

**STUDENT HANDBOOK**

**MASTER OF ARTS  
IN COUNSELING AND GUIDANCE  
WEB BASED  
STUDENT HANDBOOK**

**COUNSELING AND GUIDANCE PROGRAM  
SCHOOL OF EDUCATION**

**THE UNIVERSITY OF MISSOURI-KANSAS CITY  
615 E. 52nd Street  
Kansas City, MO 64110-2499  
(816) 235-2722**

**2005- 2006**

## **WELCOME!**

Dear Student:

Congratulations and welcome to the Masters Degree Program in Counseling and Guidance at the University of Missouri –Kansas City. Completing a graduate degree program requires a strong commitment from students, and our program faculty are honored that you have selected UMKC to pursue your goals.

There are four areas of concentration within our masters degree program: Couples and Family Counseling, Mental Health Counseling, School Counseling, and Substance Abuse Counseling. Although some of you have already settled on a specialization, others of you will be making that decision over the next several months as you are exposed to some of the coursework in these areas. Each of these concentrations provides you with the academic requirements needed to sit for licensure as a professional counselor in both Missouri and Kansas, and the School Counseling degree meets [Missouri's Department of Elementary and Secondary \(DESE\) certification](#) requirements for the position of School Counselor.

All of our programs give students a strong background in theories and skills of counseling, assessment, and professional ethics and prepare students to work with people from diverse backgrounds. Our extensive practicum and internship experiences are designed to insure that you leave our program with the skills necessary to be excellent counselors in whatever setting you choose. We are very proud of our program graduates and we often hear from employers of the wonderful contributions they make to the profession when they leave here.

Congratulations on joining a group of colleagues who are committed to making a difference in people's lives.

Chris Brown, Ph.D.  
Masters Coordinator for all areas  
*Except* School Counseling

Lynn Leonard, Ph.D.  
Masters Coordinator for  
School Counseling

NOTE: The School Counseling Program is administered primarily by the Coordinator of School Counseling. The Coordinator is advised by the School Counseling Executive committee (Drs. Duan, Linville, & Brown) and the School Counseling Community Advisory Board.

Nancy Murdock, Ph.D.  
Division Chair, Counseling, Educational  
Psychology, and Exercise Science

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## **WHO's WHO: KEY NAMES AND CONTACT INFORMATION**

Division Administrative Assistant: (816) 235-2722

Coordinator of Master's Program Except School-Counseling:

- Chris Brown, Ph.D. (816) 235-2491; [Brownchr@umkc.edu](mailto:Brownchr@umkc.edu)

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Director of Training of Ph.D. Program in Counseling Psychology

- Changming Duan, Ph.D. (816) 235-2489; [Duanc@umkc.edu](mailto:Duanc@umkc.edu)

Practicum and Internship Coordinator

- Brain Paul, Ph.D. (816)-236-2761; [Paulb@umkc.edu](mailto:Paulb@umkc.edu)

Division Chair, Counseling and Educational Psychology

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Director of [Community Counseling Services](#).

- Brain Paul, Ph.D. (816)-236-2761; [Paulb@umkc.edu](mailto:Paulb@umkc.edu)

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- Laverne Berkel, Ph.D. (816) 235- 2444; [Berkell@umkc.edu](mailto:Berkell@umkc.edu)
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- Johanna Nilsson, Ph.D. (816) 235- 2484; [Nilssonj@umkc.edu](mailto:Nilssonj@umkc.edu)
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## **GETTING STARTED: STUDENT PORGRAM CHECKLIST AND TIMELINE**

This checklist and timeline is designed to help you get started on the right foot by outlining the key steps you will need to take and forms you will need to complete as you make your way through the program. Please use this list in conjunction with information in other sections of the manual that explain the requirements in more detail.

<i><b>What?</b></i>	<i><b>When?</b></i>	<i><b>Put it where?</b></i>	<i><b>Done!</b></i>
<b>ALL STUDENTS WILL HAVE TO COMPLETE STEPS 1 THROUGH 7</b>			
1. <a href="#">Activate your UMKC email account.</a>	NOW!	N/A	
2. <a href="#">Sign up for the MA Counseling listserv.</a>	NOW!	N/A	
3. Complete a <a href="#">program of study form.</a> <ul style="list-style-type: none"> <li>• <a href="#">Directions</a></li> </ul>	Anytime before you complete 15 credit hours (5 classes).	Advisor's mailbox, Suite 215 or 223 School of Education (SOE).	
4. Complete <a href="#">application for first practicum</a> (CPCE531).	At least 60 days prior to the start of the semester in which you will take practicum.	Administrative Assistant's mailbox, Suite 215 SOE.	
5. Complete application for second practicum (CPCE532)	At least 60 days prior to the start of the semester in which you will take practicum.	Administrative Assistant's mailbox, Suite 215 SOE.	
6. Complete <a href="#">application for internship.</a>	At least 60 days prior to the semester when you will begin internship.	Administrative Assistant's mailbox, Suite 215 SOE.	
7. Complete <a href="#">application for graduation.</a> (Web link; you must be online to access)	Beginning of semester when graduation is planned.	Education Student Services office, Room 245, SOE	
<b>SOME STUDENTS WILL HAVE TO DO STEPS 8-11:</b>			
8. Fill out a change of advisor form. (Room 245, SOE)	Anytime you switch academic (faculty advisors).	Administrative Assistant's mailbox, in Room 215, SOE.	
9. Fill out course waivers for courses that have already been taken at other institutions. (Room 245, SOE)	When you are trying to transfer in credits from other schools.	Administrative Assistant's mailbox in Room 215, SOE.	
10. Complete a program of study change form. (Room 245, SOE) <ul style="list-style-type: none"> <li>• <a href="#">Directions</a></li> </ul>	Anytime you add/delete or change 1 or 2 courses from your approved program of study.	Administrative Assistant's mailbox in Room 215, SOE.	
11. Complete a new <a href="#">Program of study form.</a>	Anytime you add/delete or change more than 2 courses from your approved program.	Administrative Assistant's mailbox in Room 215, SOE.	

