabilitation Counselor (CRCC) Certification Exam. The CRCC Exam is accepted as a State of Michigan Counselor License Examination. Students who are interested in receiving credentialing information should secure a copy of the Credentialing Requirements document located in the CECP office; visiting the Michigan Board of Counseling website at: http://www.michigan.gov/mdch/0,1607,7-132-27417_27529_27536---,00.html; visiting the Commission on Rehabilitation Counselor Certification website at: <http://www.crc certification.com/>; and by visiting the ACVREP website at <http://acvrep.org/>

Rev. 10/06 JW

REHABILITATION COUNSELING (CERM)

<u>Departmental Core Courses Required:</u>	<u>Semester Hours</u>
BLS 6010 Small 'N' Research: Design and Analysis	3
CECP 6020 Group Dynamics and Procedures*	3
CECP 6030 Tests and Measurement	3
CECP 6040 Counseling Techniques	3
CECP 6050 Professional Issues and Ethics	3
CECP 6070 Multicultural Counseling and Psychology	3
CECP 6080 Counseling Across the Life Span	3
<u>Program Courses Required:</u>	
BLS 5770 Services for Persons Who are Blind or Have Other Disabilities	2
BLS 5840 Computer Technology in Rehabilitation	3
BLS 5860 Job Development and Placement	3
BLS 5880 Psycho-Social Aspects of Disability	2
BLS 5890 Medical & Functional Aspects of Rehabilitation	2
CECP 5200 Foundations of Rehabilitation Counseling	3
CECP 6100 Career Development: Theory and Practice	3
CECP 6110 Theories of Counseling	3
CECP 6120 Practicum in Rehabilitation Counseling – Approved Application required** ***	4
CECP 6130 Field Practicum - Approved application required. A minimum total of 600 clock hours supervised placement in a rehabilitation counseling field setting. Credit/No Credit basis. ****	4
CECP 6220 Psycho-educational Consultation	3
<u>Total Semester Credit Hours</u>	<u>53</u>

The Rehabilitation Counseling master's degree option also includes the following requirements:

- * Participation in a group for a minimum of 10 hours prior to CECP 6120: Counseling Practicum
- ** Students must present written verification of group membership/participation with the CECP 6120: Counseling Practicum application
- *** 25 additional hours of community "bridging" experience during CECP 6120, Counseling Practicum (including 10 hours of group leadership)
- **** Weekly 2 hours individual CRC supervision with designated site supervisor during CECP 6130: Field Practicum.

This option is accredited by the Council on Rehabilitation Education (CORE). Graduates meet department requirements for certification in rehabilitation counseling. Graduates are also eligible to become Licensed Professional Counselors (LPC) after first becoming Limited License Professional Counselors (LLPC). The LPC is granted after 3000 hours of supervised experience (by an LPC) and a passing score on the Commission on Rehabilitation Counselor (CRCC) Certification Exam. The CRCC Exam is accepted as a State of Michigan Counselor License Examination. Students who are interested in receiving credentialing information should secure a copy of the Credentialing Requirements document located in the CECP office; visit the Michigan Board of Counseling website at http://www.michigan.gov/mdch/0,1607,7-132-27417_27529_27536---,00.html; and, by visiting the Commission on Rehabilitation Counselor Certification website at: <http://www.crccertification.com/>

Rev. 11/07 JW

COUNSELING PSYCHOLOGY*

Effective for students admitted Fall 2002 and after

<u>Departmental Core Courses Required:</u>		<u>Semester Hours</u>
CECP 6010	Research Methods	3
CECP 6020	Group Dynamics and Procedures	3
CECP 6030	Tests and Measurement	3
CECP 6040	Counseling Techniques	3
CECP 6050	Professional Issues and Ethics	3
CECP 6070	Multicultural Counseling and Psychology	3
CECP 6080	Counseling and Life Span Development	3
<u>Program Courses Required:</u>		
CECP 6100	Career Development: Theory & Practice	3
CECP 6110	Theories of Counseling	3
CECP 6210	Psychopathology: Classification and Treatment	3
CECP 6500	Intellectual Assessment	3
CECP 6510	Personality Assessment	3
CECP 6750	Counseling Theories & Practices or "a specialized elective treatment course"	3
CECP 6120	Counseling Practicum - Approved application required.	4
**CECP 6130	Field Practicum - A minimum of 600 clock hours supervised by a doctoral level "fully" licensed psychologist in a field setting. Credit/No Credit basis. Approved application required.	4
<u>Electives</u>		1
To be selected from any college or department within the university, with the consent of the advisor.		
<u>Total Semester Hours Credit</u>		48

* A program designed to meet department requirements for certification of psychology education. Graduates are eligible for State of Michigan license as limited license psychologists. In Michigan a limited licensed psychologist may practice under the supervision of a Licensed Psychologist.

** The on-site supervisor must currently hold a full license to practice psychology at the independent level. In Michigan this person is a doctoral level, licensed psychologist. The supervisor may be a staff member, full or part time, or a consultant to the site selected. A minimum of six hundred (600) clock hours are required to complete the field practicum. Students must accrue the hours at a minimum of 20 hours per week in a continuous pattern of contact. A minimum of 240 of the 600 hours must be direct services to clients and others appropriate to the setting. A minimum of 8 hours per month of in person supervision with a fully licensed psychologist is required. Of these 8 hours, a minimum of 1 hour per week must be in individual supervision. The remainder may be arranged to include individual and/or group supervision as appropriate to the student and the site. Additional supervision is recommended as needed and required by the site. Attendance at the weekly CECP 6130 group supervision sessions on campus with a licensed psychologist may be required to obtain the 8 hours per month of supervision with a fully licensed psychologist.

ELECTIVE STUDY IN CECP

The Department of Counselor Education and Counseling Psychology (CECP) provides graduate students with many elective options that may complement a chosen area of study. Students from any of the master's degree programs (Counselor Education: Clinical Mental Health Counseling, College Counseling, Marriage, Couple and Family Counseling or School Counseling; Counseling Psychology; Human Resource Development; or Rehabilitation Counseling/Teaching) or doctoral programs (Counselor Education or Counseling Psychology) in CECP may supplement their degree program with an elective course or series of elective courses that may help fulfill career objectives. **Elective areas of study should be chosen carefully with the consent of one's advisor.**

Students may select, with advisor approval, among three options for elective study in an area of interest, including those elective areas below.

- a. Limited Elective Coursework. Students may take a course or two to explore an area.
- b. Concentrated Elective Study. Students may take a collection of courses to gain more in-depth understanding and knowledge of a particular area.
- c. Elective Study to meet Academic Requirements for a specific professional credential [e.g., Holistic Health Care Certificate; SPADA Certificate/Certified Addictions Counselor; License as a Marriage and Family Therapist (LMFT)]. Consultation with an identified advisor in the particular area of interest is recommended to ensure compliance with current requirements. Programs in Holistic Health and SPADA are offered through the College of Health and Human Services. Students who desire the SPADA Certificate or Holistic Health Certificate must formally apply to the respective program and meet with an advisor from SPADA/Holistic Health.

The following list of elective options, while not exhaustive, is an abbreviated list of courses in areas of potential interest to CECP students.

Marriage and Family Therapy

Advisors: Dr. Alan Hovestadt

CECP 6610: Foundations of Systemic Family Therapy
 CECP 6620: Couple Interaction & Therapy
 CECP 6630: Family Interaction & Therapy
 CECP 6640: Seminar on Families and Family Therapy
 CECP 6650: Sex Therapy
 FCS 5680: Gender, Culture and Families
 FCS 6520: Family Life Education
 FCS 6550: Adult/Child Relationships
 FCS 6600: Studies in Family Relationships

Elective Study in CECF (continued)

Holistic Health

Advisor: Jan Dekker

HOL 5310: Intro. to Holistic Health
HOL 6500: Seminar in Holistic Methods
HOL 5500: Intro. to Holism & Expressive Arts
HOL 5510: Holistic Approaches to Healing Through Visual Art
HOL 5530: Holistic Strategies for Illness and End of Life
HOL 5350: Holistic Approaches to Stress
HOL 5550: Successful Aging: Holistic Perspective
HOL 5300: Special Topics in Holistic Health
HOL 5370: Health and Humor
HOL 5340: Holistic Health and Spirituality

SPADA/Addictions

Advisor: Dr. Dennis Simpson

ADA 6060 or *CECF 6340 or SWRK 6530: Causes of Substance Abuse
ADA 6110: Physical Aspects of Addictive Drugs
ADA 6115: Applied Neuropsychopharmacology of Addictive Drugs
ADA 6330: Special Populations in Addiction
ADA 6340 or *CECF 6360 or SWRK 6550: Recovery Oriented Systems of Care
ADA 6700: Professional Field Practicum

* Clinical Mental Health Counseling students in the Department of Counselor Education and Counseling Psychology are required to complete these two courses.

