

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**

2008- 2009

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, Gerontological Counseling, and School 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 \(DESE\) licensure/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

Debra Woodard, M.A.
Masters Coordinator for
School Counseling and
Practicum/Internship

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 and Educational Psychology

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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

Coordinator, School Counseling Program, Practicum/Internship Coordinator

- Debra Woodard, M.A. (816) 235-6368; Woodardd@umkc.edu

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

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

Division Chair, Counseling and Educational Psychology

- Nancy Murdock, Ph.D. (816) 235-2488; Murdockn@umkc.edu

Director of [Community Counseling and Assessment Services](#)

- Carolyn Karr, Ph.D. (816) 235-2494 Karrc@umkc.edu

Full-Time Program Faculty

- Laverne Berkel, Ph.D. (816) 235- 2444; Berkell@umkc.edu
- Carolyn Barber, Ph.D. (816) 235-6151; Barberce@umkc.edu
- Chris Brown, Ph.D. (816) 235-2491; Brownchr@umkc.edu
- Changming Duan, Ph.D. (816) 235-2489; Duanc@umkc.edu
- Tierra Freeman, Ph.D (816) 235-2485; Freemanti@umkc.edu
- Carolyn Karr, Ph.D. (816) 235-2494; Karrc@umkc.edu
- Malcolm Linville, Ph.D. (816) 235-2762; Linvillem@umkc.edu
- Jacob Marszalek, Ph.D. (816) 235-2683; Marszalekjj@umkc.edu
- Nancy Murdock, Ph.D. (816) 235-2495; Murdockn@umkc.edu
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- D.C. Wang, Ph.D. (816) 235-2487; Wangdc@umkc.edu
- Debra Woodard, M.A. (816) 235-6368; Woodardd@umkc.edu

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>What?</i> | <i>When?</i> | <i>Put it where?</i> | <i>Done!</i> |
|--|---|--|---------------------|
| ALL STUDENTS WILL HAVE TO COMPLETE STEPS 1 THROUGH 7 | | | |
| 1. Activate your UMKC email account. | NOW! | N/A | |
| 2. Sign up for the MA Counseling listserv. | NOW! | N/A | |
| 3. Complete a program of study form. <ul style="list-style-type: none"> • Directions | Anytime before you complete 15 credit hours (5 classes). | Advisor's mailbox, Suite 215 or 223 School of Education (SOE). | |
| 4. Complete application for first practicum (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 application for internship. | At least 60 days prior to the semester when you will begin internship. | Administrative Assistant's mailbox, Suite 215 SOE. | |
| 7. Complete application for graduation. (Web link; you must be online to access) | Beginning of semester when graduation is planned. | Education Student Services office, Room 245, SOE | |
| SOME STUDENTS WILL HAVE TO DO STEPS 8-11: | | | |
| 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"> • Directions | 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 Program of study form. | 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: An orientation meeting is held each fall and winter semester for our newly admitted students. The orientation is typically held the second week of the fall and winter semester. Students will be notified of the specific day and time of the orientation via the MA Listserv and office postings. This orientation is designed to give students a general overview of the program. **Students at any point in the program are welcome to attend the orientation.**

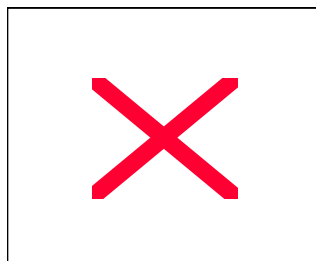
Open Advising Sessions: Faculty advisors are available for drop-in advising in the late afternoon/early evening the week before classes begin each semester. We will send a schedule via the listserv indicating which faculty advisors' will be available on which evening.

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. 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 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 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 5500: 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 5500: Introduction to Professional Counseling (Mental Health and Couples and Family emphasis) or CPCE 5502: Foundations of Elementary & Secondary Guidance (School Counseling emphasis).

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. Although summer session is not required, students in the mental health and couples and family emphasis will need to take two courses that are only offered in the summer (CPCE 5590 & CPCE 5527).

All Programs

| Core Courses (42) hours) | | |
|---|------------------------|---|
| Course | Offered | Prerequisite/Co requisite |
| CPCE *5500 Intro to Prof Counseling (for MH, C/F emphases only) | F, Sp (5500) | |
| CPCE *5502 Foundations of Elementary & Secondary Guidance (for school counseling emphasis only). NOTE: School counseling students must take CPCE 5502 | F (5502) | |
| CPCE 5503 Psychopathology: Diagnosis and Classification | F, Sp | |
| CPCE 5505 Career Development I | F, Su | |
| CPCE 5515 Assessment Methods in Professional Counseling | F, Su (Winter 08 only) | |
| CPCE 5520 Theories of Counseling | F, Sp (Summer 07 only) | CPCE 5500/5502 pre or co |
| CPCE 5530 Methods of Counseling | F, Sp, Su | CPCE 5520 pre or co |
| CPCE 5531 Counseling Practicum I <i>(School Counseling students may not take this course in the summer)</i> | F, Sp, Su | CPCE 5530 pre; CPCE 5553 pre or co; EDCI 5517 pre (school emphasis: Non certified teachers) |
| CPCE 5532 Counseling Practicum II <i>(School Counseling students may not take this course in the summer)</i> | F, Sp, Su | CPCE 5531 pre |
| OR CPCE 5533 Couples and Family (C/F) Practicum if C/F Emphasis area | F, Sp, Su | C/F Practicum (CPCE 5533); CPCE 5541 co; CPCE 5542 pre; CPCE 5531 pre |
| CPCE 5540 Theories and Methods of Group Counseling | F, Sp | CPCE 5530 pre |
| | | |
| CPCE 5551 Counseling In a Pluralistic Society | Sp, Su | CPCE 5520 pre |
| CPCE 5553 Ethics & Prof. Issues in Counseling | F, Su | |