## **GETTING CONNECTED:** **ADVISORS, EMAIL, AND LISTSERVS**

**ADVISORS AND ADVISING:** To help you progress through the program; we have established multiple sources of advising information for you including a Program Orientation, an Introduction to Counseling Course, and Open Advising Sessions. If you have questions that you cannot get answered in these sessions, make an appointment with either the MA Student Advisor or your Faculty Advisor.

**Orientation to the Masters Program:** Each fall the second-class period of CPCE 500: Introduction to Counseling and each winter the second-class period of CPCE 504: School Guidance Programs will be dedicated to a general orientation for the masters program. This orientation is designed to give students a general overview of the program. **Students may attend this second-class session at any point in the program, even if they are not currently enrolled in CPCE 500 that semester.**

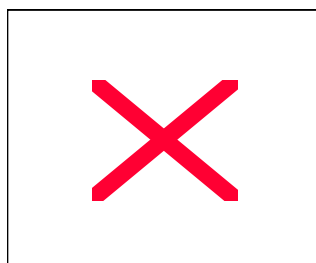
**Open Advising Sessions:** Faculty advisors are available for drop-in advising in the late afternoon/early evening the week before classes begin each semester. We will send a schedule via the listserv indicating which faculty advisors' will be available on which evening.

**Faculty Advisors:** Upon entry into the M.A. program, students are assigned a faculty member as an advisor. Generally, we assign faculty advisors based on students' emphasis area: couples and family; mental health, school, or substance abuse. This permits our faculty to concentrate on one or two programs and therefore to give you better service. All faculty advisors have weekly office hours for student appointments. To schedule an appointment during those hours, contact the division Administrative Assistant at (816) 235-2722. If you cannot come in during an advisor's office hours, a different time will be arranged for you.

- Changing Faculty Advisors: There are two times when you might change academic advisors: when you change to an emphasis area that your current advisor is not associated with, and/or when there is another advisor in your area whose interests more closely match your own or who you are more comfortable with. To change advisors, please complete a change of advisor form (Room 215) and have it signed by your current advisor and the advisor you are switching to. Completed forms should be given to the Administrative Assistant in Room 215 School of Education.

**EMAIL:** Each student admitted to the University is automatically given an e-mail account. To activate your account, please visit [http://www.umkc.edu/exchange-faq/account\\_lookup.htm](http://www.umkc.edu/exchange-faq/account_lookup.htm). You **must activate** this account, as we will use it to communicate with you. Be sure to check your UMKC account regularly for University communications. You may use your UMKC e-mail account at your discretion for personal use as long as you are in compliance with the University's Acceptable Use Policy.

You may forward-email to a personal account at your discretion. For security purposes, the University will only identify your UMKC e-mail account when communicating information to you.



**GET CONNECTED TO THE MA Counseling & Guidance listserv:** All MA students are required to connect to the Counseling & Guidance listserv. We will use it to communicate important information about course time changes, course scheduling, etc.

**Easy instructions on how to get on the MA Counseling &**

**Guidance listserv:**

1. Activate your UMKC email account!
2. Send an email to [listserv@listserv.umkc.edu](mailto:listserv@listserv.umkc.edu) from your UMKC email account.
2. Leave the subject line blank
3. In the body of the message, type  
subscribe macounsel <your name or UMKC email address>

## **MAKING A PLAN: CREATING YOUR PROGRAM OF STUDY AND TIMELINE**

**PROGRAM OF STUDY:** The "Masters Degree Program of Study" is the document that outlines the courses the student agrees to take in order to receive his or her master's degree. The student's faculty advisor, the division chair, and the Dean sign the Program of study form. It becomes the contract between the student and the University. All students will be given explicit instructions on how to complete a program of study during CPCE 500: Introduction to Professional Counseling.

When do I Create a Program of Study? You must complete an Official Program of Study prior to completing 15 credits of course work.

How do I Complete my Official Program of Study Form?: Below are the steps required to complete a Program of Study Form. Please note, also, that all students will be given explicit instructions on how to complete a program of study during CPCE 500: Introduction to Professional Counseling.

1. Begin with a copy of the [Program of Study Form](#) that is appropriate for your emphasis area (School, Mental Health, etc.)
2. Fill in your name, address, and other relevant information at the top of the form.
3. Fill in the letter grade that you have obtained in any courses that you have already taken.
4. Attach any course waivers to the form with a paper clip.
5. Turn the form into your advisor's mailbox.
6. Within 3-4 weeks, you should receive a signed duplicate copy in the mail, which is your confirmation that your program has been approved. As you complete courses, you can fill your grades in to track your progress towards the degree.

What if I need to Change my Program of Study?

1. If you decide to make 1 or 2 changes to your official program of study such as a course addition, deletion, or substitution, you should complete a Request for Program Change and leave it for your advisor to sign. She or he will sign it and forward it to student services. Within 3-4 weeks, you should receive a signed duplicate copy in the mail, which is your confirmation that your program has been changed.
2. If you have more than 2 changes, you need to complete a new Program of Study following the procedure outlined earlier.

## Degree Requirements and Scheduled Course Offerings

NOTE: Many of these courses are offered periodically at our Northland campus as well. Check the online semester schedule for that information.

