

Education Specialist

Student Handbook

Division of Counseling and Educational Psychology
School of Education

UNIVERSITY OF MISSOURI-KANSAS CITY

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Kansas City, Missouri 64110-2499

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<http://education.umkc.edu/programs/view/17>

Welcome to the Education Specialist Program!

Dear Student:

Congratulations and welcome to the Education Specialist Program 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.

This handbook contains information about the Ed Spec program requirements, program faculty, and policies and procedures relevant to this program and to the university. From time to time, policy and procedures are updated, and these changes may make this handbook out of date. Up-to-date copies are always available from your Director of Training or on our program website. Also, I am always available to answer program-related questions so don't hesitate to email, call, or stop by and ask.

Within our program you can choose one of two options: General Mental Health or 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.

All of our programs give students a strong background in counseling and professional ethics and prepare students to work with people from diverse backgrounds. Our 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.

LaVerne Berkel, Ph.D.
Ed. S Coordinator

Debra Woodard, M.A.
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

Table of Contents

<u>Welcome Message</u>	2
<u>Program Training Values</u>	4
<u>Program Faculty Contact Information</u>	6
<u>Getting Started</u>	7
<u>Information to Help You Get Started</u>	8
<u>Education Specialist Program Information</u>	9
<i><u>List of Courses</u></i>	10
<u>Course Scheduling</u>	12
<u>Filing a Program of Study</u>	15
<u>Degree Equivalence Check List</u>	16
<u>Program of Study Form</u>	17
<u>Portfolio Competency Results</u>	20
<u>Practicum/Internship Application Direction</u>	21
<u>Program Policies</u>	23
<i><u>Personal Therapy Statement</u></i>	23
<i><u>Enrollment/Deferment</u></i>	23
<i><u>Course Equivalency</u></i>	24
<i><u>Student Academic Assessment Policy</u></i>	24
<i><u>Student Evaluation and Retention</u></i>	26
<i><u>Policy on Student Conduct</u></i>	27
<i><u>Student Rights</u></i>	27
<i><u>Grade Appeal Procedures</u></i>	28
<u>University Policies</u>	30
<i>Guidelines on Discrimination on the Basis of Religion or National Origin</i>	30
<i>Guidelines for Informal Resolution of Sexual Harassment Complaints</i>	30
<i>Discrimination Grievance Procedure for Students</i>	30
<i>Academic Dishonesty</i>	30
<u>Preparing for Graduation</u>	31
<u>Planning Calendar</u>	32

SELF-DISCLOSURE STATEMENT

Our Training Values

The programs in the Counseling and Educational Psychology Division at the University of Missouri-Kansas City value cultural diversity 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 socio-economic 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 Education Specialist in Counseling and Guidance program 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](#) and the [ACA website](#).

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 Education Specialist in Counseling and Guidance program 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 Education Specialist in Counseling and Guidance 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).

Date of Approval: 3/5/05

Program Faculty Contact Information

Division Administrative Assistant:

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Coordinator of Education Specialist Program:

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Practicum/Internship & School Counseling Coordinator:

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

Division Chair, Counseling and Educational Psychology

- Nancy Murdock, Ph.D. (816) 235-2495 Murdockn@umkc.edu

Director of Community Counseling and Assessment Services

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

Full-Time Program Faculty

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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 PROGRAM CHECKLIST AND TIMELINE

This checklist and timeline is designed to help you get started

Please use this list in conjunction with information in other sections of the handbook that explains 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 6			
Activate your UMKC E-mail account	NOW!	N/A	
Sign up for the Ed S Listserv	NOW!	N/A	
Complete a Program of Study Form	Anytime before you complete your first semester of classes	Advisor's mailbox, Suite 215 or 223 School of Education (SOE).	
Complete application for practicum (CPCE 5532, 5533 or 5539)	March 1 to start in summer or fall; October 1 to start in spring	Administrative Assistant's mailbox, Suite 215 SOE.	
Complete application for second practicum or internship (CPCE 5539 or 5575C)	March 1 for summer or fall; October 1 for spring	Administrative Assistant's mailbox, Suite 215 SOE.	
Complete application for graduation	Beginning of semester when graduation is planned.	Education Student Services office, Room 245, SOE	
SOME STUDENTS WILL HAVE TO DO STEPS 7-10:			
Fill out a change of advisor form (Room 245, SOE)	Anytime you switch academic (faculty) advisors).	Administrative Assistant's mailbox, in Room 215, SOE.	
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.	
Complete a program of study change form (Room 245, SOE)	Anytime you add/delete or change 1 or 2 courses from your approved program of study.	Administrative Assistant's mailbox in Room 215, SOE.	
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.	