| | | |
|--|-----------|--|
| CPCE 5575A Internship (School Counseling students may not take this course in the summer) | F, Sp, Su | CPCE 5540 co; CPCE 5532 pre; CPCE 5533 pre (for Couples and Family Emphasis); CPCE 5550 pre (school counseling emphasis) |
| CPCE 5575B Internship (School Counseling students may not take this course in the summer) | F, Sp, Su | CPCE 5575A pre |
| *EDRP 5508 Prin. & Methods of Research | F, Sp, Su | |

*Course may be taken prior to admission

Couples and Family Emphasis Area (18 credit hours)

| | | |
|---|--------|---------------------|
| CPCE 5527 Theory/Methods of Sex Counseling | Su | CPCE 5520 pre or co |
| CPCE 5541 Couples & Family Therapy | Sp | |
| CPCE 5542 Theory & Techniques of Family Systems Therapy | F | CPCE 5530 pre |
| EDRP 5513 Lifespan Human Development | Sp, Su | |
| CPCE 5590 CF Seminar in Couples & Family Counseling | Su | CPCE 5533 co |
| Approved Elective (3 hours) | | |

Mental Health Emphasis Area (18 credit hours)

| | | |
|---|--------|---------------------|
| CPCE 5527 Theory/Methods of Sex Counseling | Su | CPCE 5520 pre or co |
| CPCE 5590 MH Seminar in Mental Health Counseling | Su | CPCE 5532 co |
| CPCE 5521 Special Counseling Methods- Substance Abuse | F | |
| EDRP 5513 Lifespan Human Development | Sp, Su | |
| Approved Electives (6 hours) | | |

Gerontological Emphasis Area (18 credit hours)

| | | |
|---|----|--------------|
| A&S 5500 Interdisciplinary Colloquium on Aging | F | |
| Nursing 530 The Experience of Health in Aging | Sp | |
| Sociology 410R Aging in Contemporary Society | Sp | |
| CPCE 5589A Counseling the Older Adult | F | |
| CPCE 5590 GC Seminar in Gerontological Counseling | Su | CPCE 5532 co |
| Approved Elective (3 hours) | | |

School Counseling Emphasis Area for Candidates Holding a Current Missouri or Kansas Teacher

Certification. Other state certificates will be reviewed on a case-by-case basis (12 credit hours).

| | | |
|---|---|---|
| #CPCE 5504 School Guidance Programs | Sp | |
| *EDRP 5510 Child Behavior & Development (Elementary) OR *EDRP 5512 Adolescent Development & the School (Secondary) OR *EDRP 5513 Lifespan Human Development (K-12) | (5510 F, Su) (5512 F, Sp, Su) (5513 Sp, Su) | |
| * TE 5404 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 5550 Organization and Administration of Counseling Programs | F, Su | Must complete 30 credit hours including CPCE 5532 |

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

| | | |
|---|---|---|
| #CPCE * 5504 School Guidance Programs | Sp | |
| *EDRP 5510 Child Behavior & Development (Elementary) OR *EDRP 5512 Adolescent Development & the School (Secondary) OR *EDRP 5513 Lifespan Human Development (K-12) | (5510 F, Su) (5512 F, Sp, Su) (5513 Sp, Su) | |
| * TE 5404 Education of the Exceptional Child and Youth | F, Sp Su | |
| * EDCI 5512 Strategies for Effective Classroom Management | Sp | |
| *EDCI 5517 Special Topics: Teaching Methods & Practices | Sp | |
| CPCE 5550 Organization and Administration of Counseling Programs | F, Su | Must complete 30 credit hours including CPCE 5532 |

SUGGESTED COURSE SEQUENCING/2008

Full-time Mental Health Track

| Summer 1 | Fall 1 | Winter 1 | Summer 2 | Fall 2 | Winter 2 | Summer 3 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CPCE 5505 | CPCE 5500 | CPCE 5551 | CPCE 5527 | CPCE 5531 | CPCE 5532 | CPCE 5533 |
| EDRP 5508 | CPCE 5520 | CPCE 5503 | CPCE 5515 | ELECTIVE | CPCE 5540 | CPCE 5541 |
| | CPCE 5553 | CPCE 5530 | | CPCE 5521 | EDRP 513 | |

| Fall 1 | Winter 1 | Summer 1 | Fall 2 | Winter 2 | Summer 2 | Fall 3 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CPCE 5500 | CPCE 5530 | CPCE 5505 | CPCE 5531 | CPCE 5532 | CPCE 5527 | CPCE 5533 |
| CPCE 5553 | EDRP 5513 | CPCE 5515 | CPCE 5503 | CPCE 5551 | CPCE 5590 | CPCE 5541 |
| CPCE 5520 | EDRP 5508 | | ELECTIVE | CPCE 5540 | | |

| Winter 1 | Summer 1 | Fall 1 | Winter 2 | Summer 2 | Fall 2 | Winter 3 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CPCE 5500 | CPCE 5505 | EDRP 5508 | CPCE 5531 | CPCE 5532 | CPCE 5515 | CPCE 5533 |
| EDRP 5513 | CPCE 5553 | CPCE 5503 | CPCE 5551 | CPCE 5527 | CPCE 5521 | ELECTIVE |
| CPCE 5520 | | CPCE 5530 | ELECTIVE | | CPCE 5540 | |

~This is only a suggested sequencing of courses. You may take courses in an order different from the ones listed here.