### All Programs

#### Prerequisite Course

Core Courses (39) hours)		
Course	Offered	Prerequisite/Co requisite
CPCE * <a href="#">500</a> Intro to Prof Counseling (for MH, C/F, & SA emphases only)	F, Su (500)	
CPCE <a href="#">502</a> Foundations of Elementary & Secondary Guidance (for school counseling emphasis only). <b>NOTE:</b> School counseling students must take CPCE 502	F, Su (502)	
CPCE <a href="#">505</a> Career Development I	F, Su	
CPCE <a href="#">515</a> Assessment Methods in Professional Counseling	F, Sp	
CPCE <a href="#">520</a> Theories of Counseling	F, Su	CPCE 500/502 pre or co
CPCE <a href="#">530</a> Methods of Counseling	F, Sp, Su	CPCE 500/502 & CPCE520 (with a B or better) pre or co
CPCE <a href="#">531</a> Counseling Practicum I	F, Sp, Su	CPCE530 pre CPCE553 pre or co CPCE 502 (school counseling emphasis)
CPCE <a href="#">532</a> Counseling Practicum II	F, Sp, Su	CPCE531 pre CPCE 551 pre or co
CPCE <a href="#">540</a> Theories and Methods of Group Counseling	F, Sp	CPCE531 pre
CPCE <a href="#">551</a> Counseling In a Pluralistic Society	Sp, Su	CPCE 520 pre
CPCE <a href="#">553</a> Ethics & Prof. Issues in Counseling	F, Su	
CPCE <a href="#">575A</a> Internship	F, Sp, Su	CPCE532 pre, and CPCE 533 pre (for Couples and Family Emphasis) CPCE 550 (school counseling emphasis)
CPCE <a href="#">575B</a> Internship	F, Sp, Su	CPCE 575A pre
*EDRP <a href="#">508</a> Prin. & Methods of Research	F, , Sp, Su	

\*Course may be taken prior to admission

Couples and Family Emphasis Area (21 credit hours)

CPCE <a href="#">527</a> Theory/Methods of Sex Counseling	Su	CPCE520 pre or co
CPCE <a href="#">541</a> Couples & Family Therapy	Sp	
CPCE <a href="#">542</a> Theory & Techniques of Family Systems Therapy	F	CPCE 530 pre
CPCE <a href="#">533</a> Couples & Family Practicum	F, Sp, Su	CPCE541 co, CPCE 542 pre , CPCE 532 pre
EDRP <a href="#">513</a> Lifespan Human Development	Sp	
CPCE <a href="#">590CF</a> Seminar in Couples & Family Counseling	Su	CPCE533 co
Approved Elective (3 hours)		

Mental Health Emphasis Area (21 credit hours)

CPCE <a href="#">527</a> Theory/Methods of Sex Counseling	Su	CPCE520 pre or co
CPCE <a href="#">503</a> Psychopathology: Classification & Treatment	Sp	
CPCE <a href="#">590MH</a> Seminar in Mental Health Counseling	Su	CPCE520
CPCE <a href="#">501</a> Survey of Alcohol & Substance OR CPCE <a href="#">521</a> Special Counseling Methods- Substance Abuse	Sp(501) F(521)	
EDRP <a href="#">513</a> Lifespan Human Development	Sp	
Approved Electives (6 hours)		

Substance Abuse Emphasis Area (21 credit hours)

*CPCE <a href="#">501</a> Survey of Alcohol & Substance Abuse	Sp	
CPCE <a href="#">521</a> Special Counseling Methods- Substance Abuse	F	
CPCE <a href="#">527</a> Theory/Methods of Sex Counseling	Su	CPCE520 pre or co
CPCE <a href="#">541</a> Couples & Family Therapy	Sp	CPCE 530 pre
CPCE <a href="#">590SA</a> Seminar in Substance Abuse	Su	CPCE532 pre, CPCE521pre or co
CPCE <a href="#">503</a> Psychopathology: Classification & Treatment	F, Sp	
Approved Elective (3 hours)		

School Counseling Emphasis Area for Candidates Holding a Current Missouri Teacher Certification (12 credit hours)

CPCE * <a href="#">504</a> School Guidance Programs	F, Sp	
*EDRP <a href="#">510</a> Child Behavior & Development (Elementary) OR *EDRP <a href="#">512</a> Adolescent Development & the School (Secondary) OR *EDRP <a href="#">513</a> Lifespan Human Development (K-12)	(510 and 512 F, Sp, Su)  (513 Sp)	
* TE <a href="#">404</a> Education of the Exceptional Child and Youth (Many teachers have already had this course; you DO NOT need to retake it)	F, Sp, Su	
CPCE <a href="#">550</a> Organization and Administration of Counseling Programs	F, Su	Must complete 30 credit hours including CPCE 532

School Counseling Emphasis Area for Candidates Not Holding a current Missouri Teacher Certification (18 credit hours)

CPCE * <a href="#">504</a> School Guidance Programs	F, Sp	
*EDRP <a href="#">510</a> Child Behavior & Development (Elementary) OR *EDRP <a href="#">512</a> Adolescent Development & the School (Secondary) OR *EDRP <a href="#">513</a> Lifespan Human Development (K-12)	(510 and 512 F, Sp, Su)  (513 Sp)	
* EDSP <a href="#">407</a> Education of the Exceptional Child and Youth	F, Sp Su	
* EDCI <a href="#">512</a> Strategies for Effective Classroom Management	Sp	

*EDCI <a href="#">517</a> Special Topics: Teaching Methods & Practices	Sp	
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**PROGRAM TIMELINE:** A program timeline is not an official University requirement; rather it is a map for you to determine what courses you need to take during which particular semesters in order to meet your desired graduation date.

How do I Plan my Program Timeline?: Although the program of study form specifies what courses you will need to complete, you also need to figure out a timeline of when you are planning to take each course.

1. Have in front of you a [Program of Study Form](#) for your area and a copy of the [Calendar of Course Offerings](#).
2. Go through your [planning calendar](#) and indicate how many credits you plan to take each semester. This will help you determine when you will finish your degree.
3. You must take Internship for 2 *consecutive semesters*, preferably as close to the end of the program as possible. Start by filling in those courses during two of your final (3) semesters.
4. In the academic year prior to internship, you should complete 2 semesters of practicum (CPCE 531 and CPCE 532), so fill those in.
5. Now, start back at the top and fill in the other courses, making sure you pay attention both to **course prerequisites** and **semester offerings**. .

**WORKING A PLAN:**  
REGISTERING FOR COURSES, PRACTICUM AND  
INTERNSHIP

**REGISTERING FOR CLASSES:** Each semester you must decide which courses to take, check to see when they are offered, and officially enroll in them. Always check the [online course schedule](#) rather than the paper course schedule because it is the most up to date.

Once you have decided on your courses, you can enroll in person at the Academic Center, online via the web, or over the phone. For details on how to register go to <http://www.umkc.edu/sched/> and click on the appropriate semester.