In addition to the above courses, students must take one of the following courses:

ADA 6400: Co-Occurring Disorders and Addictions
ADA 6410: Addiction in Family Systems
ADA 6420: Clinical Supervision of Addiction Services

CECP 6120, 6500 and 6510 APPLICATIONS

CECP 6120, 6500 and 6510 require that students complete an application early in the semester prior to the semester of enrollment. Applications may be obtained online from the CECP forms page at <http://www.wmich.edu/cecp/student-resources/forms> or they may be picked up at the CECP office. If students meet the prerequisites, applications are ranked in order of the number of hours completed in their program. Applicants are typically notified of their standing one month after the application deadline. The submission schedule for applications for CECP 6120, 6500 and 6510 is published online under general information at <http://www.wmich.edu/cecp/student-resources>

EXPERIENTIAL EDUCATION AND PRACTICAL TRAINING

Educators realize that professional preparation requires an appropriate mix of classroom work and “hands-on” experience. Thus, the curriculum has been developed to provide a balance between theory and practice classes and practical training. Many courses offer opportunities to apply concepts in practical ways. For example, students studying measurement theory and descriptive statistics may complete, score, and interpret their own results on assessment instruments. The techniques of counseling course makes extensive use of simulation activities. Such activities as role-playing, coached clients and Interpersonal Process Recall (IPR) may be used in this and other courses. Toward the end of the program, students move from simulation exercises to contact with clients from the community or University by participating in the master’s practicum classes. Enrollment in these classes requires prerequisites and an application initiated by the student.

CECP 6120 COUNSELING PRACTICUM

STEPS TO FOLLOW (IN ORDER) TO ENROLL IN THE COUNSELING PRACTICUM

Step 1. Students must have completed the following prerequisites by the end of the semester that is prior to the semester for which they enroll in CECP 6120:

Courses.

CECP 6020 Group Dynamics and Procedures

CECP 6030 Tests and Measurements

CECP 6040 Counseling Techniques

CECP 6050 Professional Ethics/Issues

CECP 6110 Theories of Counseling

CECP 6100 Career Development

CECP 6070 Multicultural Counseling and Psychology *

CECP 6290 Organization & Principles of ELEMENTARY School Guidance **

CECP 6300 Organization & Principles of SECONDARY School Guidance **

*Required as prerequisite course for CECP 6120 for students admitted FOR or AFTER Spring 2007

**Required as prerequisite course for CECP 6120 for School Counseling students admitted FOR or AFTER Spring 2007 when included as part of the program of study.

Permanent Program of Study. Students must see their advisors early in the course of their graduate studies to complete their Graduate Student Permanent Program of Study. Full-time students should complete the form during the first semester of enrollment and part-time students no later than the second semester of enrollment. Programs of study shall be filed prior to completion of 12 credit hours of coursework. The advisor will sign the completed form and the form should then be submitted to the CECP Department office for submission to the Registrar's Office. The Permanent Program of Study must be completed prior to applying for CECP 6120 and a copy needs to be attached to the CECP 6120 application.

Group Membership Experience. CACREP students and RCT students (all except Counseling Psychology) must complete a minimum of 10 hours of group experience as a member of a group prior to enrolling in CECP 6120 Counseling Practicum. Discuss this requirement with your academic advisor. Students are responsible for securing an appropriate small group experience. Examples of this small-group experience include a counseling group, psychoeducational group, or personal growth and development group.

To be assured admission to CECP 6120, students are urged to begin their group membership any time prior to submitting their 6120 application. Students may be assisted in securing small group experiences through two regular offerings in the department: 1) during CECP 6020, Group Dynamics and Procedures, instructors often provide opportunity for students to be members of ongoing groups; and 2) during certain (but not all) semesters doctoral students enrolled in Group Practicum may invite master's students to be members of their groups.

Students may also fulfill the small group experience through membership in personal growth, support, or counseling/therapy groups outside the department, provided those groups occur during their tenure as students and their participation is documented in writing by the group leader.

Staple documentation of your group experience to your 6120 application; include your name, location name, dates, and the leader's signature.

Step 2. Obtain online at <http://www.wmich.edu/cecp/student-resources/forms> an "Application for Permission to Elect CECP 6120, Counseling Practicum."

Step 3. You must submit your application during the semester previous to the semester in which you wish to be enrolled, according to the following schedule:

Submit Spring Semester applications during September and October

Submit Summer Session applications between January 15 and March 15

Submit Fall Semester applications during May and June

Step 4. Notice of acceptance (or non-acceptance) for enrollment in CECP 6120 will be mailed to all applicants. Students accepted for enrollment will be registered for the specific section to which the student is assigned by the CECP 6120 coordinator. These are closed sections limited to 5 to 6 students each.

Requirements During the CECP 6120 Practicum Semester

Supervision.

Each student must participate in one additional hour of supervision outside of class time every week the CECP 6120 practicum meets. These supervision hours are arranged with the CECP 6120 instructor at the beginning of the semester. The syllabus serves as the supervision contract and clearly delineates the roles and responsibilities of students and supervisors.

Bridging Experience.

Students who are in the clinical mental health; college; marriage, couple and family; and school (CACREP) and RCT (CORE) programs must complete a bridging experience during their enrollment in CECP 6120 Counseling Practicum. This consists of providing 25 hours of direct service to clients and is conducted in a field-based site consistent with the vocational goal of the students, e.g., school counselor candidates do their bridging experience in schools. To obtain a bridging experience site students should work closely with their assigned academic advisor (not the practicum instructor). **The academic advisor must approve the bridging experience site and the on-site supervisor. The practicum instructor will also provide supervision of the bridging experience during your regularly scheduled weekly supervision appointments.**

In obtaining the site, which is the responsibility of the student, attention should be paid to the opportunity to lead or co-lead a small group experience. Students in CACREP and CORE approved programs must document a minimum of 10 hours in small group leadership as well as 15 additional hours in direct client services appropriate to the setting.

The student will receive two evaluation forms that are required at the end of the experience. First, the site supervisor must submit documentation of successful completion of 25 hours of direct service to clients. Second, the student must evaluate the bridging experience and site. Both completed forms must be submitted to the practicum instructor by the end of the semester. Satisfactory completion of the bridging experience is required for credit for CECP 6120.

All students in CECP 6120 are evaluated along two dimensions: The number of completed hours and their overall skill or competence in several areas. A copy of the evaluation form for CECP 6120 Counseling Practicum is available in the forms link on the Department Website.

CECP 6130 FIELD PRACTICUM

Kalamazoo and Grand Rapids students should complete the following steps at the Center for Counseling and Psychological Services (CCPS) where they completed CECP 6120. Students in Traverse City should request assistance from the Traverse City on site faculty member.

Note: Clinical Supervision is a critical aspect of successful completion of the field practicum. Please pay careful attention to supervision requirements described in the Field Practicum guidelines for your program area. CACREP students must participate in one hour of individual supervision and 1 ½ hours of group supervision per week for the duration of the practicum. These hours will count toward the 600 required clock hours. The weekly group supervision for CACREP students is provided at one of three locations: CCPS-Kalamazoo, CCPS-Grand Rapids, or the University Center in Traverse City. Students will receive information on meeting times and for reserving places in these groups, along with other CECP 6130 materials.

STEPS TO SECURING A CECP 6130 FIELD PRACTICUM (INTERNSHIP)

Begin the process of securing a CECP 6130 site at least one semester prior to the semester in which you plan to begin your internship. This will avoid last minute anxiety over incomplete paperwork and late registration. NOTE: students in school counseling who wish to start their internships in the fall should have everything in place the previous spring semester, before school personnel are away for the summer.

STEP 1: Discuss with your academic advisor the nature and requirements of the field practicum in your specific CECP degree program option. If you have elected a specialty area (e.g., SPADA, Holistic Health, Marriage and Family), discuss these matters with your specialty area advisor as well. See the Guide Sheets for program options in the Master's Handbook, available online from the CECP website. You might also want to identify some potential internship sites to discuss with your advisor, but at this point DO NOT make formal application to any sites until you have consulted with your advisor. **Before electing internship (CECP 6130), you will need to have ALL other program coursework completed;** discuss with your advisor any questions you may have about this.

Be sure you also discuss with your advisor the number of credit hours for which you will need to register for 6130 (refer to your permanent program of study). Most students register for a total of 4 credit hours for a 600 hour internship experience. This is typically completed by full-time work (40-42 hours per week) in one semester and registered for 4 credit hours, or part-time (minimum of 20 hours per week) across two semesters and registered for 2 credit hours each semester. Discuss any need for exceptions with your academic advisor. You will identify the total number of credit hours of 6130 that you will be taking and total number of semesters of internship on the Site Information form that you will complete, and your advisor will need to sign.

STEP 2: After consulting with your advisor, construct a list of sites to which you will apply. A list of potential sites is available through CCPS in Kalamazoo (KZ, 3341 Sangren) or Grand Rapids (GR, Room 2100, The Graduate Center – Downtown).

STEP 3: Begin by calling or writing to site internship coordinators to determine if the sites are accepting interns for the semester(s) in which you plan to complete your internship. A recommended approach is to ask about their application procedures and requested information (e.g., cover letter, resume), as well as specific information about intern activities and site expectations. Site policies and requirements can vary extensively; inquire about them up front and be prepared to comply with them if you ultimately elect to go to a site. You might also want to share with the site coordinator specific requirements you have as part of your program; see the Guide Sheet for your degree program option.

Send application materials to your prospective sites. A letter to the site should be specific and brief, addressed to the site internship coordinator, and indicate your interest in a placement there. You might want to consult with your advisor about format and content when you meet with him or her. Follow up after a reasonable time (about a week or two) with a telephone contact to be sure your materials were received, much as you would in searching for new employment.