Information to Help You Get Started

Important Offices

The Counseling and Educational Psychology (CEP) Office handles the M.A. and Ed.S. programs in Counseling and Guidance as well as the Ph.D. Program in Counseling Psychology; it is located in Room 215 of the School of Education building (ED). The CEP office can be reached at (816) 235-2492. Many program materials can be found in this office, and items to be included in your program file should be left with the Administrative Assistant in this office or with the Director of Training.

Communication Within the Program

Please make sure that the Counseling and Educational Psychology Office and the University have your correct home address and phone number. We will periodically send out requests for updates, but it is very helpful if you notify the Counseling and Educational Psychology Office (ED 215) *as well as* the University when your contact information changes.

The Education Specialist and School Counseling student email lists are used to send program-related messages to students and faculty. Because of the University's policy that electronic mail is the official means of communication, YOU NEED TO ACTIVATE YOUR UNIVERSITY EMAIL ACCOUNT. You can use a forward command to send messages to another account if you wish. It is also very important that you subscribe to the program listserv.

Email:

Each student admitted to the University is automatically given an email account. To activate your account, please visit <http://www.umkc.edu/exchange-faq/WELCOMETOEMAIL.ASP>. 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 email account at your discretion for personal use as long as you are in compliance with the University's Acceptable Use Policy.

Join our Listserv for Education Specialist in Counseling and Guidance students:

1. Log into your UMKC email account
2. Send an e-mail to listserv@listserv.umkc.edu
3. Leave the subject line blank
4. In the body of the message, type:
subscribe edspeccoun first_name last_name

Join our Listserv for School Counseling students:

1. Log into your email account
2. Send an email to listserv@listserv.umkc.edu
3. Leave the subject line blank
4. In the body of the message, type:
subscribe sccounsel first_name last_name

Education Specialist Degree in Counseling and Guidance

Program Information

The Educational Specialist degree in Counseling and Guidance is a post-master's program designed for experienced counselors who desire to improve, update or add another area to their professional expertise. The program is designed with flexibility to support the preparation of licensed professional counselors and certified school counselors.

Program Description

All students pursuing the Educational Specialist degree in Counseling and Guidance complete a minimum of 21 hours of required coursework (because of certification requirements, school counseling students may be required to complete additional courses). In addition to the core courses (12 credits), students will complete 9 or more hours depending on the chosen emphasis area and certification and/or licensure requirements. The curriculum is individually designed with an advisor so each candidate meets his/her specific needs and professional objectives.

The program has two emphasis areas. In addition to 12 required courses in counseling theory (3), counseling supervision (3), and practica/internship (6), students can choose either a general mental health focus (see Option A below) or can become certified as school counselors (Option B).

OPTION A – General Mental Health

Individuals participating in this emphasis area would select from several courses that prepare practitioners for a broad range of clinical settings. Students choosing this emphasis area can select any combination of courses in couples and family counseling, gerontological counseling, and substance abuse counseling. As a result of selecting this emphasis area, students can develop further knowledge and skills in their work as professional mental health specialists. The course work, which includes a minimum of 9 hours beyond the required 12 credit core, would be somewhat flexible so students could enhance their professional expertise by selecting courses that best meet their needs.

OPTION B – School Counseling

Individuals with a counseling/counseling psychology degree and who are interested in seeking state certification as a school counselor at the K-8, 7-12, or K-12 level, would take an organized set of courses which would follow the Department of Elementary and Secondary Education (DESE) and UMKC guidelines. These courses include an introduction to school counseling and the guidance curriculum, education of the exceptional child, classroom management, and courses on psychological development. In addition, there is a required practicum and internship in a school setting.