**Registration and Payment of Fees**

Registration Center: (816) 235-1125

Cashier's Office: (816) 235-1365

New students can pick up registration forms at the Registration Center in Room 115 of the Administrative Center, 5115 Oak. After the first semester of enrollment, registration forms are mailed directly to students so that they may register early for classes. Students who have consulted with their advisors will know what courses to take and in what sequence, and early registration is an excellent plan for them to avoid encountering closed classes.

Fees are paid at the Cashier's Office, Room 112 in the Administrative Center, 5115 Oak. Early payment of fees is recommended in order that long lines may be avoided. A minimum payment plan is available and information may be obtained either at the Cashier's Office or inside each semester's Class Schedule. The University accepts MasterCard, Visa, check, or cash. If a student drops a class, any refund due will be paid by check.

## **PRACTICUM REQUIREMENTS AND INFORMATION**

General Practicum Information: All students in the Counseling and Guidance Masters programs complete a minimum of 2 semesters of supervised practicum experiences (CPCE 531 and CPCE 532), and students in the Couples and Family emphasis area complete an additional practicum (CPCE 533). With the exception of students in the School Counseling emphasis area, students complete their practicum at Community Counseling Services (CCS) located on the 2<sup>nd</sup> floor of the School of Education Building. Students in the School Counseling area will complete the practicum in an approved K-12 school site. Practicum requires a large commitment of time and energy. In total, students should expect to spend approximately 10 hours a week meeting the requirements of their practicum classes. All practicum sections meet weekly (2.75 hours) in small classes for group supervision with a UMKC faculty member. In addition, students will meet one extra hour per week for individual supervision with that supervisor. Students are expected to obtain 65 hours of direct client contact over the course of CPCE531/CPCE532, and will put in additional hours doing record keeping, processing case notes, and writing up cases for class and individual presentation.

Requirements for Starting Practicum: To begin CPCE 531, students must have successfully completed CPCE 520, CPCE 530 and CPCE 553 (may be taken concurrently). In addition, students must submit an FBI Background Check before they can begin practicum. Directions for completing a background check are available in the Student Services office of the School of Education, room 245. Students are required to provide a copy of their background check results to CCS.

Evaluation: Although the evaluation of counseling skills is largely an individual matter based on specific goals set by the student and the supervisor, there are general competency areas that students are expected to show progress in. These competencies (counseling skills, assessment, etc), and the specific skills for each competency, are defined in the official practicum evaluation form that is available in Room 215. Students will receive ongoing evaluative feedback over the course of the semester, and, at the end of the semester, the supervisor and student will complete the official evaluation form. The instructor will provide the student with a copy of his/her evaluation, and another copy will go in the students file. In addition, the instructor will be required to report a grade of CR (credit) or NC (no credit) for the semester. Note that the grade of CR or NC is not based on students' average performance across the competency areas. All competency areas are considered necessary for successful counseling; thus, *students may receive a failing grade (NC) if they fail to perform well in any one area.*

Application to Practicum: [Practicum applications](#) should be returned to Brian Paul, practicum coordinator 60 days before the start of the semester when the practicum will begin. Students will receive notification of their practicum assignments via US Mail.

NOTE: There are a limited number of spaces available in practicum each semester, so you may not be able to begin CPCE 531 during your 1<sup>st</sup> choice semester. However, any student who does not get into CPCE 531 in the semester of her/his choosing will be given priority the following semester.

NOTE: It is very important that you keep track of all of your clinical hours and especially the number of direct client contact hours accumulated during your practica and internship semesters. You should keep documentation of such with accompanying signature by your practicum and internship supervisors.

Some state licensing boards require students to get a signature from their program's director/coordinator verifying that they have completed a certain number of direct client contact hours during their degree program. We will no longer be able to sign these requests unless you provide us with appropriate documentation indicating that you have satisfied the state's direct clinical hour requirement. So plan ahead and secure the documentation that you will likely need as you pursue the state licensure process.

## INTERNSHIP REQUIREMENTS AND INFORMATION

General Internship Information: All students in the Counseling and Guidance Masters program complete 2 semesters of continuous internship at *one* approved counseling agency, or in a K-12 School (School Counseling students only). Private practices are not generally acceptable internship sites. You must receive a minimum of one hour per week individual supervision from a licensed (or license-eligible) psychologist or professional counselor. For students in school counseling the supervisor must be a certified school counselor. Acceptable Internship Sites will involve in a variety of activities depending upon his or her qualifications (e.g. individual counseling, administration, group counseling, etc.) and provide training activities in addition to supervision of the intern. A complete listing of all agencies and schools used in the past is available in the Room 215 (Division Office). Internships are generally not to be associated with your workplace; however, if it can be documented that work and internship activities will be clearly separate, exceptions are sometimes made. For instance, working on one unit of a hospital and completing internship on another unit might be acceptable. In any case, the school or agency/entity involved must document that the two types of activities will be distinguishable (send a letter to the internship coordinator).

During Internship, students are expected to be involved in all aspects of agency functioning for which they have been prepared such as individual counseling, group counseling, intakes, record keeping, training, etc. Internship students are expected to be on site at their agency for 17 hours per week, and to attend an Internship class at UMKC once a week (CPCE 575A/CPCE 575B).

Requirements for Starting Internship: Internship is normally completed during the students' final (2) semesters of their masters program. At a minimum, students must have successfully (CR) completed Practicum I and Practicum II (CPCE 531/CPCE 532) and students in the Couples and Family track must also have successfully completed CPCE 533.