NOTE: It would be in your best interest to apply to multiple sites rather than one at a time in order to increase your chances, but be sure to alert all other application sites once you have settled on one site so that they can consider other interns; do not withdraw from a site once you have made a commitment.

STEP 4: When you have been accepted by a site/sites and have a verbal agreement from a site coordinator, complete a 6130 Site Information Form and submit to the CECIP Internship Coordinator at the location, either KZ or GR, where you plan to attend your on campus group supervision. For KZ, Site Information Forms may be acquired, and completed forms dropped off, in Room 3341 Sangren. For GR, blank forms may be acquired, and completed forms dropped off, in Room 2100, The Graduate Center – Downtown. Blank forms may also be found on the CECIP website at <http://www.wmich.edu/cecp/student-resources/forms> On the form, you will provide information about you, your internship site(s) (e.g., name, contact person, supervisor), and registration preferences. The main form includes a place for one internship site; for multiple sites, include the additional sites form, one for each site. **The Site Information Forms must be signed by your advisor**, and need to be completed fully, accurately, and legibly. Incomplete or incorrect information may delay the placement process and internship registration.

STEP 5: Once your Site Information Form is received, the CECIP Internship Coordinator will complete the necessary paperwork on behalf of the department and send it to your site(s) to obtain written confirmation of your acceptance as an intern. Included in the paperwork will be a cover letter, copy of your program option Guide Sheet(s), and the Site Acceptance Form.

NOTE: for students in Counseling Psychology, the LP supervisor of record will be asked to complete a separate form verifying number of hours of supervision he or she will provide monthly. Eight hours of supervision per month by a Licensed Psychologist (LP) are required by the Michigan Board of Psychology for the LLP license in Michigan; at least one hour per week of individual supervision must be provided by the LP internship supervisor of record associated with the site. The remaining hour per week is acquired by attending the weekly supervision on campus.

NOTE: for students in counselor education program options (clinical mental health counseling; college counseling; marriage, couple, and family counseling; and school counseling), site supervisors must have a minimum of a master's degree in counseling or related profession with equivalent qualifications, including appropriate licenses and certifications; have at least two years of pertinent professional experience in the program area; and have relevant training in supervision.

STEP 6: After all of your sites have returned a Site Acceptance Form (and in the case of counseling psychology students, the Supervision Verification Form(s) is/has been returned), you will be registered for 6130 by the CECP Internship Coordinator and contacted about the section of 1.5 hour weekly group supervision on campus to which you have been assigned. Group supervision time assignments for Grand Rapids and Kalamazoo are handled differently:

In **Kalamazoo**, the supervision time is typically Wednesdays 4:30-7:30 p.m. Your supervision section will be one of the 1.5 hour portions of that block of time (i.e., 4:30-6:00 p.m. or 6:00-7:30 p.m.). You may indicate a preference for a particular section, **however**, you need to reserve the entire block of time (4:30 – 7:30 p.m.) and be available for either supervision assignment.

In **Grand Rapids**, all 6130 students are required to attend an orientation session that typically meets at 5:00 p.m. on the first Monday of each semester, in The Graduate Center – Downtown. At that meeting, students will be assigned to their on-campus group supervision time. These sessions are commonly from 3:30-5:00 p.m. or 5:00 -6:30 p.m.

NOTE: Once you have made a commitment to an internship site and filed the necessary paperwork, the CECP Internship Coordinator has received a commitment from a site in the form of a Site Acceptance Form, and you have been registered for 6130 by the CECP Internship Coordinator, you **MUST** keep your commitment to an internship site. Under no circumstances should you discontinue your arrangement or leave a site without notifying your advisor and the CECP Faculty Internship Coordinator and discussing the situation with those individuals.

STEP 7: Attend weekly group supervision starting with the first Wednesday of the semester in Kalamazoo and the first Monday of the semester in Grand Rapids in which you begin internship and continue until you have completed ALL of your internship hours.

NOTE: if you are a student in counseling psychology and are receiving all 8 of your LP supervision hours monthly at your internship site (and you will not be attending the weekly group supervision on campus), you **must** still attend the first meeting of group supervision at the beginning of each semester in which you are enrolled in internship. This will give you and the group supervisor on campus, the Instructor of Record with whom you are registered, an opportunity to check-in and you to hear about the requirements, expectations, and paperwork associated with internship.

You can begin working at your internship site(s) starting with the first official day of the semester in which you are enrolled, but **NOT** before. If a site wants you to begin orientation (or other non-clientele contact activities) before the first official day of the semester in which you are enrolled (and you are available to do so), you must **FIRST** contact your academic advisor and CECF Faculty Internship Coordinator for approval before agreeing to such an arrangement.

STEP 8: Meet internship site expectations and complete internship paperwork as required.

Goals: At the outset of the internship, if not before if requested by the site, meet with your site supervisor(s) and establish written goals for the internship. Your group supervisor on campus (Instructor of Record with whom you are registered) will have information about how to complete the goals and an example form. By the 3rd week of the semester, provide your goals form (one per site) to the group supervisor on campus. Once completed, **keep a copy** of your goals for your own records.

The following four (4) documents will need to be completed and turned in at the conclusion of your internship in order to get credit for CECF 6130: Log Summary Form, Weekly Log Summary (weekly tracking of hours), Certificate of Completion Form, and Student Evaluation of Site Form. The contents of your Log Summary Form and Weekly Log Summary documents represent an accounting of your time spent on internship and the activities in which you are engaged. The Certificate of Completion is your site supervisor's evaluation of your work in the field placement; your supervisor may attach additional sheets including a site specific evaluation form that is used. The fourth form is your own evaluation of the field placement site. Your group supervisor on campus (Instructor of Record) will provide information on how to complete these forms.

Each of these four forms (Log Summary, Weekly Log Summary, Certificate of Completion and Student Evaluation) should be completed for each internship site. These forms will eventually become part of your experiential file kept in the department, but you should **keep a copy** of these forms for your own records. It is good practice to keep copies of all of these types of important forms that document your work throughout your professional career (including after graduation).

Return the completed forms to your Instructor of Record (group supervisor on campus with whom you are registered) for CECP 6130 at:

For Kalamazoo:

“Instructor name”
Western Michigan University
CECP – 5226
1903 W Michigan Ave.
Kalamazoo, MI 49008

For Grand Rapids:

“Instructor name”
WMU Graduate Center – Downtown
200 Ionia Street, SW
Grand Rapids, MI 49503

NOTE: If you complete your internship over more than one semester AND you are registered with two different on campus supervisors, it is YOUR responsibility to stay in contact with the supervisors and arrange to get your final paperwork to them for review. Do not rely on the group supervisor you finish with to pass the paperwork on to another group supervisor.

CECP 6130 FIELD PRACTICUM GUIDELINES

Following are the field practicum guidelines for each program option.

Clinical Mental Health Counseling CECP 6130 Field Practicum Guidelines for Students and Supervisors

The field practicum site for Clinical Mental Health Counseling students must have an organized mental health care program. Examples of appropriate placement sites include the following: Community mental health centers, substance abuse treatment facilities, child counseling clinics, family counseling centers, pastoral counseling settings or other human service related settings approved by the student’s advisor. Student experiences during the field practicum should include the application of appropriate individual, couple, family, group and systems modalities for counseling. The field practicum should allow for experiences in crisis intervention and brief, intermediate and long-term counseling approaches. The field practicum should also include opportunities for students to demonstrate the appropriate use of diagnostic tools, including the current edition of the *DSM*, the ability to conceptualize an accurate multi-axial diagnosis of disorders and discuss the differential diagnosis with collaborating mental health professionals, and the capacity to differentiate between diagnosis and developmentally appropriate reactions to crises, disasters, and other trauma-causing events. It is recommended that students seek placements where there are opportunities for inter-disciplinary collaboration among other mental health professionals. This option leads to licensure as a professional counselor.

The on-site supervisor must hold at least a master's degree in counseling or related field, have at least two years of related experience, have appropriate licenses and certifications, and have relevant training in counseling supervision. In exceptional cases where a Licensed Professional Counselor may not be available, students must work closely with their faculty advisor to make alternative supervision arrangements.

A minimum of six hundred (600) clock hours are required to complete the field practicum. A minimum of 240 of the 600 clock hours must be in direct service to clients, consumers, families and others appropriate to the program and setting. A minimum of 1 hour of individual supervision per week is required for students throughout the duration of the field practicum and is performed by the site supervisor. In addition, a minimum of one and one-half hours of weekly group supervision are required for the duration of internship. Group supervision is provided at one of three locations: CCPS-Kalamazoo, CCPS-Grand Rapids, or the University Center in Traverse City. Time spent in supervision also counts toward the total 600 hours and is categorized as indirect hours. Students should contact the internship coordinator for group supervision assignment.

By the end of the third week of the semester or session when enrollment occurs, students are encouraged to file a list of approved goals and objectives with their group supervisor on campus. Goals and objectives for the field practicum are to be agreeable and signed by the student and the site supervisor. Students shall maintain a log of field practicum activities including time spent in each activity. A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation. Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluation forms are specific to the student's program area and will be provided to the site supervisor at the beginning of the semester. At a minimum, site supervisors should submit at least a final evaluation on each intern. The CECP Department encourages site supervisors to also complete a midterm evaluation using the same form. For a copy of the evaluation form for your program area, please refer to the forms link on our Department website. Students are required to evaluate their field practicum on the form provided by the Department. The evaluations are to occur upon completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269) 387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (231) 995-1846.