UMKC requires 21 (seven courses) credits for provisional certification by DESE. These courses are Foundations of Elementary and Secondary Guidance, School Guidance Programs, Career Development, Counseling Theories, Counseling Methods, Practicum, and Child/Adolescent/Lifespan Development. A contract with a school district is also required.

School Counseling students will be required to complete a portfolio and pass the Praxis II: Guidance and Counseling Exam.

Courses

Required Courses (12 credit hours) can be selected from:

- CPCE 5605 Career Development II (3) **OR**
- CPCE 5620 Advanced Theories and Methods of Counseling (3)

- CPCE 5640 Counseling Supervision (2)
- CPCE 5641 Supervision Practicum (1) **OR**
- CPCE 5589 Supervision Experience (1)

- *CPCE 5532 Individual Counseling Practicum (3)
- *CPCE 5533 Couples and Families Counseling Practicum (3)
- *CPCE 5539 Advanced Counseling Practicum (3)
- *CPCE 5575C Educational Specialist Internship (3)

**Practicum/Internship Guide*

<i>(Current emphasis area)</i>	<i>(Previous Degree)</i> Mental Health M.A.		<i>(Previous Degree)</i> School Counseling M.A.	
	Semester 1	Semester 2	Semester 1	Semester 2
School Counseling EdS	5532	5575C	5539	5575C
General Mental Health EdS	5533 or 5539	5539	5532 or 5533	5539

General Mental Health Counseling

Required Courses (9 credit hours) can be selected from:

- CPCE 5521 Special Counseling Methods-Substance Abuse (3)
- CPCE 5590MH Seminar in Mental Health Counseling (3)
- CPCE 5527 Theory/Methods of Sex Counseling (3)
- CPCE 5541 Couples and Family Therapy (3)
- CPCE 5542 Theory and Techniques of Family Systems Therapy (3)
- CPCE 5533 Couples and Family Practicum (3)
- CPCE 5590CF Seminar in Couples and Family Counseling (3)
- *EDRP 5513 Lifespan Human Development (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)
- Psych 580 Counseling the Older Adult (3)
- CPCE 590GC Seminar in Gerontological Counseling (3)

School Counseling

Elementary, Secondary, All Level (Already Certified Teachers)

Emphasis Courses (Elementary and Secondary 12 credits or All Level 15 credits)

- *TE 5404 Ed of the Exceptional Child and Youth (3) NOTE: Many certified teachers have already had this course; you DO NOT need to retake it).
- CPCE 5504 School Guidance Programs (3) (Elem/Sec/All Level)
- *EDRP 5510 Child Behavior & Development (3) (Elem/All Level) **OR**
- *EDRP 5512 Adolescent Development and the School (3) (Sec/All Level) **OR**
- *EDRP 5513 Lifespan Human Development (3) (Elem, Sec, All Level)
- CPCE 5550 Organization & Administration of Counseling Programs (Elem/Sec/All Level)

Elementary, Secondary, All Level (Non-certified Teachers and Others)

Required Courses (Elementary and Secondary 18 credits or ALL Level 18-21 credits)

- CPCE 5504 School Guidance Programs (3) (Elem/Sec/All Level)
- *EDRP 5510 Child Behavior & Development (3) (Elem/All Level) **OR**
- *EDRP 5512 Adolescent Development and the School (3) (Sec/All Level) **OR**
- *EDRP 5513 Lifespan Human Development (3) (K-12)
- *TE 5404 Education of Exceptional Child and Youth (3) (Elem/Sec/All Level)
- *EDCI 5512 Strategies for Effective Classroom Management (3) (Elem/Sec/All Level)
- *EDCI 5517 Teaching Methods & Practices (3) (Elem/Sec/All Level)
- CPCE 5550 Organization & Administration of Counseling Programs (Elem/Sec/All Level)