Evaluation: Although the evaluation of counseling skills is largely an individual matter based on specific goals set by the student and the supervision, there are general competency areas that students are expected to show progress in. These competencies (counseling skills, assessment, etc), and the specific skills for each competency, are defined in the official practicum/internship evaluation form that is available in Room 215. Students will receive ongoing evaluative feedback over the course of the semester, and, at the end of the semester, the supervisor and student will complete the official evaluation form. The supervisor will provide the student with a copy of his/her evaluation, and another copy will go in the students file. In addition, the instructor for the course (CPCE 575A/CPCE 575B) will report a grade of CR (credit) or NC (no credit) for the semester. The course grade will take into consideration both the practicum/internship evaluation that is submitted by the site supervisor as well as performance in the weekly class meetings. Note that the grade of CR or NC is not based on students' average performance across the competency areas. All competency areas are considered necessary for successful counseling; thus, *students may receive a failing grade (NC) if they fail to perform well in any one area.*

#### **DEVELOPING YOUR OWN MA INTERNSHIP PLACEMENT**

1. See M.A. Internship guidelines above.
2. Contact the school or agency of your choice to request an interview.
3. Be absolutely certain the agency has an appropriate supervisor. You must have individual supervision at least one hour per week by a licensed professional counselor (LPC) or psychologist. For students in school counseling the supervisor must be a certified school counselor.
4. If you have interviewed with the school or agency and find it meets the internship criteria, have them write a letter to the internship coordinator, Dr. Brian Paul explaining how the criteria will be met, and outlining how your 17 on-site hours will be spent. This letter should come from the professional who will be providing the supervision.

For additional and detailed information regarding practicum/internship, including, forms, Community Counseling Services (CCS) handbook, internship sites, etc. go to <http://p.faculty.umkc.edu/paulb/>

## **GETTING INVOLVED**

### **Master's of Counseling Student Association (MCSA)**

MCSA is the student organization for students pursuing their Masters in Counseling and Guidance. It serves as a source of support and advocacy for students enrolled in the program. In addition to seminars and social events, MCSA has a student mentorship program. For more information, contact your MCSA officers or the division Administrative Assistant at (816) 235.2722

### **School of Education Student Government (SOESG)**

The student government of the School of Education has undergraduate and graduate representatives. For more information, please visit <http://www.umkc.edu/education/SOESG/index.htm>. You may also contact Dr. Lori Reesor, Associate Dean of the School of Education at 235-1473 or email: [ressorl@umkc.edu](mailto:ressorl@umkc.edu).

### **Psi Chi**

Psi Chi is the national honor society in psychology. It was founded in 1929 to encourage excellence in scholarship within the science of psychology. The UMKC chapter is active and holds monthly meetings. Membership qualifications include completion of a minimum of six credit hours in psychology, with an overall minimum grade-point average of 3.00 and a minimum GPA in psychology courses of 3.25. Information on affiliation may be acquired by contacting the Department of Psychology at (816) 235-1318.

### **Student Affiliate Group, Counseling Psychology (APA SAG, Dvs. 17)**

The UMKC Student Affiliate Group (SAG), Counseling Psychology was established in the Fall of 1991. The purpose of the group is to: 1) encourage professional development and identity within the field of Counseling Psychology for any UMKC student interested in such; 2) to act as a liaison between the UMKC chapter and the national SAG Division 17 group; 3) to serve as a meeting time for SAG members to discuss issues and concerns of the UMKC Counseling Psychology doctoral program, other campus issues; and 4) to serve as a forum for students to organize educational, fund-raising, and social events, as well as act as a liaison with Counseling Psychology Faculty and the UMKC Community.

SAG has several committees which sponsor activities, such as research networking, the new student orientation luncheon, faculty/student meetings, a newsletter, and parties to name a few! For more information, contact the

division Administrative Assistant at (816) 235-2722 for co-chairpersons names and contact information.

## CONGRATUALTIONS: PREPARING FOR GRADUATION

The following checklist is designed to make clear the steps involved in receiving a Master's degree from the UMKC School of Education and to assist you in conducting a self-check of your progress in meeting degree requirements:

### GRADUATION CHECKLIST

1. Have an Approved Program of Study on File with Student Services, including Program Changes (this should happen within the first 15 hours of coursework).
2. Complete work specified in Program of Study.
3. Make application for graduation at the beginning of the semester in which you intend to graduate.
4. Have all incomplete grades changed to completion grades.
5. Be enrolled during the semester in which you graduate.
6. Students must maintain an overall GPA of 3.0. In addition, students cannot count any course towards their program of study if they received below a B- grade. Students may repeat a course once to improve the GPA or satisfy program requirements. No more than 20 percent of the credits toward a graduate degree may be repeated.
7. Courses completed that are over seven years old at the time of graduation, which are included on the Master's program of study may not be counted toward the fulfillment of the graduate degree program unless validated to the satisfaction of the department. A maximum of 30 percent of coursework on the program of study can be validated.

# **FUTURE PLANNING: LICENSURE AND APPLCIAITON TO PHD PROGRAMS**

## **CERTIFICATION AND LICENSE REQUIREMENTS**

Certification for school counselors is a function of the Missouri or Kansas Department of Elementary and Secondary Education, not the Counseling and Guidance program or the University of Missouri-Kansas City. Information on certification for School Counselors is available from the Education Student Services Office (Room 245, School of Education). A complete description of requirements for licensing of counselors is available from:

Executive Director  
Committee for Professional Counselors  
State of Missouri  
3605 Missouri Blvd. Box 1335  
Jefferson City, MO 65102  
(573) 526-6071 FAX (573) 751-4176  
REQUEST: Licensing Information for Counselors in the state of Missouri.

There are several components to licensing:

1. Successful completion of a graduate program in counseling and guidance at UMKC with attention given to special requirements which will increase the number of semester hours required on the program of study (consult your advisor for details).
2. Successful completion of two years of post degree supervised work experience approved by the Committee for Professional Counselors before the work experience begins.

Private practice in Missouri is an option for counselors who are licensed.

**For complete details contact the Executive Director at the above address and see the handout entitled “Competencies for Master-Level Licensure” that is available in Room 215.**

### **Students Who Intend to Apply to PhD Programs**

Students who are preparing to enter Ph.D. programs are encouraged to make this known to their faculty advisors early in their program. Counseling Psychology programs are looking for applicants who not only possess excellent grades and recommendations, but also those students who have a demonstrated interest in conducting research in some area of counseling. The best way to demonstrate this interest is to become involved with a faculty member’s research team.