~Be sure to check this list against the UMKC schedule of classes to ensure that classes are not offered at conflicting times.

SUGGESTED COURSE SEQUENCING/2008

Full-time Couples & Family Track

| Summer 1 | Fall 1 | Winter 1 | Summer 2 | Fall 2 | Winter 2 | Summer 3 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CPCE 5505 | CPCE 5500 | CPCE 5531 | CPCE 5551 | CPCE 5540 | ELECTIVE | CPCE 5533 |
| CPCE 5553 | CPCE 5530 | CPCE 5503 | CPCE 5527 | CPCE 5515 | CPCE 5533 | CPCE 5541 |
| | CPCE 5520 | CPCE 5541 | | CPCE 5542 | EDRP 5513 | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

| Fall 1 | Winter 1 | Summer 1 | Fall 2 | Winter 2 | Summer 2 | Fall 2 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CPCE 5500 | CPCE 5503 | CPCE 5515 | CPCE 5531 | CPCE 5533 | ELECTIVE | CPCE 5553 |
| CPCE 5520 | CPCE 5530 | CPCE 5527 | CPCE 5505 | CPCE 5551 | CPCE 5590 | CPCE 5553 |
| CPCE 5553 | CPCE 5541 | | CPCE 5542 | EDRP 5508 | | |

| Winter 1 | Summer 1 | Fall 1 | Winter 2 | Summer 2 | Fall 2 | Winter 2 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| CPCE 5500 | CPCE 5553 | CPCE 5515 | CPCE 5531 | CPCE 5533 | ELECTIVE | CPCE 5553 |
| CPCE 5503 | CPCE 5530 | CPCE 5542 | CPCE 5541 | CPCE 5527 | CPCE 5505 | EDRP 5508 |
| CPCE 5520 | | EDRP 5508 | CPCE 5551 | | CPCE 5540 | |

~This is only a suggested sequencing of courses. You may take courses in an order different from the ones listed here.

~Be sure to check this list against the UMKC schedule of classes to ensure that classes are not offered at conflicting times.

SUGGESTED COURSE SEQUENCING/2008

Full-time Gerontological Track

| Summer 1 | Fall 1 | Winter 1 | Summer 2 | Fall 2 | Winter 2 | Summer 2 |
|-----------|-----------|-------------|-----------|------------|----------------|-----------|
| CPCE 5505 | CPCE 5500 | Nursing 530 | CPCE 5551 | CPCE 5531 | CPCE 5532 | CPCE 5553 |
| EDRP 5508 | CPCE 5520 | CPCE 5503 | CPCE 5515 | A&S 5500 | CPCE 5540 | CPCE 5553 |
| | CPCE 5553 | CPCE 5530 | | CPCE 5589A | Sociology 410R | |

| Fall 1 | Winter 1 | Summer 1 | Fall 2 | Winter 2 | Summer 2 | Fall 2 |
|-----------|-------------|-----------|------------|----------------|-------------|-----------|
| CPCE 5500 | CPCE 5530 | CPCE 5505 | CPCE 5531 | CPCE 5532 | CPCE 5551 | CPCE 5553 |
| CPCE 5553 | Nursing 530 | CPCE 5515 | CPCE 5589A | Sociology 410R | CPCE 5590GC | EDRP 5508 |
| CPCE 5520 | CPCE 5503 | | A&S 5500 | CPCE 5540 | | |

| Winter 1 | Summer 1 | Fall 1 | Winter 2 | Summer 2 | Fall 2 | Winter 2 |
|-------------|-----------|------------|-----------|-----------|-----------|-----------|
| CPCE 5500 | CPCE 5505 | CPCE 5589A | CPCE 5531 | CPCE 5532 | CPCE 5515 | CPCE 5553 |
| Nursing 530 | CPCE 5553 | CPCE 5503 | EDRP 5508 | CPCE 5551 | A&S 5500 | EDRP 5508 |

| | | | | | | |
|-----------|--|-----------|----------------|--|-----------|--|
| CPCE 5520 | | CPCE 5530 | Sociology 410R | | CPCE 5540 | |
|-----------|--|-----------|----------------|--|-----------|--|

~This is only a suggested sequencing of courses. You may take courses in an order different from the ones listed here.

~Be sure to check this list against the UMKC schedule of classes to ensure that classes are not offered at conflicting times.