Course Scheduling

Current Semester Course Schedule: <http://www.umkc.edu/sched/>

Course		Title	^Volker			Prerequisite/Co requisite
			F	W	Su	
*CPCE	5502	Foundations of Elem. & Sec. School Counseling & Guidance	F			
CPCE	5503	Psychopathology: Diagnosis and Classification	F	W		
CPCE	5504	School Guidance Programs		W		
#CPCE	5505	Career Development 1	F		Su	
CPCE	5515	Assessment Methods in Professional Counseling	F	S		
CPCE	5520	Theories of Counseling	F	W		CPCE 5500/5502 pre or co
CPCE	5521	Special Counseling Methods-Substance Abuse	F			
CPCE	5527	Theory and Methods of Sexual Counseling			Su	CPCE 5520 pre or co
CPCE	5532	Counseling Practicum 2 <i>(School Counseling students may not take this course in the summer)</i>	F	W	Su	CPCE 5531 pre
CPCE	5533	Couples and Family Therapy Practicum	F	W	Su	CPCE 5541 co; CPCE 5542 pre; CPCE 5531 pre
CPCE	5539	Continuing Counseling Practicum	F	W	Su	CPCE 5532 pre
CPCE	5540	Theories and Methods in Group Counseling	F	W		CPCE 5530 pre
CPCE	5541	Couples and Family Therapy		W		
CPCE	5542	Theories and Techs. of Family Systems Therapy	F			CPCE 5530 pre

CPCE	5550	Organization and Admin. of Counseling Programs.	F		Su	To be taken toward end of program
CPCE	5551	Counseling in a Pluralistic Society		W	Su	CPCE 5520 pre
CPCE	5553	Ethics and Professional Issues in Counseling	F		Su	
CPCE	5575C	Internship in Counseling C (<i>School Counseling students may not take this course in the summer</i>)	F	W	Su	CPCE 5540 co; CPCE 5532 pre; CPCE 5533 pre for CF emphasis; CPCE 5550 pre for School Counseling emphasis
CPCE	5589A	Counseling the Older Adult	F			
CPCE	5590MH	Seminar in Mental Health			Su	CPCE 5532 co
CPCE	5590CF	Seminar in Couples and Family			Su	CPCE 5533 co
CPCE	5590GC	Seminar in Gerontological Counseling			Su	CPCE 5532 co
CPCE	5605	Career Development II	F			every other year
CPCE	5620	Advanced Theories and Methods of Counseling		W		every other year
CPCE	5640	Counseling Supervision			Su	every other year
CPCE	5641	Supervision Practicum	F	W	Su	CPCE 5640 pre-req
CPCE	5643	Supervision Experience	F	W	Su	CPCE 5640 pre-req
*EDCI	5512	Strategies for Effective Classroom Management		W		
*EDCI	5517	Teaching Methods and Practices		W		
*EDRP	5508	Principles and Methods of Research	F	W	Su	
*EDRP	5510	Child Behavior and Development	F		Su	
*EDRP	5512	Adolescent Development and the School	F	W	Su	
*EDRP	5513	Lifespan and Human		W	Su	

		Development				
*TE	5404	Education of Exceptional Child and Youth	F	W	Su	
A&S	5500	Interdisciplinary Colloquium on Aging	F			
Nursing	530	The Experience of Health in Aging		W		
Sociology	410R	Aging in Contemporary Society		W		

Open to any student who has been admitted to an advanced degree program

^ Courses may be offered at Volker or Northland Campus

*courses may be taken prior to formal admission into the Counseling and Guidance program (but admission to the university is required). Contact the Admissions Office at 816-235-1111 or <http://www.umkc.edu/admissions/>.

Please note the following:

1. Students must maintain a B- average in all coursework associated with the Ed.S. program.
2. No grade below B- in professional counseling courses will be acceptable.
3. Students are required to confer with advisors prior to enrolling in any course leading to the educational specialist degree.
4. Courses at the 600 level cannot be taken until students are admitted to the Ed.S. program. *Please note that 600 level coursework is likely to be offered during daytime hours.*

Filing a Program of Study

During the student's first semester in the program, she/he is expected to complete and file a program of study form in consultation with the advisor. The program of study is your agreement with the university specifying what coursework you will complete for your degree. Program of Study forms can be obtained from your advisor or through the School of Education Student Services Office.