College Counseling
CECP 6130 Field Practicum
Guidelines for Students and Supervisors

The site for the practicum can be a community college, a college or a university. The site must have an organized counseling program in order to provide students supervised experience in a variety of activities that a regularly employed staff member in the setting would be expected to perform.

The on-site supervisor must hold at least a master's degree in counseling or related field, have at least two years of related experience, have appropriate licenses and certifications, and have relevant training in counseling supervision. In exceptional cases where a Licensed Professional Counselor may not be available, students must work closely with their faculty advisor to make alternative supervision arrangements.

A minimum of six hundred (600) clock hours are required to complete the field practicum. A minimum of 240 of 600 clock hours must be in direct services to students, parents, instructors and others appropriate to the program and the setting.

A minimum of 1 hour of individual supervision per week is required for students throughout the field practicum and is provided by the site supervisor. In addition, a minimum of one and one-half hours of weekly group supervision are also required for the duration of your internship. Group supervision is provided at one of three locations; CCPS-Kalamazoo, CCPS-Grand Rapids, or the University Center in Traverse City. Time spent in supervision also counts toward the total 600 hours and is categorized as indirect hours. Contact the CCPS secretary to sign up for group supervision. By the end of the third week of the semester or session when enrollment occurs, students are encouraged to file a list of approved goals and objectives with their group supervisor on campus. Goals and objectives for the field practicum are to be agreeable and signed by the student and the site supervisor. Students shall maintain a log of field practicum activities including time spent in each activity. A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation. Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluation forms are specific to the student's program area and will be provided to the site supervisor at the beginning of the semester. At a minimum, site supervisors should submit at least a final evaluation on each intern. The CECP Department encourages site supervisors to also complete a midterm evaluation using the same form. For a copy of the evaluation form for your program area, please refer to the forms link on our Department website. Students are required to evaluate their field practicum on the form provided by the Department. The evaluations are to occur upon completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269) 387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (231) 995-1846.

Marriage, Couple & Family Counseling CECP 6130 Field Practicum Guidelines for Students and Supervisors

The field practicum site for Marriage, Couple & Family Counseling students must have an organized mental health care program. Examples of appropriate placement sites include the following: community mental health centers, substance abuse treatment facilities, child counseling clinics, family counseling centers, pastoral counseling settings or other human service related settings approved by the student's advisor. Student experiences during the field practicum should include the application of appropriate individual, couple, family, group and systems modalities for counseling. The field practicum should allow for experiences in crisis intervention and brief, intermediate and long-term counseling approaches.

The field practicum should also include opportunities for students to demonstrate the ability to apply family systems theory, assessment and therapy to a range of presenting issues and to modify counseling systems, theories, techniques, interventions, and preventive practices to make them culturally appropriate for diverse couples and families.

It is recommended that students seek placements where there are opportunities for interdisciplinary collaboration among other mental health professionals. This option leads to licensure as a professional counselor and students may also choose to pursue licensure as a marriage and family therapist.

The on-site supervisor must hold at least a master's degree in counseling or related field, have at least two years of related experience, have appropriate licenses and certifications, and have relevant training in counseling supervision. In exceptional cases where a Licensed Professional Counselor may not be available, students must work closely with their faculty advisor to make alternative supervision arrangements.

A minimum of six hundred (600) clock hours are required to complete the field practicum. A minimum of 240 of the 600 clock hours must be in direct service to clients, consumers, families and others appropriate to the program and setting, and a minimum of 100 hours of the 240 direct hours should be couple, family or relational counseling. A minimum of 1 hour of individual supervision per week is required for students throughout the duration of the field practicum and is provided by the site supervisor. In addition, a minimum of one and one-half hours of weekly group supervision are required for the duration of internship. Group supervision is provided at one of three locations: CCPS-Kalamazoo, CCPS-Grand Rapids, or the University Center in Traverse City. Time spent in supervision also counts toward the total 600 hours and is categorized as indirect hours. Students should contact the internship coordinator for group supervision assignment. Students who are planning to seek licensure as a marriage and family therapist in Michigan must do the internship over at least 8 consecutive months, accrue at least 300 direct client contact hours, of which half (150 hours) must be with couples or families, and receive one hour of supervision (on-site and weekly group provided by WMU combined) for every five hours of direct client contact.

By the end of the third week of the semester or session when enrollment occurs, students are encouraged to file a list of approved goals and objectives with their group supervisor on campus. Goals and objectives for the field practicum are to be agreeable and signed by the student and the site supervisor. Students shall maintain a log of field practicum activities including time spent in each activity. A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation. Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluation forms are specific to the student's program area and will be provided to the site supervisor at the beginning of the semester. At a minimum, site supervisors should submit at least a final evaluation on each intern. The CECP Department encourages site supervisors to also complete a midterm evaluation using the same form. For a copy of the evaluation form for your program area, please refer to the forms link on our Department website. Students are required to evaluate their field practicum on the form provided by the Department. The evaluations are to occur upon completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269) 387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (231) 995-1846.

School Counseling, K-8
Counseling in Elementary Education
CECP 6130 Field Practicum
Guidelines for Students and Supervisors

The school must have an organized elementary school guidance and counseling program in order to provide the student supervised experiences in a variety of activities that a regularly employed staff member in the setting would be expected to perform. CECP 6130 (600 clock hours) must be completed at an elementary school site. For those students who intend to be employed at either the elementary and/or middle school level, it is recommended that the CECP 6130 experience be gained at both levels (a minimum of 200 clock hours at each level).

The on-site supervisor of the student must hold at least a master's degree in guidance and counseling, and must be endorsed as a school counselor to practice at the elementary school level in Michigan or hold the school counselor license from the Michigan Department of Education .

A minimum of six hundred (600) clock hours are required to complete the field practicum. A minimum of 240 of the 600 clock hours must be in direct services to students, parents, teachers and others appropriate to the program and the setting.

A minimum of 1 hour of individual supervision per week is required for students throughout the field practicum and is provided by the site supervisor. Arrange individual supervision through your on-site supervisor. In addition, a minimum of one and one-half hours of weekly group supervision are required for the duration of your internship. Group supervision is provided at one of three locations; CCPS-Kalamazoo, CCPS-Grand Rapids, or the University Center in Traverse City. Time spent in supervision also counts toward the total 600 hours and is categorized as indirect hours. Contact the CCPS secretary to sign up for group supervision.

By the end of the third week of the semester or session when enrollment occurs, students are encouraged to file a list of approved goals and objectives with their group supervisor on campus. Goals and objectives for the field practicum are to be agreeable and signed by the student and the site supervisor. Students shall maintain a log of field practicum activities including time spent in each activity. A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation.

Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluation forms are specific to the student's program area and will be provided to the site supervisor at the beginning of the semester.

At a minimum, site supervisors should submit at least a final evaluation on each intern. The CECP Department encourages site supervisors to also complete a midterm evaluation using the same form. For a copy of the evaluation form for your program area, please refer to the forms link on our Department website. Students are required to evaluate their field practicum on the form provided by the Department. The evaluations are to occur upon completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269) 387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (231) 995-1846.

School Counseling, 6-12
Counseling in Secondary Education
 CECP 6130 Field Practicum
 Guidelines for Students and Supervisors

The school must have an organized secondary school guidance and counseling program in order to provide the student supervised experiences in a variety of activities that a regularly employed staff member in the setting would be expected to perform. CECP 6130 (600 clock hours) must be completed at a secondary school site. For those students who intend to be employed at either the middle and/or high school level, it is recommended that the CECP experience be gained at both levels (a minimum of 200 clock hours at each level).

The on-site supervisor of the student must hold at least a master's degree in guidance and counseling, and must be endorsed as a school counselor to practice at the secondary school level in Michigan or hold the school counselor license from the Michigan Department of Education.

A minimum of six hundred (600) clock hours are required to complete the field practicum. A minimum of 240 of the 600 clock hours must be in direct service to students, parents, teachers and others appropriate to the program and the setting

A minimum of 1 hour of individual supervision per week is required for students throughout the field practicum and is provided by the site supervisor. Individual supervision is arranged through your on-site supervisor. In addition, a minimum of one and one-half hours of weekly group supervision are also required for the duration of your internship. Group supervision is provided at one of three locations; CCPS-Kalamazoo, CCPS-Grand Rapids, or the University Center in Traverse City. Time spent in supervision also counts toward the total 600 hours and is categorized as indirect hours. Contact the CCPS secretary to sign up for group supervision.

By the end of the third week of the semester or session when enrollment occurs, students are encouraged to file a list of approved goals and objectives with their group supervisor on campus. Goals and objectives for the field practicum are to be agreeable and signed by the student and the site supervisor. Students shall maintain a log of field practicum activities including time spent in each activity.