# APPENDIX A: POLICIES

## School of Education Grade Appeal Procedure

The grade appeal procedure in the School of education is designed to assure students an orderly process for appeal and review of allegedly capricious assignment of grades and to assure instructors of their responsibility and authority for evaluation of student performance established for each course in which they are enrolled.

The School of Education grade appeal procedure is available only for review of allegedly capricious grading and not for review of course academic standards or the judgment of instructors in assessing the quality of students' work.

**Capricious grading, as that term is used here, consists only of any of the following:**

1. The assignment of a grade to a particular student on some basis other than the performance in the course;
2. The assignment of a grade to a particular student by imposing more exacting or demanding standards than were applied to other students in the course (Note: this does not preclude instructors from setting more demanding standards for those taking undergraduate level courses for graduate credit);
3. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

In general, students are encouraged to discuss any academic matter informally with their instructors, with division chairpersons, or with the academic dean.

The following procedure should be initiated only when the student believes the course grade was capriciously assigned, and after the results of informal consultation are considered unsatisfactory. *This appeal procedure must be initiated within six weeks after the start of the next regular semester or term.* Once the appeal process is initiated, every effort should be taken to assure that both the student and faculty member are apprised of the appeal process and that step is pursued in a timely fashion. This process must be completed within one semester following the term in which the appeal was initiated. Additional time may be required in the event a faculty member is on leave or a non-regular faculty member is involved.

1. **Step 1** : Students should discuss a course grade that they consider capricious first with the instructor of the course. If anyone other than that instructor is first approached, the student should be referred to that instructor unless there are compelling reasons to the contrary. In the latter instance, the student should be referred to the chairperson of that division. If a grade appeal is made against a division chairperson, then the senior member of the division would assume the role of chairperson for the purposes of the appeal.

2. **Step 2:** If the matter cannot be resolved by consultation with the faculty member in a reasonable length of time (non longer than 45 days), the student should confer with the appropriate divisional chairperson and present in writing all applicable facts and allegations. The chairperson must notify the faculty member in writing of the complaint and provide the faculty member with a copy of the student's written statement. The faculty member will provide the chairperson with a written explanation of the disputed grade. The chairperson will review the case and render a written decision to both the student and faculty member.
3. **Step 3:** If either the student or faculty member is dissatisfied with the chairperson's decision, one or both can make a written appeal to the Dean. The Dean may render a decision or may refer the appeal to the Grievance Committee for review and for a recommendation. The outcome will be communicated to the student, chairperson, and the faculty member involved.
4. **Step 4:** If the matter is not resolved within the School of Education, the campus procedure (UMKC Procedure for the Appeal of Grades, available on page 457 in the General Catalog) will apply and the student may appeal to the Chancellor or his/her designated representative. The appeal must be made within ten (10) calendar days after notification of the decision of the Dean.

## LINKS TO IMPORTANT CAMPUS AND SYSTEM WIDE POLICIES

- [Guidelines on Discrimination on the Basis of Religion or National Origin](#)
- [Guidelines on Sexual Harassment](#)
- [Discrimination Grievance Procedure for Students](#)
- [Academic dishonesty](#)
- [Student Academic Assessment](#)

## **APPENDIX B: WHERE DO I FIND (ON CAMPUS)?**

1. [Food Service?](#)
2. [Libraries?](#)
3. [The University Bookstore?](#)
4. [Photocopies?](#)
5. [Counseling, Health, and Testing Services?](#)
6. [Career Services?](#)
7. [Fitness Center?](#)

### [On-Campus Food Services](#)

A cafeteria is located in the University Center, three blocks north of the School of Education along Holmes Street, where the street dead-ends. Breakfast, lunch, and dinner are served at conventional times in the cafeteria during regular semesters. Vending machines are in most campus buildings including the basement of the School of Education, where a microwave oven and bill changer also may be found.

## **Libraries**

### UMKC LIBRARIES

- [Miller Nichols Library \(816\) 235-1534](#) is the principal, main-campus library, located on 51st Street southwest of its intersection with Rockhill Road. Access to the building, by car, is via parking lots entered north of the library from Rockhill, from which doors lead to the library's lower floor. Access by foot can be from this direction or from the 51st Street side, which admits to the main floor.
- [UMKC Law Library \(816\) 235-1650](#)
- [UMKC Health Sciences Library \(816\) 235-1880](#)
- [UMKC Dental Library \(816\) 235-2030](#)
- [University of Kansas Medical Center, Dykes Library \(913\) 588-7166](#) is the Health Science Library associated with University of Kansas Medical Campus. University of Missouri students are welcome to use it. It is found by going west on 39th Street from virtually anywhere, past State Line Road, to the intersection of Rainbow Boulevard.
- [Linda Hall Library](#) is situated on the hill immediately north of the School of Education, across 52nd Street. It is not part of the University of Missouri but students are welcome to use it. Linda Hall's collections in the sciences, generally, are excellent and, in fact, this library is nationally ranked.

### UMKC Bookstore (816) 235-1401

The main UMKC Bookstore is located in the University Center building. Hours of operation are consistent during academic semesters but may vary at other times. Aside from selling all required textbooks, the bookstore maintains a large inventory of other books and school related items.

### **Copying Services**

"Roo Prints" is the UMKC photocopy service with several offices across the campus (see website link for up to date list). Photocopying machines are located elsewhere on campus.

### **Counseling, Health, and Testing Center**

Counseling: (816) 235-1635.

### **Career Services**

Placement: (816) 235-1636.

### **Fitness: Sweeney Recreation Center (816) 235-1556**

The University's Recreation Center is located west of the University Center.