A program requirements checklist is to be attached to the Program of Study form along with any relevant course waivers. All courses that you are required to complete in the program are listed on the Program of Study. Course waiver decisions are made by the current instructor of the course, or other faculty member designated by the Counseling and Educational Psychology division chair. Students must complete a minimum of 21 hours in the program, based on several factors, including the number of credits and types of courses completed in their master's program and their chosen emphasis area. Consistent with UMKC Graduate Studies guidelines, students may transfer or waive up to 20% of the required coursework (essentially, the equivalent of 1 course).

Approved Program of Study forms will be signed by the student, advisor, and the School of Education Office of Student Services. Once approved, a copy will be sent to your address of record. Please note that this is a short program. The POS forms should be completed as early as possible and no later than the end of the first semester. A program of study form that is signed by the student and advisor should be submitted with the first practicum application.

Degree Equivalence Check List

Applicant Name: _____

Admission to the EdS degree in Counseling and Guidance requires a master’s degree in counseling. Students are required to have a 48-credit master’s degree that includes several core areas (see below). If applicants do not meet these requirements, they may still be admitted, but will be required to take additional coursework to meet the credit-hour and/or course content requirements.

Core Courses/ Content Areas Required		Course or Content Taken in MA/MS	Need to add to UMKC Program
CPCE 5500/5502	Introduction to [Prof'l/School] Counseling		
CPCE 5503	Psychopathology: Diagnosis and Classification		
CPCE 5505	Career Development I		
EDRP 5508	Principles and Methods of Research		
CPCE 5515	Assessment Methods in Counseling		
CPCE 5520	Theories of Counseling		
CPCE 5530	Methods of Counseling		
CPCE 5531	Counseling Practicum		
CPCE 5540	Theories & Methods of Group Counseling		
CPCE 5551	Counseling in a Pluralistic Society		
CPCE 5553	Ethics and Professional Issues in Counseling		
CPCE 5575	Internship		

To be completed by advisor/faculty:

This applicant has a _____ credit-hour master’s degree (based on semester hours).

This applicant ___ ***has*** or ___ ***has not*** met the core requirements noted above.

Based on this, _____ additional credits are required in the Ed Spec program of study.

Form completed by: _____ Date: ____/____/____

Education Specialist in Counseling and Guidance

The University of Missouri-Kansas City
School of Education

PROGRAM OF STUDY

Name:		Student ID #:		Date:	
Address:			City:		State:
(H) Phone:		(W) Phone:		Fax:	
Email:					
Previous Emphasis Area (in Master's program):			Intended Emphasis Area at UMKC:		

Common Core Courses (Required -- 12 Semester Credit Hours)

Hours Needed	Course Title	Hours Completed	Date	Grade
3	CPCE 5605 Career Development II or CPCE 5620 Advanced Theories and Methods of Counseling			
2	CPCE 5640 Counseling Supervision			
1	CPCE 5589 Supervision Experience or CPCE 5641 Supervision Practicum (Pre-req: CPCE5532 or 5539)			
3	Clinical Requirement #1: CPCE 5532 or 5533 or 5539 Practicum			
3	Clinical Requirement #2: CPCE 5539 Continuing Counseling Practicum or 5575C Ed Specialist Internship (School)			

Note: 5532, 5533, 5539, and 5575C must be completed consecutively in a community setting; classroom component of practicum required for 5532 and 5533 students

Complete section below for your emphasis area only

Option A: General Mental Health (Minimum of 9 hours required)

Please indicate (✓ or 'N/A') which courses will be taken to meet the 9-hour minimum

Hours Needed	Course Title	Intended Courses	Hours Completed	Date	Grade
3	CPCE 5503 Psychopathology: Classification and Treatment				
3	CPCE 5521 Special Counseling Methods – Substance Abuse				
3	CPCE 5541 Couples and Family Therapy				
3	CPCE 5542 Theory and Techniques of Family Systems Therapy				
3	EDRP 5513 Lifespan Human Development [^]				
3	CPCE 5527 Theories and Methods of Sex Counseling				
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				
1-3	CPCE 5598 Independent Study				
3	CPCE 5590 Final Seminar in Counseling				
3	CPCE 5533 Couples and Family Practicum				

Option B: School Counseling¹

(All listed courses - or their equivalent – are required for state certification.)