A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation. Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluation forms are specific to the student's program area and will be provided to the site supervisor at the beginning of the semester. At a minimum, site supervisors should submit at least a final evaluation on each intern. The CECP Department encourages site supervisors to also complete a midterm evaluation using the same form. For a copy of the evaluation form for your program area, please refer to the forms link on our Department website. Students are required to evaluate their field practicum on the form provided by the Department. The evaluations are to occur upon completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269) 387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (231) 995-1846.

Rehabilitation Counseling/Teaching

CECP 6130/BLS 7120

Guidelines for Students and Supervisors

The student engaged in the Rehabilitation Counseling/Teaching Internship is enrolled concurrently in CECP 6130 (Field Experience in Rehabilitation Counseling) and BLS 7120 (Field Experience in Rehabilitation Teaching). The student must meet the requirements of both courses.

The internship student is expected to spend 600 hours at a rehabilitation facility or agency and participate in the provision of the full range of rehabilitation counseling and teaching services including intake, assessment, individual and group counseling, program planning, case load management, skill training, employer contracts, job placement, and post employment services. The student should also have the experience of participating in physician consultations, and client staffing. When possible, the student should have the opportunity to observe other counselors and teachers, and visit community agencies.

The Rehabilitation Counseling/Teaching Internship is an experience that integrates the services provided by a vocational rehabilitation counselor and a rehabilitation teacher. The internship therefore requires experiences in both areas of service. During the internship the student is required to keep a weekly log, which identifies the breakdown of experiences into direct counseling contact, direct teaching contact, administrative activities, and observations. Among the 600 clock hours, it is expected that the student will accumulate a minimum of 240 hours of direct contact counseling hours and 240 direct teaching hours.

While the separation of the internship into counseling and teaching areas may seem arbitrary, it is necessary for purposes of documenting hours for certification and licensure. It is expected however that much of the services provided in each area will overlap between counseling and teaching.

Students will work a full 40 hour work week for the 16 weeks of the academic semester inclusive of finals week. The student is expected to assume the regular schedule and responsibilities of a full time employee of the facility. The student will have a limit of three sick leave days beyond which missed hours will have to be made up. The student will abide by the internal, administrative, and/or fiscal matters of the facility.

The student will outline a list of learning objectives to be shared with the agency supervisor during the first week of the internship. During the second week the university supervisor will communicate with the student and the agency supervisor to review the plan and the responsibilities of both the student and the supervisor. A document will be developed and signed by both parties that will state the activities in which the student will be involved including the time allocated for each activity. The activities should reflect the competencies expected of both the rehabilitation counselor and the rehabilitation teacher. Competencies for both practitioners are presented below:

It is expected that one supervisory meeting will be provided each week in both rehabilitation counseling and rehabilitation teaching. When the supervisor is dually prepared in both areas one supervisory meeting per week will suffice. Rehabilitation counseling supervision is typically provided by an experienced vocational rehabilitation counselor who has a master's degree in rehabilitation counseling or a related field, is licensed (where available), and is certified as a rehabilitation counselor (CRC). A university faculty supervisor will be available to consult with the faculty field supervisor during the internship. Rehabilitation teaching supervision is provided by an experienced rehabilitation teacher (3 years of experience) who has a master's degree in rehabilitation teaching, and is double AA certified in rehabilitation teaching by the Association for Education and Rehabilitation of the Blind and Visually Impaired (AER).

Counseling Psychology
CECP 613 Field Practicum
Guidelines for Students and Supervisors

The site must provide mental health services in an inpatient or outpatient format. Field practicum students should experience a variety of activities that a regularly employed limited licensed psychologist would be expected to perform in that setting.

The on-site supervisor must currently hold a full license to practice psychology at the independent level. In Michigan this person is a doctoral level, licensed psychologist. The supervisor may be a staff member, full or part time, or a consultant to the site selected.

A minimum of six hundred (600) clock hours are required to complete the field practicum. Students must accrue the hours at a minimum of 20 hours per week in a continuous pattern of contact. A minimum of 240 of the 600 hours must be direct services to clients and others appropriate to the setting.

A minimum of 8 hours per month of in person supervision with a fully licensed psychologist is required. Of these 8 hours, a minimum of 1 hour per week must be in individual supervision. The remainder may be arranged to include individual and/or group supervision as appropriate to the student and the site. Additional supervision is recommended as needed and required by the site. Attendance at the weekly CECP 6130 group supervision sessions on campus with a licensed psychologist may be required to obtain the 8 hours per month of supervision with a fully licensed psychologist.

The site must provide interdisciplinary contact with other professionals, for example, psychiatrists, social workers, nurses, professional counselors. Students should experience a variety of clients with respect to presenting problems, diagnoses, age, socioeconomic status, race, gender, etc.

By the end of the third week of the semester or session when enrollment occurs, students are required to file a list of approved goals and objectives with their academic advisor. Goals and objectives for the field practicum are to be agreeable and signed by the student and the field practicum supervisor.

Students shall maintain a log of field practicum activities including time spent in each activity. A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation. Students are required to evaluate their field practicum on the form provided by the Department. Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluations are to occur upon the completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269) 387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (231) 995-1846.

Elective Study in Marriage and Family Therapy

CECP 6130 Field Practicum

Guidelines for Students completing elective study in MFT and Supervisors

In addition to meeting the requirements of the CECP 6130 experience of their MA program option, students integrating marriage and family therapy as elective study into their program would need to meet the following requirements as part of their CECP 613 experience.

The site must have a marriage and family therapy component in order to provide students supervised experiences in a variety of activities that a regularly employed staff member in the setting would be expected to perform.

The on-site supervisor must hold at least a master's degree in counseling, psychology, clinical social work, or Marriage and Family Therapy and certification or experience in Marriage and Family Therapy.

A minimum of six hundred (600) clock hours are required to complete the field practicum. A minimum of 240 of the 600 clock hours must be in direct services to clients and others appropriate to the program and the setting. Time spent in supervision also counts toward the 600 hours.

Supervision for the experience must also meet the requirements of the student's master's degree program of study. Please refer to the CECP 6130 Field Practicum Guideline Sheet for the student's master's degree program of study.

By the end of the third week of the semester or session when enrollment occurs, students are required to file a list of approved goals and objectives with their academic advisor. Goals and objectives for the field practicum are to be agreeable and signed by the student and the field practicum supervisor.

Students shall maintain a log of field practicum activities including time spent in each activity. A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation.

Students are required to evaluate their field practicum on the form provided by the Department. Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluations are to occur upon the completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the coordinator in Kalamazoo at (269) 387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (231) 995-1846.

Specialty Program in Alcohol and Drug Abuse (SPADA) **CECP 6130 Field Practicum**

Guidelines for Students completing SPADA elective study and Supervisors

In addition to meeting the basic requirements of the CECP 6130 experience of their MA program option, students integrating SPADA as elective study into their program would need to meet the following requirements as part of their CECP 6130 experience.

Students must be enrolled in the SPADA program and have approval to enroll in the field practicum from their SPADA advisor and their Department advisor. The site selected must have an organized substance abuse program, including counseling services, and must be licensed by the State of Michigan's Center for Substance Abuse Services. The student's on-site supervisor must hold at least a master's degree and must be a certified addictions counselor by the State of Michigan.

A minimum of six hundred (600) clock hours is required to complete the field practicum. A minimum of 240 of the 600 clock hours must be in direct services to clients and others appropriate to the program and setting. Time spent in supervision also counts toward the 600 hours.

Supervision for the experience must also meet the requirements of the student's master's degree program of study. Please refer to the CECP 6130 Field Practicum Guideline Sheet for the student's master's degree program of study.

By the end of the third week of the semester or session when enrollment occurs, students are required to file a list of approved goals and objectives with their academic advisor and the SPADA advisor. Goals and objectives for the field practicum are to be agreeable and signed by the student and the field practicum supervisor.

Students shall maintain a log of field practicum activities including time spent in each activity. A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation.

Students are required to evaluate their field practicum on the form provided by the Department. Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluations are to occur upon the completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269)387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (231) 995-1846.

Specialty Program in Holistic Health Care
CECP 6130 Field Practicum

Guidelines for Students completing Holistic Health Care elective study and Supervisors

In addition to meeting the basic requirements of the CECP 6130 experience of their MA program option, students integrating Holistic Health Care as elective study into their program would need to meet the following requirements as part of their CECP 613 experience.

Students must be enrolled in the Holistic Health Care program and have approval to enroll in the field practicum from their Holistic Health Care advisor and Department advisor. The Holistic Health Care program requires students to enroll in HOL 6700 (Professional Field Experience) for one credit hour. Students are required to complete 180 hours of their internship integrating a holistic perspective. Please contact the Holistic Health Care field practicum advisor for further information.

The site selected must have an organized Mental Health Care program, including counseling services. The student's on-site supervisor must hold at least a master's degree and must be identified as providing mental health care services.

A minimum of six hundred (600) clock hours are required to complete the field practicum. A minimum of 240 of the 600 clock hours must be in direct services to clients and others appropriate to the program and setting. Time spent in supervision also counts toward the 600 hours.

Supervision for the experience must also meet the requirements of the student's master's degree program of study. Please refer to the CECP 6130 Field Practicum Guideline Sheet for the student's master's degree program of study.

By the end of the third week of the semester or session when enrollment occurs, students are required to file a list of approved goals and objectives with their academic advisor. Goals and objectives for the field practicum are to be agreeable and signed by the student and the field practicum supervisor.