**APPENDIX C**  
**PROGRAM OF STUDY FORMS**

**Master of Arts in Counseling and Guidance with *SUBSTANCE ABUSE* Emphasis**  
**The University of Missouri-Kansas City**  
**School of Education**

**PROGRAM OF STUDY**

<b>Name:</b>		<b>Student ID#:</b>		<b>Date:</b>	
<b>Address:</b>		<b>City:</b>		<b>State:</b>	
<b>(H) Phone:</b>		<b>(W) Phone:</b>		<b>Fax:</b>	
<b>Email:</b>					

**Common Core Area (Required--39 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	CPCE 500 Introduction to Professional Counseling				
3	CPCE 505 Career Development I				
3	EDRP 508 Principles and Methods of Research				
3	CPCE 515 Assessment Methods in Professional Counseling				
3	CPCE 520 Theories of Counseling				
3	CPCE 530 Methods of Counseling				
3	CPCE 531 Counseling Practicum I				
3	CPCE 532 Counseling Practicum II				
3	CPCE 540 Theories & Methods of Group Counseling				
3	CPCE 551 Counseling in a Pluralistic Society				
3	CPCE 553 Ethics and Professional Issues in Counseling				
3	CPCE 575A Internship				
3	CPCE 575B Internship				

*Substance Abuse Emphasis*

**Substance Abuse Core Area (Required--18 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	CPCE 527 Theory and Methods of Sex Counseling				
3	CPCE 541 Couples and Family Therapy				
3	CPCE 501 Survey of Alcohol and Substance Abuse				
3	CPCE 521 Special Counseling Methods Substance Abuse				
3	CPCE 503 Psychopathology: Classification and Treatment				
3	CPCE 590SA Seminar in Substance Abuse				

**Electives (Required—3 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	

**Directions for Completing the Program of Study:** The student and faculty advisor complete the “Program of Study” form. The faculty advisor forwards it to the Certification Manager who reviews it and then forwards it to the Division Chair for signature. The form is returned to the Certification Manager who makes copies and distributes one copy each to the student, faculty, student services, and university records.

	Signature	Date
<b>Student</b>		
<b>Faculty</b>		
<b>Certification Manager</b>		
<b>Division Chair</b>		
<b>Dean</b>		

**Note: Grades less than a B- are not passing and must be retaken.**

**Master of Arts in Counseling and Guidance with *Couples and Family* Emphasis**  
**The University of Missouri-Kansas City**  
**School of Education**

**PROGRAM OF STUDY**

<b>Name:</b>		<b>Student ID#:</b>		<b>Date:</b>	
<b>Address:</b>			<b>City:</b>	<b>State: MO</b>	<b>Zip:</b>
<b>(H) Phone:</b>		<b>(W) Phone:</b>		<b>Fax:</b>	
<b>Email:</b>					

**Common Core Area (Required--39 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	CPCE 500 Introduction to Professional Counseling				
3	CPCE 505 Career Development I				
3	EDRP 508 Principles and Methods of Research				
3	CPCE 515 Assessment Methods in Professional Counseling				
3	CPCE 520 Theories of Counseling				
3	CPCE 530 Methods of Counseling				
3	CPCE 531 Counseling Practicum I				
3	CPCE 532 Counseling Practicum II				
3	CPCE 540 Theories & Methods of Group Counseling				
3	CPCE 551 Counseling in a Pluralistic Society				
3	CPCE 553 Ethics and Professional Issues in Counseling				
3	CPCE 575A Internship				
3	CPCE 575B Internship				

***Couples and Family Emphasis***

**Couples and Family Core Area (Required--18 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	CPCE 527 Theory and Methods of Sex Counseling				
3	CPCE 541 Couples and Family Therapy				
3	CPCE 542 Theory and Techniques of Family Systems Therapy				
3	CPCE 533 Couples and Family Practicum				
3	EDRP 513 Life Span Human Development				
3	CPCE 590CF Seminar in Couples and Family Therapy				

**Electives (Required—3 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3					

**Directions for Completing the Program of Study:** The student and faculty advisor complete the “Program of Study” form. The faculty advisor forwards it to the Certification Manager who reviews it and then forwards it to the Division Chair for signature. The form is returned to the Certification Manager who makes copies and distributes one copy each to the student, faculty, student services, and university records.

	<b>Signature</b>	<b>Date</b>
<b>Student</b>		
<b>Faculty</b>		
<b>Certification Manager</b>		
<b>Division Chair</b>		
<b>Dean</b>		

**Note: Grades less than a B- are not passing and must be retaken.**

**Master of Arts in Counseling and Guidance with *Mental Health* Emphasis**  
**The University of Missouri-Kansas City**  
**School of Education**

**PROGRAM OF STUDY**

<b>Name:</b>		<b>Student ID#:</b>		<b>Date:</b>	
<b>Address:</b>			<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>(H) Phone:</b>		<b>(W) Phone:</b>		<b>Fax:</b>	
<b>Email:</b>					

**Common Core Area (Required--39 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	CPCE 500 Introduction to Professional Counseling				
3	CPCE 505 Career Development I				
3	EDRP 508 Principles and Methods of Research				
3	CPCE 515 Assessment Methods in Professional Counseling				
3	CPCE 520 Theories of Counseling				
3	CPCE 530 Methods of Counseling				
3	CPCE 531 Counseling Practicum I				
3	CPCE 532 Counseling Practicum II				
3	CPCE 540 Theories & Methods of Group Counseling				
3	CPCE 551 Counseling in a Pluralistic Society				
3	CPCE 553 Ethics and Professional Issues in Counseling				
3	CPCE 575A Internship				
3	CPCE 575B Internship				

***Mental Health Emphasis***

**Mental Health Core Area (Required--15 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	CPCE 527 Theory and Methods of Sex Counseling				
3	CPCE 503 Psychopathology: Classification and Treatment				
3	CPCE 501 Survey of Alcohol and Substance Abuse OR CPCE 521 Special Counseling Methods-Substance Abuse				
3	EDRP 513 Life Span Human Development				
3	CPCE 590MH Seminar in Mental Health Counseling				

**Electives (Required—6 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3					
3					

**Directions for Completing the Program of Study:** The student and faculty advisor complete the “Program of Study” form. The faculty advisor forwards it to the Certification Manager who reviews it and then forwards it to the Division Chair for signature. The form is returned to the Certification Manager who makes copies and distributes one copy each to the student, faculty, student services, and university records.