Indicate which courses will be taken (✓), waived (“Waive”) or transferred (“Transfer, Institution”).

Hours Needed	Course Title	Intended Courses	Hours Completed	Date	Grade
3	CPCE 5502 Foundation of Elem. and Secondary Guidance				
3	CPCE 5504 School Guidance Programs				
3	TE 404 Education of Exceptional Child/Youth [^]				
3	EDCI 5512 Strategies for Effective Classroom Management [^]				
3	EDCI 5517 Teaching Methods & Practices [^]				
3	CPCE 5550 Organization and Administration of Counseling Programs				
3	EDRP 5510 Child Development or EDRP 5512 Adolescent Development or EDRP 5513 Lifespan Human Development				
		<i>Passed / Date</i>		<i>Failed / Date</i>	
	<i>Portfolio Competency Requirement (For students entering W09 or later)</i>				
	<i>Praxis II: School Guidance and Counseling</i>				

¹UMKC requires the following courses or their equivalents for provisional certification. Official transcripts must be submitted as evidence that these requirements have been met: (a) CPCE 5502, 5504, 5505, 5520, 5530, and 5531; (b) EDRP 5510, 5512 or 5513, and (c) a school counselor contract with a school district.

The following courses or their equivalents are DESE requirements: TE 404, EDCI 5512, 5517, CPCE 5502, 5504, and EDRP 5510, 5512, or 5513.

[^]Courses will be waived for those holding a current Missouri or Kansas Teacher Certification. Other state certificates will be reviewed on a case-by-case basis

#Prerequisites for 5532 School Practicum are the following courses or their equivalents: CPCE 5502, 5520, 5530, 5553, and 5531. You are also encouraged to take the requirements for provisional certification if you plan to find a paid placement during your practicum experience.

In order to be certified by UMKC, students must complete a UMKC degree.

Additional Requirements *Additional requirements, if needed, must be approved by faculty advisor.*

Hours Needed	Course Title	Hours Completed	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 Division Administrative Assistant who forwards it for necessary signatures.

	Signature	Date
Student		
Faculty		
Certification Manager		
Division Chair		
Dean		

University of Missouri-Kansas City
Education Specialist Program in Counseling and Guidance
School Counseling Emphasis



REPORT OF RESULTS: PORTFOLIO COMPETENCY

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

exceptional/passed/failed the portfolio competency evaluation for the Education Specialist Program in
(highlight 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

Practicum and Internship Application Directions

Students are required to submit a new application each semester in order to enroll in a practicum or internship.

Application forms may be obtained from the practicum/internship coordinator or the administrative assistant. In addition to the application form, students complete steps 1-5:

1. HIPAA certificate: Complete the UMKC online Health Insurance Portability and Accountability Act (HIPAA) training/tutorial : <http://web2.umkc.edu/research/ors/Support/HIPAA/Training.html>. Once the training is complete, applicants print the certificate to certify her/him as HIPAA compliant and knowledgeable. *This is only done for the first practicum semester.*
2. Obtain a background check receipt: A copy of the receipt for the individual's FBI background check. The cost of a background check (as of October 1, 2008) is \$52.50. Due to the length of time it takes to process, fingerprints must be submitted no later than May 1st for the summer or fall semester, and October 1st for the spring semester. The student is required to provide a copy of her/his background check results to the School Counseling Program Coordinator before beginning the practicum.
3. Fingerprint form: You will also need to complete this form and return it to Student Services, ED 129 - this assures that your background check results are routed back to the CEP offices.
4. Advising transcript: To request, email the Division's Administrative Assistant at armstrongab@umkc.edu with your name and student number. The usual turnaround time is 1 - 2 days and will be available in Room 215, School of Education
5. Copy of Program of Study: When submitting your 1st practicum application, please attach a copy of your program that has been signed by you and your advisor.