Students shall maintain a log of field practicum activities including time spent in each activity. A summary of activities and time spent in each activity signed by the field practicum supervisor must accompany the field practicum supervisor's evaluation.

Students are required to evaluate their field practicum on the form provided by the Department. Field practicum supervisors are required to evaluate students on the form provided by the Department. The evaluations are to occur upon the completion of 600 clock hours.

If students or supervisors have questions regarding any aspect of the field practicum during the time of assignment, please contact the CECP 6130 coordinator in Kalamazoo at (269) 387-5105, in Grand Rapids at (616) 771-4171, or in Traverse City at (213) 995-1846.

CENTER FOR COUNSELING AND PSYCHOLOGICAL SERVICES

The Center for Counseling and Psychological Services (CCPS) provides service to communities, and practical training and research opportunities for master's students, doctoral students and faculty. The Kalamazoo center on the main WMU campus is on the third floor of Sangren Hall in the northeast corner, room 3341. The Grand Rapids center is located downtown at 200 Ionia, SW. CCPS provides low-fee counseling for persons living in west Michigan and for university students on referral from the University Counseling and Testing Center. The Counseling Practicum (CECP 6120) is conducted in the Center. CCPS has audio and video equipped individual and group counseling rooms, which enhance practical training opportunities. CCPS is open 8-9 Monday through Thursday and 8-5 Friday.

GRADUATE STUDENT ASSISTANTSHIPS

Graduate assistantships are awarded by each university department or unit to individual students, and must be applied for in person, with each department chair or unit coordinator. Graduate assistantships usually require 20 hours of work per week (for funding a full assistantship) for which students are awarded a stipend. Certain programs have very specific requirements for qualification and should be investigated with the department or other unit directly.

INFORMATION UPDATE

If you change your name, address and/or telephone number, please contact the CECP office at 269-387-5100. We need your current telephone number should we need to contact you if a class session is cancelled, as well as for other reasons. Also, inform the Registrar's Office at 269-387-4300 of these changes. In addition, log onto your GoWMU account, click on the View/Update My Personal Information link on the left-hand Student Home Tab, and update your information.

ANNUAL AWARDS RECEPTION

An Awards Reception is held in April of each year. The afternoon provides a time to enjoy socializing and a chance to honor colleagues for their accomplishments. Following is a brief description of each of the awards and their criteria. Applications for the CECP Alumni/Alumnae Scholarship are available in the College of Education, Office of the Dean. CECP faculty make nominations for the remaining awards.

AWARDS AND SCHOLARSHIPS

The CECAP Alumni/Alumnae Scholarship

The Department of Counselor Education and Counseling Psychology awards scholarships to two Counselor Education and Counseling Psychology students annually. One award is granted to a master's level student, and the other is granted to a doctoral level student. Recipients are selected on the basis of demonstrated performance goals, community service, and financial need. Recipients must also hold and maintain a minimum GPA of 3.0. These scholarships are made possible by generous donations from department alumni/alumnae and faculty.

Eligibility: All currently enrolled master's and doctoral students. **Form of Recognition:** Monetary award.

Outstanding Master's Student in Counselor Education and Counseling Psychology Award

The Outstanding Master's Student in Counselor Education and Counseling Psychology Award is given to recognize and honor outstanding CECAP master's degree students. Over the years, this award has been given in the names of George Hilliard, Marcia and Gil Mazer, and Lynn Becker. Dr. George Hilliard served WMU for 36 years in a variety of roles including Director of the Student Counseling Bureau, Head of the Education Department and Director of the Division of Personnel and Guidance. Dr. Gil Mazer served WMU as a faculty member for 22 years. His wife Marcia was well known in the department as one of those rare individuals that everyone found easy to talk to and confide in. Dr. Mazer and many of Marcia's friends wished to honor her memory by encouraging and supporting students who mirror her caring concern for others. Lynn Becker was one of the early non-traditional female doctoral students in the department. She was valued for her active involvement in the department as well as her work as a psychologist at the VA Hospital in Battle Creek. Friends and colleagues wished to honor her memory by encouraging and supporting non-traditional female students with interests in women's issues.

In the spirit of Dr. Hillard, the Outstanding Master's Student in Counselor Education and Counseling Psychology award is intended to honor a promising new professional in the field of counselor education and counseling psychology. Recipients of this award may demonstrate excellence or professional promise in a variety of ways including scholarship, practice and public service activities. In honor of Lynn Becker and Marcia Mazer, we also seek opportunities to recognize non-traditional female students and students who exemplify "compassion, altruism and helpfulness" toward others.

Eligibility: All currently enrolled master's students and persons who have completed their degree within the last calendar year. **Form of Recognition:** Plaque and monetary award.

***The Arthur and Margaret Manske Outstanding Master's Student in School Counseling Award**

The Arthur and Margaret Manske Outstanding Master's Student in School Counseling Award is given to recognize and honor outstanding master's degree students in school counseling who have demonstrated potential for excellence in the profession. Dr. Arthur Manske was the first counselor educator to be hired in the College of Education. He served as the coordinator of the counselor education program from 1943 until 1964, and was very active in the field of school counseling and guidance. This endowed award was first given in 1975 upon the occasion of Dr. Manske's retirement. His friends and colleagues established the award to recognize Dr. Manske's significant leadership in school counseling.

Eligibility: All currently enrolled school counseling students and persons who have completed their degree within the last calendar year. **Form of Recognition:** Plaque and monetary award.

***Thelma M. Urbick Outstanding Doctoral Student in Counselor Education Award**

The Outstanding Doctoral Student in Counselor Education Award is given to recognize and honor outstanding doctoral students in the Counselor Education program. This award was first given in honor of Dr. Thelma Urbick upon her retirement from the department. Dr. Urbick was the first full time female faculty member hired in the department. She was known for her professional dedication at local, state and national levels. Over the course of her career, she served in many roles including teacher, advisor, researcher and consultant. She was especially passionate about teaching and cared deeply about students. Recipients of this award will have demonstrated potential for excellence in counselor education through teaching, scholarship and/or professional service.

Eligibility: All currently enrolled doctoral students in counselor education and persons who have completed their degree within the last calendar year. **Form of Recognition:** Plaque and monetary award.

Outstanding Doctoral Student in Counseling Psychology Award

The Outstanding Doctoral Student in Counseling Psychology Award is given to recognize and honor outstanding doctoral students in the Counseling Psychology program. This award was first given in honor of Dr. Kenneth B. Engle upon his retirement from the department. Dr. Engle was a faculty member in the department from 1961-1977, and unit coordinator from 1964-1968. He facilitated development of specialist and doctoral degrees in counseling and worked tirelessly to achieve state and national recognition for the department. Recipients of this award will have demonstrated potential for excellence in counseling psychology through teaching, scholarship and/or professional service.

Eligibility: All currently enrolled doctoral students in counseling psychology and persons who have completed their degree within the last calendar year. **Form of Recognition:** Plaque and monetary award.

***The Robert and Diane Betz Award for Doctoral Studies
in Counselor Education and Counseling Psychology**

The Robert and Diane Betz Award for Doctoral Studies in Counselor Education and Counseling Psychology Award is given to recognize and honor an outstanding doctoral student in Counselor Education and an outstanding doctoral student in Counseling Psychology. In 2000, Dr. Robert L. Betz retired from an outstanding career on the Western Michigan University faculty that spanned five decades. During his tenure at Western, Dr. Betz served as the first Director of the Center for Counseling and Psychological Services, the training laboratory/clinic for CECF master's and doctoral degree students. He chaired the doctoral dissertation of the first person to receive a doctoral degree from Western in 1968 and continued by chairing an additional 56 committees during his career. Dr. Betz also made significant contributions to the profession through publications, grants, technical reports, workshops and consultation with a wide range of organization. His peers recognized his work by honoring him with a number of special awards throughout his career.

Eligibility: All currently enrolled doctoral students in counselor education and counseling psychology. **Form of Recognition:** Plaque and monetary award.

****Alan and Kristin Hovestadt Outstanding Student in Marriage and Family Therapy Award***

The Alan and Kristin Hovestadt Outstanding Student in Marriage and Family Therapy Award recognizes and honors an outstanding student in couple and family therapy. The recipient will have demonstrated potential for excellence in the profession and practice of MFT and be someone who seeks to expand delivery of culturally competent clinical services to underserved populations. Dr. Hovestadt has been employed by Western Michigan University since 1985 and has been instrumental in developing academic programs in couple and family therapy during his tenure. He is nationally and internationally recognized for his long-standing contributions to the advancement of marriage and family therapy receiving awards from his peers in the American Counseling Association, International Association for Marriage and Family Counselors and American Association for Marriage and Family Therapy.

Eligibility: Current students admitted to study in Marriage, Couple and Family Counseling/Therapy.

Outstanding Alumni Award

The Outstanding Alumni Award is given to recognize and honor outstanding alumni/alumnae who have distinguished themselves in the private sector or through public service. The importance of impacting the world outside the university has been valued in the department since its inception. The first Board appointed Head of Counselor Education, William D. Martinson, exemplified this perspective by his professional contributions to the Peace Corps, Upward Bound, and his innovative approach to delivering guidance services to rural areas. Recipients of the Outstanding Alumni Award will have made significant contributions to human services through organizational and/or professional association leadership, scholarship, research, teaching or direct service to client populations.