SUGGESTED COURSE SEQUENCING/2008

Part-time - School Counseling

| Summer 1 | Fall 1 | Winter 1 | Summer 2 | Fall 2 | Winter 2 | Summer 3 |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| EDRP 5508 | CPCE 5502 | CPCE 5504 | CPCE 5551 | CPCE 5531 | CPCE 5532 | CPCE 5515 |
| EDRP 5510, 5512, or 5513 | CPCE 5520 | CPCE 5530 | CPCE 5505 | CPCE 5553 | CPCE 5540 | |

| Fall 1 | Winter 1 | Summer 1 | Fall 2 | Winter 2 | Summer 2 | Fall 3 |
|-----------|-----------|-----------|-----------|------------------------|-----------|------------|
| CPCE 5502 | CPCE 5504 | CPCE 5551 | CPCE 5531 | CPCE 5532 | CPCE 5550 | CPCE 5575A |
| CPCE 5520 | CPCE 5530 | CPCE 5505 | CPCE 5553 | EDRP 510, 5512 or 5513 | EDRP 5508 | CPCE 5540 |

| Winter 1 | Summer 1 | Fall 1 | Winter 2 | Summer 2 | Fall 2 | Winter 3 |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| EDRP 5510, 5512, 5513 | CPCE 5551 | CPCE 5502 | CPCE 5530 | | CPCE 5531 | CPCE 5532 |
| CPCE 5504 | CPCE 5553 | CPCE 5520 | EDRP 5508 | CPCE 5515 | CPCE 5540 | |

~This is only a suggested sequencing of courses. You may take courses in an order different from the ones listed here.

~Be sure to check this list against the UMKC schedule of classes to ensure that classes are not offered at conflicting times.

Without a teaching certificate: EDCI 5512 (Winter only), TE 5404 (F,W,Su), EDCI 5517 (Winter only). Note that EDCI 5517 must be taken before CPCE 5531.,

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 5531 and CPCE 5532 or CPCE 5531 and CPCE 5533 if C/F emphasis), 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: (a) decide which courses to take, (b) check to see when they are offered, and (c) officially enroll in them.

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 2 semesters of supervised practicum experiences (CPCE 5531 and CPCE 5532 or CPCE 5531 and CPPCE 5533 if emphasis area is Couples and Family). With the exception of students in the School Counseling emphasis area, students complete their practicum at Community Counseling and Assessment Services (CCAS) located on the 2nd floor of the School of Education Building. Students in the School Counseling area will complete the practicum in an approved K-12 school site. *School Counseling students may not complete their practicum during the summer.* 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 45 hours of direct client contact over the course of CPCE 5531 and CPCE 5532/5533, and will put in additional hours doing record keeping, processing case notes, and writing up cases for class and individual presentation. One section of CPCE 5531 practicum will be offered in the summer but may be cancelled due to the needs of the agency. Faculty will make an evaluation in March/April of each year as to whether or not the needs of the agency warrant a summer offering of CPCE 5531 practicum.

Requirements for Starting Practicum: To begin CPCE 5531, students must have successfully completed CPCE 5520, CPCE 5530 and CPCE 5553 (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, STAR Center room 129. Students are required to provide a copy of their background check results to CCAS. See additional section below regarding student background checks.

Student Background Check Requirement

Students are required to obtain and provide verification of a current, criminal background check as a condition of participating in any clinical experiences in the Counseling and Educational Psychology programs at the University of Missouri-Kansas City, including CCAS. Verification must be provided prior to the student's assignment at an affiliated school or affiliated institution. The student must sign an authorization to release the results of the background check to the School of Education and/or to the agency if requested. The school or agency maintains the right to deny a student to participate in a clinical experience if the student refuses to release the results of the background check, or if a background check reveals a conviction related to the items listed below. In such cases, the inability to place a student in a clinical setting would prevent the student from completing the program. Failure on the student's part

to submit to criminal background checks will delay progression or render a student unable to complete the professional degree program. If you are currently a teacher you will have already completed an FBI background check which will be on file with DESE, a copy of which must be submitted if it is no more than 2 years old.

The Missouri Revised Statutes Section 337.525 states grounds for refusal to issue or renew a license for professional counselors. As such, the Counseling and Educational Psychology programs at UMKC may be unable to place any student in a clinical experience based on this law if they are convicted of, or have entered a plea of guilty or *nolo contendere* under the laws of any state or the United States to:

- Any offense reasonably related to the qualifications, functions, or duties of a professional counselor/psychologist.
- Any offense and essential element of which is fraud, dishonesty, or an act of violence
- Any offense involving moral turpitude, whether or not sentence is imposed

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 student's 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 receive a ranking of 2 or below on any global assessment area.*

Application to Practicum: [Practicum applications](#) should be returned to Debra Woodard, 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 5531 during your 1st choice semester. However, any student who does not get into CPCE 5531 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). *School Counseling students may not complete their internship during the summer.* Private practices are not generally acceptable internship sites. You must receive a minimum of one hour per week individual supervision from a licensed master's and above professional. For students in school counseling the supervisor must be a certified school counselor. Acceptable Internship Sites will involve 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 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 at various times throughout the semester as indicated by the instructor (CPCE 5575A/CPCE 5575B).

Students must complete a minimum of 240 hours of face-to-face client contact throughout their two semester internship experience, which is approximately 7.5 hours weekly of direct client contact. Students must complete a minimum of 475 hours for their total internship experience (i.e., 575A and 575B). Students who are not on track towards meeting the 240 hours of direct client contact or the 475 hour total experience must submit a written letter to the faculty explaining their internship experience and why they will not meet the required hours. This written explanation must be submitted at midterm of the 575B semester when students submit their hour log to the internship coordinator.