Advisor's signature: Students submit completed practicum application with advising transcript and program of study to her/his faculty advisor. Prior to signing, the faculty advisor reviews application, POS, and transcript to ensure the prerequisite classes are complete. Submit to Anna Armstrong in room 215. Applications will not be accepted without the advisor's signature.

Practicum Expectations

As the minimum graduation requirement, students are to take two three-credit clinical courses: CPCE 5532 or 5533 or 5539 in semester one and 5539 or 5575C in semester two. All practica are to be taken in an approved community practicum agency or school setting in the KC area in two concurrent semesters. Students with a

background in mental health counseling and who are switching to school counseling (or vice versa) will enroll in 5532/5533 for the first clinical course, which requires a classroom component. Students with clinical experiences from their master's program in the area of their Ed Spec emphasis will enroll in 5539 for their first semester and either 5575C (school) for semester two, or another semester of 5539.

The minimum requirement for client contact hours is 140-150 hours over the course of two semesters.

For all the practica, students are required to keep a good hour log (client contact hours, indirect service hours, supervision hours, etc.) and turn in completed midterm and final evaluations as required. Please know that you will need to report both your direct and indirect clinical hours in your annual evaluation by our program and in your internship application.

**PROGRAM AND UNIVERSITY
POLICIES AND OTHER INFORMATION**

Program Policies

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.

Enrollment/Deferment

Students can skip up to two semesters and be in good standing (skipping one or two semesters means not enrolling in classes during that semester(s)). Skipping summer semesters are allowed. However, skipping three consecutive semesters requires readmission to the program. A student who skips 3 consecutive semesters (Fall-Spring-Fall or Spring-Fall-Spring) must submit a new application to the program. The student must meet all of the requirements for admission at time of re-application to be considered for admission back into the program.

If the student skips only one semester, or two consecutive semesters such as Fall-Spring or Spring-Fall, then the student is required to complete an intent to re-enroll form with the admissions office a couple of months before the semester they plan to enroll. The last institution attended must be UMKC in order to be eligible for the re-enrollment. The completed re-enrollment form will then be forwarded to the Counseling and Educational Psychology department for review and approval. These forms can be obtained in either the Counseling or Educational Psychology Division Office (School of Education Suite 215) or the Admissions Office (120 Administrative Center).

Note: Students who request to re-enroll must not have attended another institution during the semester(s) they were not enrolled at UMKC. If they did attend another institution since leaving UMKC, they will need to reapply to the program (i.e., submit a new application to the program). The Admissions office relies on student honesty to know whether or not the student was enrolled at another institution during their semester absence.

Note: Students should be aware of the 7 year rule if it is their intent to repeatedly skip a semester (i.e. Courses that are taken beyond 7 years of degree completion must be revalidated).

Course Equivalency

If you believe that work you completed at another university is equivalent to a course that is required in our program, you may request a waiver. Complete an official waiver form found in the forms section, gather relevant course information (syllabi, assignments) and contact the faculty member currently teaching the course. If a regular faculty member has not taught the course, the Counseling Psychology faculty will review the materials and decide or request review by another qualified professional. The instructor needs to document the procedure used to establish equivalence and all waivers need the final approval of the Counseling Psychology faculty.

The original Course Waiver form(s) (with instructor's signature) should be attached to your Program of Study form. Copies of both forms should be submitted to the Counseling Psychology program faculty for approval and placed in your file in the Counseling Psychology office. Also, please be sure to keep copies of waiver forms for yourself.

Student Academic Assessment Policy

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 Ed.S. 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, Ed Spec 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, Ed Spec Program Coordinator or Chair and program faculty for possible action.

3. The student will be informed in writing by the Practicum/Internship Coordinator, Ed Spec 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, Ed Spec 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, Ed Spec 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.