Eligibility: All departmental alumni. **Form of Recognition:** Plaque.

*These awards are endowed awards.

LICENSING

The State of Michigan credentials a number of distinct kinds of master's level mental health practitioners. Degree programs within the Department of Counselor Education and Counseling Psychology are designed to meet licensure/certification requirements appropriate to their corresponding profession. The licensure/certification boards rely on educational institutions to verify that applicants for licensure/certification have met necessary educational requirements. The department certifies eligibility for licensure based on program requirements as outlined in department curriculum guides. The department will not certify individuals for licensure/certification if department requirements for the relevant degree program have not been met. The department does not encourage dual licensure. Consult with an advisor to obtain copies of additional more specific department certification/licensure endorsement policies.

The following information included here on licensing refers to the licensing laws and rules in Michigan only. Licenses/certificates are granted by the State of Michigan and applications must be initiated by individuals. Persons wishing to be licensed or regulated in other states should secure the licensing laws and rules in those states. Links to (a) the American Counseling Association (ACA) webpage that contains links to each of the state professional counselor licensure boards and each of the state school counselor certification/licensure agencies, (b) the Northamerican Association of Master's in Psychology Licensure Information page which provides a listing of states that offer some type of licensure recognition for master's in psychology, and (c) the Association of State and Provincial Psychology Boards (ASPBB) Licensing Boards Contact Information page, which provides links to each of the state psychology licensing boards, may be found on the CECP Student Resources webpage at <http://www.wmich.edu/cecp/student-resources/licensure-certification> Information concerning the exact requirements for a professional license in a specific state should be obtained directly from the licensing board in the state and carefully reviewed.

For more information or an application for licensure as a counselor, psychologist or marriage and family therapist in Michigan, contact: Board of Psychology/ Board of Counseling/Board of Marriage and Family Therapy, Michigan Department of Licensing and Regulatory Affairs, P.O. Box 30670, Lansing, MI 48909, (517) 335-0918. Links to each of these Boards may also be found on the CECp Student Resources webpage at <http://www.wmich.edu/cecp/student-resources/licensure-certification>

Licensed Professional Counselor

The clinical mental health counseling, college counseling, community counseling, marriage, couple & family counseling, school counseling, and rehabilitation counseling and rehabilitation counseling/teaching programs meet academic requirements for a license as a Licensed Professional Counselor (LPC).

Passage of the National Certified Counselor Examination is also required for licensure. The examination is administered by National Board for Certified Counselors (NBCC), 3-D Terrace Way, Greensboro, NC 27403; www.nbcc.org. After taking the examination, the examinee must request the scores be sent to the Michigan Board of Counseling. Persons who pass the National Counselor Examination (and graduate from a CACREP accredited program) are eligible to become National Certified Counselors.

A limited license will be granted after receiving a master's degree. To complete requirements for an LPC, 3000 hours of additional post-master's experience over no less than 2 years and under the supervision of an LPC who has training in supervision must be successfully completed.

Limited License Psychologist

To become eligible for a Limited License as a Psychologist (LLP) you must complete the counseling psychology program, which meets the intent of the psychology law requirements. At the completion of the master's degree, graduates may apply for a temporary limited license from the State of Michigan. A limited license may be granted after 2,000 hours of experience under the supervision of a fully licensed psychologist and after an applicant obtains a passing score on the Examination for the Professional Practice in Psychology of the Association of State and Provincial Psychology Boards (ASPPB). Students are advised not to apply for their temporary limited license until they have arranged for their supervised experience.

Licensed Marriage and Family Therapist

The State of Michigan licenses Marriage and Family Therapists to practice independently. The Master of Arts in Counselor Education: Marriage, Couple and Family Counseling is designed to meet the academic guidelines for Licensure as a Professional Counselor (LPC) in Michigan. The curriculum is also designed to meet the academic guidelines for Licensure as a Marriage and Family Therapist (LMFT) in Michigan. LMFT internship requires an 8 continuous months duration and accruing a total of 300 direct client contact hours, with half (150 hours) with couples or families, and 1 hour of supervision for every 5 hours of direct client contact. Additional requirements for licensure as a marriage and family therapist include passage of the LMFT exam and post-master's supervised experience of 1,000 clinical direct client contact hours (500 of which must be with couples or families) under the supervision of an LMFT.

Credentialing of Michigan School Counselors

There are two routes available to becoming a Michigan public school counselor.

1. Endorsement on a current, valid Michigan Teaching Certificate. This route has been in existence since 1971 and follows the Endorsement of Teachers as Counselors rules adopted by the Michigan State Board of Education (elementary [K-8], secondary [6-12], or K-12 levels of endorsement).

A. Most Michigan colleges and universities require completion of a master's degree (or equivalent) in school counseling.

B. Out-of-state institutions may have programs that are less than a master's degree.

2. School Counselor License (K-12 only). This route became available in 2000 as a result of the passage of Public Act (P.A.) 288. It was designed for those persons who do not hold Michigan Teaching Certificates.

A. A master's degree (or its equivalent) in school counseling is mandatory. Most Michigan colleges and universities are requiring a master's degree PLUS additional related course work in education.

B. This credential is also available to persons who have been employed as school counselors in states other than Michigan for 5 of the previous 7 years.

In addition to the requirements listed above, all persons who seek to become school counselors in the public schools of Michigan must (a) pass the Michigan Test for Teacher Certification (MTTC Test #51, Guidance Counselor), (b) be recommended by a sponsoring institution of higher education, and (c) pass a criminal background check. Continuing education is mandatory in order to maintain these credentials.

A Preliminary Employment Authorization to work as a School Counselor credential is also available for those persons nearing the end of their master's (or equivalent) degree. This credential permits school counselors to be employed before the completion of all required course work. Students must complete all required courses except the field practicum to be recommended for preliminary authorization for employment.

School counseling options in the CECF Department meet academic requirements for (1) endorsement as a school counselor at the elementary (K-8), secondary (6-12), or K-12 levels, and (2) the school counselor license at the K-12 level only. Students completing the school counseling program option may also be eligible to become Licensed Professional Counselors.

Following completion of a master's degree, school counselor candidates must request a recommendation for endorsement or licensure from the CECF Department. Recommendation forms are available on-line on the CECF Department's form page. Students seeking school counselor licensure should consult their advisors for procedures. Passage of the Michigan Test for Teacher Certification (MTTC Test #51, Guidance Counselor) is required. This examination is offered four times annually. Applications for the examination are available from any of the following:

National Evaluation Systems, Inc.	Teacher Certification Office	Mich. Dept. of Education
30 Gatehouse Road, P.O. Box 660	2104 Sangren Hall	P.O. Box 3008
Amherst, MA 01004-9001	Kalamazoo, MI 49008	Lansing, MI 48909
(413) 256-2876	(269) 387-3473	(517) 373-3310

Registration materials and additional information are also available on the web at:
www.mttc.nesinc.com

PROFESSIONAL ORGANIZATIONS

The CECP department encourages students to obtain membership or affiliation in the appropriate professional associations available at national, state, and local levels. Affiliation with these groups can enhance one's professional development as well as provide important information and networking possibilities. Links to professional organizations may be found on the CECP Professional Organizations webpage at <http://www.wmich.edu/cecp/student-resources/professional> Please note that the following information given is subject to change.

National Organizations

American Counseling Association (ACA)

5999 Stevenson Avenue
Alexandria, VA 22304-3300
(800) 347-6647 or (703) 823-9800

Student membership includes subscriptions to the *Journal of Counseling and Development*, and *Counseling Today*, competitive insurance programs and rates as well as discounts on publications, video and audiotapes, and conferences that are offered.

The American Counseling Association is the national organization for those holding interest in counseling and human development. Divisions are available for counselors with special interests, e.g., group work, school counseling, multicultural counseling, college counseling, etc.

American Psychological Association (APA)

Membership Office
750 First Street, NE
Washington DC 20002-4242
(202) 336-5500

Student affiliation includes subscriptions to *American Psychologist*, *APA Monitor*, and a credit toward a subscription to another publication chosen from the APA's wide array of specialty journals. Affiliates are offered reduced rates on APA journals and books, discounts for the APA Annual Convention, health insurance programs, and are automatic enrollment in the American Psychological Association of Graduate Students.

The American Psychological Association is the primary national organization for psychologists and those holding psychological interests. Over 50 divisions are also available for members with a special interest in counseling psychology, consulting psychology, family therapy, career development, etc..

American Rehabilitation Counseling Association (ARCA)

5999 Stevenson Ave.
Alexandria, VA 22304
(703) 620-4404.

ARCA, a division of the American Counseling Association, is an organization of professional rehabilitation counselors and others concerned with improving the lives of persons with disabilities.

National Association of Rehabilitation Counseling (NARCA)

PO Box 4480
Manassas, VA 22110-4719
(703) 361-2077.

NARCA, a division of the National Rehabilitation Association, is an organization of professional rehabilitation counselors and others concerned with improving the lives of persons with disabilities.