Although the program requires only 240 hours of face-to-face contact for internship and 45 hours for the two semester practicum experience, please note that the Kansas Licensing Board requires at least 350 hours of face-to-face client contact conducting therapy and assessment with individuals, couples, families, and groups for licensure. Currently, Missouri State Licensing board does not stipulate a minimum direct client contact hour requirement. Students who are interested in securing an internship site that provides psychological and/or neuropsychological testing can only count up to 20% of the 240 hours of direct client contact (i.e., 48 hours) from testing. Psychological and/or Neuropsychological testing that is done face-to-face counts as direct client contact in Kansas; therefore, students who are interested in Kansas licensure can count psychological and/or neuropsychological testing towards Kansas' educational requirement of 350 hours of direct client contact.

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 either Practicum II or Couples and Family Practicum (CPCE 5531 and CPCE 5532/CPCE5533).

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 5575A/CPCE 5575B) 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 master's and above professional. 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, Debra Woodard 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://education.umkc.edu/cep/practicum>.

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. Ginny Miller, Assistant Dean of the School of Education at 235-1473 or email: millerg@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 Society, Counseling Psychology (APA SAS, Division 17)

The UMKC Student Affiliate Society (SAS), 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 SAS Division 17 group; 3) to serve as a meeting time for SAS 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.

SAS 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.

CONGRATUALIONS: 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 APPLICATION TO PHD PROGRAMS

CERTIFICATION AND LICENSE REQUIREMENTS

Licensure/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 licensure/certification for School Counselors is available from the Education Student Services Office (STAR Center room 129). Please note that for school counselor certification in Missouri, students must pass the Praxis II exam. A complete description of requirements for licensing/certification 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 often inquire about why our program is not accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and whether graduating from a non-accredited program will create problems when pursuing licensure. Although the Master’s Program in Counseling and Guidance is not accredited by CACREP, the program follows the CACREP model in terms of coursework requirements. Students who graduate from our program are able to apply for licensure without problems or penalty. Graduating from a CACREP program typically means that the coursework reviewed by the state licensing board will not be scrutinized. Once again, students are encouraged to keep all course syllabi and materials for review of licensure and documentation of clinical hours as requested by the state.

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.

PROGRAM DISCALIMER STATEMENT

The policies and procedures are approved by the counseling and educational psychology faculty and are provided in the program handbooks and on the website. All faculty and students in the program are expected to abide by them. Any variations or deviations from these policies and procedures must be approved by the faculty and documented in writing to be effective.

Although the counseling psychology and counseling and guidance training programs do not disclose student information to any third party without the student's consent under normal circumstances, students should be aware that there will be information exchanges between our program and related institutions. Moreover, students should be advised that this confidential agreement will be breached when the student is deemed to be in danger or in danger to others and disclosure of the student information will protect either the student or others.

According to our Program Value Statements and Academic Assessment policy, students in the program are expected to engage in self exploration, and sometimes counseling can be required of them as part of a remediation plan. The program faculty will from time to time update these policies and procedures. When the updates and changes are made, students will receive notification via e-mail. All the updates and changes will be publicized on our program website and integrated into our program handbooks.

SELF-DISCLOSURE STATEMENT **Our Training Values**

The Counseling Psychology and Counseling and Guidance Programs at the University of Missouri-Kansas City value cultural diversity as including racial, ethnic, and class backgrounds, national origins, religious, spiritual and political beliefs, physical abilities, ages, genders, and sexual orientations. The programs expect faculty and students to be respectful and supportive of all individuals, including, but not limited to clients, staff, peers, and faculty who are different from themselves in terms of age, gender, gender identity, race, ethnicity,

culture, national origin, religion, spirituality, sexual orientation, disability, language, and socioeconomic status. It is expected that students and faculty will work to create a climate of safety and trust for all concerned.

As a profession, psychological and school counselors not only disavow oppressive attitudes, beliefs, and behaviors, but actively work to advocate for social justice and against oppression. As mandated by the American Psychological Association (APA), the American Counseling Association (ACA) and the American School Counseling Association (ASCA) Code of Ethics, we seek to train students who will advocate for and positively embrace all demographic diversity. Thus, enrollment in the program is seen as a commitment to the process.

Standards for student and faculty behavior must exceed the idea of “non-discrimination.” Both faculty and students of the Counseling Psychology and Counseling and Guidance Programs are expected to take active roles in stopping bigotry and combating racism, sexism, ageism, homophobia, religious intolerance, and other forms of invidious prejudice. No behaviors that result in physical or psychological abuse, harassment, intimidation, or violence against persons or property will be tolerated.

We understand that students will not enter the program free from bias and prejudice. Nevertheless, successful completion of the program requires a genuine desire to examine one’s attitudes and values and to learn to work effectively with “cultural, individual, and role differences including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status” (APA Ethics Code, 2002, Principle E; ACA Code of Ethics, 1995, Section A.2.). Stated simply, being unwilling to examine the effects of one’s attitudes and values on one’s work is unacceptable.

Students are required to honor not merely the Ethics Code of the American Psychological Association and the American Counseling Association Code of Ethics, but also to be familiar with and to abide by the various Guidelines published by the APA and ACA, which address issues of diversity including but not limited to the: *Guidelines for Psychotherapy with Lesbian, Gay, and Bisexual Clients*, the *Multicultural Guidelines*, and the *Guidelines for Psychological Practice with Older Adults*. All of these guidelines can be found on the APA website (www.apa.org) and the ACA Website (www.counseling.org). You can also access them at the UMKC Counseling Psychology website (<http://www.umkc.edu/education/divs/cpce/new/phd/phd>).