Student Evaluation and Retention

Academic Probation

Students may be placed on academic probation due to:

- 1) The student must maintain an overall GPA of 3.00 at all time during his/her matriculation in the program. Failure to do so will result in the student being placed on probation. While on probation, a student must maintain a minimum of a 3.00 GPA each semester. Failure to do so will result in dismissal from the program. A student must remove the probation within a period of two consecutive semesters or he or she will be dismissed.
- 2) The faculty retains the right to review any student behavior that may affect the welfare of the student or others (see Academic Assessment Policy). Such a review may result in the student being put on academic probation or dismissal from the program (see below).

Dismissal From the Program

The following statements describe these additional circumstances under which a student may be dismissed.

1. In all practica, students are required to demonstrate minimal clinical competency (grade of credit). Likewise, in internship and in all courses in the required research sequence, students are required to demonstrate minimal research competencies (grade of credit, or B- or better). In accordance with university policy, a student may repeat a course. Under these circumstances, the second grade becomes the grade of record. Should a student receive a permanent grade of no credit in a practicum

or internship, the student will be dismissed from the program. Such dismissal does not require a vote of the faculty.

2. A student may be dismissed according to the outcome of the program's Academic Assessment Policy detailed in the Policies and Procedures Manual.

Policy on Student Conduct

Counselors interact with clients at a time when clients are most vulnerable to influence. Consequently, counselors must be exemplary in their conduct and must display good judgment. Counselors are expected to conduct themselves in a professional manner as practitioners, students, and citizens. Any behavior that violates the ACA code of conduct (i.e., professional ethics), campus regulations, or local, state, or federal laws will be cause for the program faculty to consider whether the student involved should be allowed to continue in the program. Additional information about student retention and evaluation are specified in the Policy and Procedures Manual.

Students are expected to obtain a copy of the most recent version of the ACA Ethical Principles and Code of Conduct, available at <http://www.counseling.org>. For School Counseling, students are expected to obtain a copy of the most recent version of the ASCA Ethical Principles at <http://www.schoolcounselor.org/content.asp?contentid=173>.

To obtain information concerning the University's policies and standards of conduct, refer to the University website at <http://www.umkc.edu/stulife/gethelp/conduct.html>. All graduate students are governed by the graduate policy found in the UMKC general catalog found online at <http://www.umkc.edu/umkc/catalog/html/archive.html>.

Student Rights

The faculty of the Education Specialist program wishes to ensure that students are treated fairly and with respect. The program adheres to the university's guidelines regarding the non-discriminatory treatment of individuals, and policies on discrimination based on sex, sexual harassment, and discrimination based on religion or national origin are shown in the Policy and Procedure Manual.

Several procedures are in place that students can follow if they have concerns about their rights. First, it is usually best to confer with your advisor or the Director of Training. Your advisor may also refer the question to the Coordinator. The Coordinator or advisor will present your concern to the Education Specialist faculty. If you are still dissatisfied after faculty review, you may choose to present your concerns to the Chairperson of the Division of Counseling and Educational Psychology, the Dean of the School of Education, or to one of the vice chancellors, the vice provost, or the Chancellor.

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.

UNIVERSITY POLICIES

LINKS TO IMPORTANT CAMPUS AND SYSTEM-WIDE POLICIES

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

[http://web2.umkc.edu/catalog/Guidelines on Discrimination on the Basis of Religion or National Origin.html](http://web2.umkc.edu/catalog/Guidelines_on_Discrimination_on_the_Basis_of_Religion_or_National_Origin.html)

Guidelines for Informal Resolution of Sexual Harassment Complaints:

<http://www.umsystem.edu/ums/departments/gc/rules/grievance/390/010.shtml>

Discrimination Grievance Procedure for Students:

<http://www.umkc.edu/stulife/docs/grievanceprocedure.pdf>

Academic Dishonesty:

http://www.umkc.edu/helpline/conduct_standard.cfm

CONGRATUALIONS: PREPARING FOR GRADUATION

The following checklist is designed to make clear the steps involved in receiving an EdS 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 semester 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 Education Specialist 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.

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						