American Association for Marriage and Family Therapy (AAMFT)

112 South Alfred Street,
Alexandria, VA 22314.
(703) 838-9808;
Website: www.aamft.org

Affiliate membership is available for members of allied professions or for those who are interested in the field of marriage and family therapy. Members receive the Journal of Marital and Family Therapy, the newspaper, Family Therapy News, and discounts on conferences, videotapes, books, and audiotapes.

International Association of Marriage and Family Counselors (IAMFC)

IAMFC, a division of ACA, is an organization that promotes excellence in the practice of couples and family counseling by creating and disseminating first-class publications (e.g., The Family Journal) and media products, providing a forum for exploration of family-related issues, involving a diverse group of dedicated professionals in our activities, and emphasizing collaborative efforts. <http://www.iamfconline.com/>

State Organizations

Michigan Counseling Association (MCA)

One Michigan Avenue Building
120 North Washington Square
Suite 110 A
Lansing, MI 48933 (800) 444-2014
www.michigancounselingassociation.com

Student membership. Additional membership fee in at least one of the thirteen divisional affiliations for areas of specialization. Membership includes subscriptions to *Dimensions in Counseling* and the newsletter, Quest. MCA offers statewide conventions with nationally known speakers and a Professional Development Institutes for members.

Michigan Psychological Association (MPA)

2105 University Park Dr. Suite C-1
Okemos, MI 48864
(517) 347-1885
FAX: (517) 347-1896

Student affiliation includes a subscription to the newsletter, the Michigan Psychologist. Additionally, the MPA offers conferences and continuing education.

Michigan Association for Marriage and Family Therapy (MAMFT)

33228 W. 12 Mile Rd, #206
Farmington Hills, MI 48334
Phone: (248) 763-6537
mamftmi@yahoo.com
www.michiganfamilytherapy.org

Student membership with AAMFT automatically results in membership with MAMFT. This division of AAMFT offers an annual spring conference, publishes a quarterly newsletter, and coordinates legislative and advocacy efforts in Michigan.

Michigan AER (MAER)

Susan Langendonk
Hill Vocational Center
Lansing School District
5X 15 Wise Road
Lansing, MI 48911
(517) 325-6959

A state chapter of the Association for Education and Rehabilitation of the Blind and Visually Impaired (AER).

Michigan School Counselor Association (MSCA)

3040 Woodridge Circle, NE
Grand Rapids, MI 49525 (866) 254-2082
www.mich-sca.org

Student membership. Quarterly newsletter, two annual conferences, lobby updates, discounts on MSCA materials and conferences.

Local Counselor Organizations

Berrien-Cass-Van Buren Counseling Association

Covers Berrien, Cass, and Van Buren Counties

Calhoun Area Association

Covers Branch and Calhoun Counties

Jackson Area Association

Covers Jackson and Hillsdale Counties

Kalamazoo Counseling Association (KCA)

Covers Kalamazoo, St. Joseph, and Barry Counties. Student membership includes subscription to newsletter. KCA offers meetings with speakers four times a year.

Shoreline Area Association

Covers Newaygo, Oceana, and Muskegon Counties

West Michigan Counseling Association

Covers Allegan, Ottawa, and Kent Counties. www.wmcal.org

Western Michigan Psychological Association (WMPA)

P.O. Box 104
Kalamazoo, MI 49005
Student membership is available for full-time graduate students.

FACULTY

DEPARTMENT CHAIR

PATRICK H. MUNLEY, Ph.D., M.A., University of Maryland; B.S., Seton Hall University. Professor. Licensed Professional Counselor, Licensed Psychologist, and Board Certified in Counseling Psychology, American Board of Professional Psychology. Professional interests: counseling, measurement and assessment, training, professional issues and ethics.

DEPARTMENT FACULTY

CARLA R. ADKISON-BRADLEY, Ph.D., Kent State University; M.S., University of Dayton; B.S., University of Akron. Professor. Licensed Professional Counselor, Chi Sigma Iota Advisor. Professional interests: Clinical Counseling, Faculty Development, Child Rearing Practices and Parenting, African American Women and Mental Health.

MARY L. ANDERSON, Ph.D., M.A., Oakland University; B.A. Western Michigan University. Assistant Professor. Licensed Professional Counselor; National Certified Counselor. Professional interests: Counselor supervision, school counseling and advocacy, theory and practice of counseling, life/work transitions, and spirituality in counseling.

MARY Z. ANDERSON, Ph.D., M.S., B.S., University of Illinois. Associate Professor and Coordinator, Counseling Psychology Master's Program. Licensed Psychologist. Professional interests: counseling process and outcome, counselor development, career development, measurement and assessment.

STEPHANIE T. BURNS, Ph.D (Kent State University) Assistant Professor. Licensed Professional Counselor, National Certified counselor. Professional interests: Psychometrics of career interest inventories, career counseling, post-modern counseling approaches, chronic pain, creativity, empathic responding, client outcomes, assessment, professional advocacy, and professional advocacy, and professional identity.

STEPHEN E. CRAIG, Ph.D., University of North Texas; M.S., Texas A&M University at Commerce; B.A., Texas Tech University. Associate Professor and Unit Director Counselor Education. Licensed Professional Counselor. Professional interests: Adlerian psychology and its application to clinical supervision, contributing factors to child/adolescent social interest development, doctoral preparation in counselor education and the role of the advisory working alliance.

JAMES M. CROTEAU, Ph.D., M.A., Southern Illinois University; B.A., Loyola University New Orleans. Professor. Licensed Psychologist, Licensed Professional Counselor. Professional interests: Lesbian, Gay, bisexual (LGB) professional issues, LGB career development, anti-racist training and development for white persons, basic counseling skills training; and developmental and preventative approaches.

LONNIE E. DUNCAN, Ph.D., M.A., Ball State University; B.S. Central State University. Associate Professor and Co-Training Director of the Counseling Psychology Doctoral Program. Licensed Psychologist. Professional interests: The role of race, class, and gender on personality development, Christian psychology, Black male development, outreach and prevention, scale development and validation, minority mental health, and supervision and training.

JENNIFER M. FOSTER, Ph.D. (University of Central Florida). Assistant Professor. Licensed Mental Health Counselor, Professional School Counselor, Professional Interests: the developmental impact of childhood trauma, children's mental health, counselor training, wellness and spirituality.

ALAN J. HOVESTADT, Ed.D., M.A., B.S., Northern Illinois University. Professor. Licensed Marriage and Family Therapist, Licensed Professional Counselor. Professional interests: counseling psychology theory and practice, family therapy, family of origin therapy, research in intergenerational transmission processes, alexithymia, rural mental health, and professional issues and ethics.

PHILLIP D. JOHNSON, Ph.D., M.A., New York University; B.A., Virginia Union University. Assistant Professor and Coordinator of College Counseling. Licensed Professional Counselor. Professional interests: Humanistic theory and the African American experience, oppression and liberation, spiritual transformation, and philosophical approaches to psychology and psychotherapy.

KELLY A. MCDONNELL, Ph.D., M.S., Indiana University; B. A., Franklin and Marshall College. Associate Professor and Director of the Center for Counseling and Psychological Services-Kalamazoo. Professional interests: counseling process and outcome, group work and group leader development, supervision and domestic violence issues.

JERRY E. McLAUGHLIN, Ph.D., Western Michigan University. Assistant Professor. Licensed Professional Counselor. Professional interests: counseling training and professional development, counseling theory and practice, and instructional effectiveness.

JOSEPH R. MORRIS, Ph.D., M.A., University of Michigan; B.A., Central State University (Ohio). Professor, Licensed Psychologist, Licensed Professional Counselor. Professional interests: consultation, assessment, multicultural counseling, and supervision.

GLINDA RAWLS, Ph.D. (Western Michigan University) Associate Professor, Licensed Professional Counselor, National Certified Counselor, Approved Clinical Supervisor, School Counselor License (K-12). Master Career Counselor. Professional interest: college student development and multicultural issues, school counseling, college counseling, career development and multi-cultural counseling .

ERIC M. SAUER, Ph.D., Michigan State University; M.A., Ball State University; B.S., Michigan State University. Associate Professor, Co-Training Director of Counseling Psychology Doctoral Program, and Director of the Center for Counseling and Psychological Services--Grand Rapids. Licensed Psychologist. Professional interests: counseling psychology, counseling process and outcome, attachment theory, and supervision and training.

MARK ST. MARTIN, Ph.D., Western Michigan University. Associate professor and Coordinator of Career Counseling Services. Licensed Psychologist, Licensed Professional Counselor, National Certified Counselor, Master Career Counselor. Professional interests: Career counseling, career assessments, college counseling, counselor training and supervision and exercise psychology.

BEVERLY J. VANDIVER, Ph.D., Ball State University. Professor. Licensed psychologist. Professional interests: counseling psychology, career development & counseling; measurement and assessment, cultural identities; Black racial identity

JENNIPHER WIEBOLD, Ph.D., University of Wisconsin-Madison; M.S., B.A., Minnesota State University-Mankato. Associate Professor, Rehabilitation Counseling/Teaching (RCT) Program Coordinator for Departments of Counselor Education and Counseling Psychology and Blindness and Low Vision Studies, and Certified Rehabilitation Counselor. Professional interests: rehabilitation counseling and psychology, vocational rehabilitation specializing in blindness and low vision studies, and experiential curriculum development in rehabilitation counseling personnel preparation programs.