The practice of counseling requires significant self-disclosure and personal introspection for the person receiving counseling. Counseling students must become comfortable working with the process of individual’s self-disclosure and introspection. Therefore, it is an essential training component of the Counseling Psychology and Counseling and Guidance programs to provide assignments and classroom experiences that call for our students (i.e., counselors in training) to self-disclose and personally introspect about personal life experiences to an extent not expected in other academic disciplines. As such, the counseling psychology faculty is committed to and expects an atmosphere of respect and confidentiality among our students.

Please note that we require that our students be willing to engage in self-examination (i.e., to disclose personal information in an academic context), and to learn to interact in an ethical and facilitative manner with individuals who are both culturally similar as well as different from themselves, in terms of both demographics and values.

(This statement has been adapted from the following Universities and/or Counseling Psychology Program Statements: Auburn University, Miami University, the University of North Dakota, and University of Missouri – Columbia).

PERSONAL THERAPY STATEMENT

The faculty members of the UMKC Counseling Programs believe that personal therapy is extremely valuable in developing as a person and counselor. Therefore, we strongly encourage graduate students to engage in personal counseling during their completion of their graduate degrees. Resources for obtaining personal counseling can be accessed via the program's website.

STUDENT ACADEMIC ASSESSMENT POLICY

Counseling Psychology and Counselor Education Program

The academic assessment of a student in the Counseling Psychology and Counselor Education Program is a significant event for both the student and the program faculty. It represents an evaluation by the faculty of student competency in academic or clinical skills, or in other critical areas of professional conduct.

At any point during the student's matriculation through the program, the faculty retains the right to review any student behavior that may affect the welfare of the student or others. Such a review may result in the student not being permitted to continue in the program or in practice courses. The following are offered as examples of behaviors that are the basis for evaluation of student progress:

- 1-Failure to maintain academic standards (e.g., 3.0 grade point average; Grades less than a B- are not passing and must be retaken).
- 2-Unsatisfactory performance in counseling practice courses (e.g., pre-practicum, practicum, internship) (e.g., practicing outside area of competence, inadequate clinical skills).
- 3-Academic dishonesty (e.g., cheating, plagiarism).
- 4-Unethical or unprofessional behavior (e.g., exploitative relationship with client, failure to maintain security of assessment instruments).
- 5-Behaviors that obstruct the training process and/or threaten the welfare of the student or others (e.g., active substance abuse).
- 6-Failure to comply with established University or Program timetables and requirements (e.g., failure to meet time limits for completion of degree program).
- 7-Consideration may be given to other circumstances as they arise.

Procedures for Evaluation of M.A. Students

To protect student interests as well as the rights of faculty to uphold the academic and professional standards of the training program, the following steps will be taken as part of the academic review process.

1. If a concern about student behavior develops within the context of a course, the course instructor and/or field supervisor documents concerns. The instructor meets with the student to outline deficiencies and establish a remedial course of action (if appropriate). Chronological time frames may be established to evaluate performance. Others (i.e., program faculty, clinical supervisors, clients, or professionals and agents outside the university) who have university related concerns about a student outside of the context of a course may communicate their concerns directly to the Practicum/Internship Coordinator, Master's Program Coordinator or Chair of the Division of Counseling and Educational Psychology. (Such discussions are

governed by the Family Educational Rights and Privacy Act.) Meetings with the student and outlines or plans for remedial action will all be documented. Students will receive a copy of expectations and any plans of action developed.

2. When the instructor has made a reasonable determination with adequate documentation that a pattern of severity of problem exists that warrants additional action beyond that already taken, the instructor will communicate, in writing, the concerns, actions taken and their outcomes to the Practicum/Internship Coordinator, Master's Program Coordinator or Chair and program faculty for possible action.

3. The student will be informed in writing by the Practicum/Internship Coordinator, Master's Program Coordinator or Chair of: (a) any decision that may affect the student's status within a degree program, and (b) the opportunity to address the faculty regarding its decision. All appeals must be in writing; in-person meetings with the program faculty may be requested by either students or the faculty.

4. The student will be informed in writing by the Practicum/Internship Coordinator, Master's Program Coordinator or Chair of the faculty's response to the appeal. The student will be advised of the opportunity to seek further informal resolution of the concern with the Dean of the School of Education.

5. If it is decided that a student should be dismissed or suspended from the program, the Practicum/Internship Coordinator, Master's Program Coordinator or Chair of the faculty will inform the Dean of the School of Education and the Registrar of this decision via written communication.