	<b>Signature</b>	<b>Date</b>
<b>Student</b>		
<b>Faculty</b>		
<b>Certification Manager</b>		
<b>Division Chair</b>		
<b>Dean</b>		

**Note: Grades less than a B- are not passing and must be retaken.**

**Master of Arts in Counseling and Guidance with *School Counseling* Emphasis**  
**The University of Missouri-Kansas City**  
**School of Education**  
**PROGRAM OF STUDY**

<b>Name:</b>		<b>Student ID#:</b>		<b>Date:</b>	
<b>Address:</b>			<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>(H) Phone:</b>		<b>(W) Phone:</b>		<b>Fax:</b>	
<b>Email:</b>					

**Common Core Area (Required--39 Semester Credit Hours)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	*CPCE 502 Foundations Elem. & Sec. Guidance				
3	*CPCE 505 Career Development I				
3	EDRP 508 Principles and Methods of Research				
3	CPCE 515 Assessment Methods in Professional Counseling				
3	*CPCE 520 Theories of Counseling				
3	*CPCE 530 Methods of Counseling				
3	*CPCE 531 Counseling Practicum I				
3	CPCE 532 Counseling Practicum II				
3	CPCE 540 Theories & Methods of Group Counseling				
3	CPCE 551 Counseling in a Pluralistic Society				
3	CPCE 553 Ethics and Professional Issues in Counseling				
3	CPCE 575A Internship				
3	CPCE 575B Internship				

**OPTION 1: School-Counseling Emphasis for Candidates Holding a Current Missouri Teacher Certification (12 credits)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	* CPCE 504 School Guidance Programs				
3	*EDRP 510 Child Behavior & Development (Elementary) *EDRP 512 Adolescent Dev. and the School (Secondary) OR EDRP513 Lifespan Human Development (K-12)				
3	EDSP 407 Education of Exceptional Child/Youth (many teachers have already had this course; you DO NOT need to repeat it)				
3	CPCE 550 Organization & Administration of Counseling Programs				

**OPTION 2: School-Counseling Emphasis for Candidates Not Holding a Current Missouri Teacher Certification (18 credits)**

Hours Needed	Course	Completed			Transfer Course Institution
		Hours	Date	Grade	
3	* CPCE 504 School Guidance Programs				
3	*EDRP 510 Child Behavior & Development (Elem) OR *EDRP 512 Adolescent Dev. and the School (Sec) OR *EDRP 513 Lifespan Development (K-12)				
3	TE 404 Education of Exceptional Child/Youth				
3	EDCI 512 Strategies for Effective Class. Man.				
3	EDCI 517 Teaching Methods & Practices				
3	CPCE 550 Organization & Administration of Counseling Programs				

**\*Provisional Certification includes: (a) 21 hours total of coursework: CPCE 502, 504, 505, 520, 530, 531, and EDRP 510 or 512 or 513; and (b) a school counselor contract with a district**

**Directions for Completing the Program of Study:** The student and faculty advisor complete the "Program of Study" form. The faculty advisor forwards it to the Certification Manager who reviews it and then forwards it to the Division Chair for signature. The form is returned to the Certification Manager who makes copies and distributes one copy each to the student, faculty, student services, and university records.

Portfolio Competency Requirement	Passed/Date		Failed/Date	
	Signature		Date	
Student				
Faculty				
Certification Manager				
Division Chair				
Dean				

**Note: Grades less than a B- are not passing and must be retaken.**

**University of Missouri-Kansas City**  
**Master's Program in Counseling and Guidance**  
**School Counseling Emphasis**

**REPORT OF RESULTS: PORTFOLIO COMPETENCY**

This is to certify that \_\_\_\_\_ on \_\_\_\_\_  
(print name of student) (date)

passed/failed the portfolio competency evaluation for the Master's Program in  
(circle one)

Counseling and Guidance at the University of Missouri-Kansas City.

Comments:

Signatures (Examining Committee)

School Counseling  
Program Coordinator \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

cc: Student  
File  
Certification Manager  
School Counseling Program Coordinator

**APPENDIX D**  
**PRACTICUM AND INTERSHIP APPLICATIONS**

**APPLICATION FOR  
PRACTICUM/INTERNSHIP**

**Please check and fill in the following information:**

\_\_\_\_\_ 531 \_\_\_\_\_ 532 \_\_\_\_\_ 539 \_\_\_\_\_ 533 \_\_\_\_\_ 631 \_\_\_\_\_ 639  
\_\_\_\_\_ 575A \_\_\_\_\_ 575B

Internship/Practicum \_\_\_\_\_ on-site (UMKC) \_\_\_\_\_ off-site

STUDENT'S NAME:

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle initial

ADDRESS: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

TELEPHONE NUMBER: \_\_\_\_\_ (home) \_\_\_\_\_ (work)  
(cell) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

SEMESTER/SESSION: \_\_\_\_\_  
Semester/Year

PRACTICUM CREDIT HOURS \_\_\_\_\_

AREA OF SPECIALIZATION (Master's only): (e.g., School Counseling, Couples and Family, Mental Health, Substance Abuse)

---

If practicum is off-site please fill in the next 7 lines

SITE NAME: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

OFF-SITE SUPERVISOR'S NAME: \_\_\_\_\_

SUPERVISOR'S CREDENTIALS (e.g., Certified School Counselor, Licensed psychologist, LPC) \_\_\_\_\_

SUPERVISOR'S ADDRESS: \_\_\_\_\_

SUPERVISOR'S TELEPHONE NUMBERS: \_\_\_\_\_

SUPERVISOR'S EMAIL ADDRESS: \_\_\_\_\_



**Only students applying for 531, 532, 533, and 631 must complete the grid below**

In the box below, please indicate your class and work schedule for the semester you will be taking practicum/internship. When listing a class, please write the course number and name in the box. For working hours, please write “work” in the boxes that correspond with the times you will be working.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am – 11am					
11am – 2pm					
2pm – 5pm					
5pm – 8pm					
8pm – 10pm					

**APPENDIX E  
PLANNING CALENDAR**

<b>Semester</b>	<b>When?</b>	<b>Total Credits</b>	<b>Course 1</b>	<b>Course 2</b>	<b>Course 3</b>	<b>Course 4</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						
<b>10</b>						
<b>11</b>						
<b>12</b>						