LINKS TO IMPORTANT CAMPUS AND SYSTEM WIDE POLICIES

Guidelines on Discrimination on the Basis of Religion or National Origin:

<http://www.umkc.edu/umkc/catalog/html/append/policy/0200.html>

Guidelines for Informal Resolution of Sexual Harassment Complaints:

<http://www.umkc.edu/adminfinance/eoaa/informalresolutionsexharassment.asp>

Discrimination Grievance Procedure for Students:

<http://www.umkc.edu/stulife/grievance.html>

Academic Dishonesty:

<http://www.umkc.edu/umkc/catalog/html/append/policy/0020.html>

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 *Couples and Family* Emphasis
The University of Missouri-Kansas City
School of Education

PROGRAM OF STUDY (effective Fall 08)

| | | | | | |
|-------------------|--|---------------------|--------------|------------------|-------------|
| Name: | | Student ID#: | | Date: | |
| Address: | | | City: | State: MO | Zip: |
| (H) Phone: | | (W) Phone: | | Fax: | |
| Email: | | | | | |

Common Core Area (Required--42 Semester Credit Hours)

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|---|-----------------|------|-------|-----------------------------|
| 3 | CPCE 5500 Introduction to Professional Counseling | | | | |
| 3 | CPCE 5503 Psychopathology: Diagnosis and Classification | | | | |
| 3 | CPCE 5505 Career Development I | | | | |
| 3 | EDRP 5508 Principles and Methods of Research | | | | |
| 3 | CPCE 5515 Assessment Methods in Professional Counseling | | | | |
| 3 | CPCE 5520 Theories of Counseling | | | | |
| 3 | CPCE 5530 Methods of Counseling | | | | |
| 3 | CPCE 5531 Counseling Practicum I | | | | |
| 3 | CPCE 5533 Couples and Family Practicum | | | | |
| 3 | CPCE 5540 Theories & Methods of Group Counseling | | | | |
| 3 | CPCE 5551 Counseling in a Pluralistic Society | | | | |
| 3 | CPCE 5553 Ethics and Professional Issues in Counseling | | | | |
| 3 | CPCE 5575A Internship | | | | |
| 3 | CPCE 5575B Internship | | | | |

Couples and Family Emphasis

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

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|---|-----------------|------|-------|-----------------------------|
| 3 | CPCE 5527 Theory and Methods of Sex Counseling | | | | |
| 3 | CPCE 5541 Couples and Family Therapy | | | | |
| 3 | CPCE 5542 Theory and Techniques of Family Systems Therapy | | | | |
| 3 | EDRP 5513 Life Span Human Development | | | | |
| 3 | CPCE 5590CF Seminar in Couples and Family Therapy | | | | |

Electives (Required—3 Semester Credit Hours)

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|--------|-----------------|------|-------|-----------------------------|
| 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.

| | Signature | Date |
|------------------------------|------------------|-------------|
| Student | | |
| Faculty | | |
| Certification Manager | | |
| Division Chair | | |
| Dean | | |

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 (effective Fall 08)

| | | | | | |
|-------------------|--|---------------------|--------------|---------------|-------------|
| Name: | | Student ID#: | | Date: | |
| Address: | | | City: | State: | Zip: |
| (H) Phone: | | (W) Phone: | | Fax: | |
| Email: | | | | | |

Common Core Area (Required--42 Semester Credit Hours)

| Hours Needed | Course | Completed | | | Transfer Course Institution |
|--------------|---|-----------|------|-------|-----------------------------|
| | | Hours | Date | Grade | |
| 3 | CPCE 5500 Introduction to Professional Counseling | | | | |
| 3 | CPCE 5503 Psychopathology: Diagnosis and Classification | | | | |
| 3 | CPCE 5505 Career Development I | | | | |
| 3 | EDRP 5508 Principles and Methods of Research | | | | |
| 3 | CPCE 5515 Assessment Methods in Professional Counseling | | | | |
| 3 | CPCE 5520 Theories of Counseling | | | | |
| 3 | CPCE 5530 Methods of Counseling | | | | |
| 3 | CPCE 5531 Counseling Practicum I | | | | |
| 3 | CPCE 5532 Counseling Practicum II | | | | |
| 3 | CPCE 5540 Theories & Methods of Group Counseling | | | | |
| 3 | CPCE 5551 Counseling in a Pluralistic Society | | | | |
| 3 | CPCE 5553 Ethics and Professional Issues in Counseling | | | | |
| 3 | CPCE 5575A Internship | | | | |
| 3 | CPCE 5575B Internship | | | | |

Mental Health Emphasis

Mental Health Core Area (Required--12 Semester Credit Hours)

| Hours Needed | Course | Completed | | | Transfer Course Institution |
|--------------|--|-----------|------|-------|-----------------------------|
| | | Hours | Date | Grade | |
| 3 | CPCE 5527 Theory and Methods of Sex Counseling | | | | |
| 3 | CPCE 5521 Special Counseling Methods-Substance Abuse | | | | |
| 3 | EDRP 5513 Life Span Human Development | | | | |
| 3 | CPCE 5590MH 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.

| | Signature | Date |
|------------------------------|-----------|------|
| Student | | |
| Faculty | | |
| Certification Manager | | |
| Division Chair | | |
| Dean | | |

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

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

PROGRAM OF STUDY

PROGRAM OF STUDY (effective Fall 08)

| | | | | | |
|-------------------|--|---------------------|--------------|------------------|-------------|
| Name: | | Student ID#: | | Date: | |
| Address: | | | City: | State: MO | Zip: |
| (H) Phone: | | (W) Phone: | | Fax: | |
| Email: | | | | | |

Common Core Area (Required--42 Semester Credit Hours)

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|---|-----------------|------|-------|-----------------------------|
| 3 | CPCE 5500 Introduction to Professional Counseling | | | | |
| 3 | CPCE 5503 Psychopathology: Diagnosis and Classification | | | | |
| 3 | CPCE 5505 Career Development I | | | | |
| 3 | EDRP 5508 Principles and Methods of Research | | | | |
| 3 | CPCE 5515 Assessment Methods in Professional Counseling | | | | |
| 3 | CPCE 5520 Theories of Counseling | | | | |
| 3 | CPCE 5530 Methods of Counseling | | | | |
| 3 | CPCE 5531 Counseling Practicum I | | | | |
| 3 | CPCE 5532 Counseling Practicum II | | | | |
| 3 | CPCE 5540 Theories & Methods of Group Counseling | | | | |
| 3 | CPCE 5551 Counseling in a Pluralistic Society | | | | |
| 3 | CPCE 5553 Ethics and Professional Issues in Counseling | | | | |
| 3 | CPCE 5575A Internship (must be gerontological field placement) | | | | |
| 3 | CPCE 5575B Internship (must be gerontological field placement) | | | | |

Gerontological Emphasis

Gerontological Core Area (Required--15 Semester Credit Hours)

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|--|-----------------|------|-------|-----------------------------|
| 3 | A&S 5500 Interdisciplinary Colloquium on Aging | | | | |
| 3 | Nursing 530 The Experience of Health in Aging | | | | |
| 3 | Sociology 410R Aging in Contemporary Society | | | | |
| 3 | CPCE 5589A Counseling the Older Adult | | | | |
| 3 | CPCE 5590GC Seminar in Gerontological Counseling | | | | |

Electives (Required—3 Semester Credit Hours)

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|--------|-----------------|------|-------|-----------------------------|
| 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.

| | Signature | Date |
|------------------------------|-----------|------|
| Student | | |
| Faculty | | |
| Certification Manager | | |
| Division Chair | | |
| Dean | | |

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 (effective Fall 08)

| | | | | | |
|-------------------|--|---------------------|--|---------------|--|
| Name: | | Student ID#: | | Date: | |
| Address: | | City: | | State: | |
| (H) Phone: | | (W) Phone: | | Fax: | |
| Email: | | | | | |

Common Core Area (Required--42 Semester Credit Hours)

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|--|-----------------|------|-------|-----------------------------|
| 3 | *CPCE 5502 Foundations Elem. & Sec. Guidance | | | | |
| 3 | CPCE 5503 Psychopathology: Diagnosis and Classification | | | | |
| 3 | *CPCE 5505 Career Development I | | | | |
| 3 | EDRP 5508 Principles and Methods of Research | | | | |
| 3 | CPCE 5515 Assessment Methods in Professional Counseling | | | | |
| 3 | *CPCE 5520 Theories of Counseling | | | | |
| 3 | *CPCE 5530 Methods of Counseling | | | | |
| 3 | *CPCE 5531 Counseling Practicum I (may not be taken in the summer) | | | | |
| 3 | CPCE 5532 Counseling Practicum II (may not be taken in the summer) | | | | |
| 3 | CPCE 5540 Theories & Methods of Group Counseling | | | | |
| 3 | CPCE 5551 Counseling in a Pluralistic Society | | | | |
| 3 | CPCE 5553 Ethics and Professional Issues in Counseling | | | | |
| 3 | CPCE 5575A Internship (may not be taken in the summer) | | | | |
| 3 | CPCE 5575B Internship (may not be taken in the summer) | | | | |

OPTION 1: School-Counseling Emphasis for Candidates Holding a current Missouri or Kansas Teacher Certification. Other state certificates will be reviewed on a case-by-case basis (12 credit hours).

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|---|-----------------|------|-------|-----------------------------|
| 3 | CPCE 5504 School Guidance Programs | | | | |
| 3 | *EDRP 5510 Child Behavior & Development (Elementary) *EDRP 5512 Adolescent Dev. and the School (Secondary) OR EDRP 5513 Lifespan Human Development (K-12) | | | | |
| 3 | TE 5404 Education of Exceptional Child/Youth (many teachers have already had this course; you DO NOT need to repeat it) | | | | |
| 3 | CPCE 5550 Organization & Administration of Counseling Programs | | | | |

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

| Hours Needed | Course | Completed Hours | Date | Grade | Transfer Course Institution |
|--------------|---|-----------------|------|-------|-----------------------------|
| 3 | CPCE 5504 School Guidance Programs | | | | |
| 3 | *EDRP 5510 Child Behavior & Development (Elem) OR *EDRP 5512 Adolescent Dev. and the School (Sec) OR *EDRP 5513 Lifespan Development (K-12) | | | | |
| 3 | TE 5404 Education of Exceptional Child/Youth | | | | |
| 3 | EDCI 5512 Strategies for Effective Class. Man. | | | | |
| 3 | EDCI 5517 Teaching Methods & Practices | | | | |
| 3 | CPCE 5550 Organization & Administration of Counseling Programs | | | | |

***Provisional Certification includes: (a) 21 hours total of coursework: CPCE 5502, 5504, 5505, 5520, 5530, 5531, and EDRP 5510 or 5512 or 5513; 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

Practicum and Internship application can be accessed from the link provided below:

<http://education.umkc.edu/cep/practicum/appli.html>

**APPENDIX E
PLANNING CALENDAR**

| Semester | When? | Total Credits | Course 1 | Course 2 | Course 3 | Course 4 |
|-----------------|--------------|----------------------|-----------------|-----------------|-----------------|-----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |

