THE CED ADVISOR

A Handbook for Graduate Students in Counseling at Central Michigan University

Department of Counseling and Special Education
321 Education and Human Services Building
Central Michigan University
Mount Pleasant, MI 48859

Phone: (989) 774-3205
Fax: (989) 774-2305

www.cse.cmich.edu

November 2010
TO: CED Students

FROM: CED Faculty

If you have suggestions/comments regarding this handbook, please write them down and give to Susie Harper, 321 Education and Human Services Building.

This document is not a replacement for the College of Graduate Studies current Bulletin. You are still governed by the policies and procedures in the Bulletin. Consider this an additional source of information.
# TABLE OF CONTENTS

**INTRODUCTION**.................................................................................................................. 4
Philosophy Statement.............................................................................................................. 4
Student Responsibilities........................................................................................................... 4
  Deadlines................................................................................................................................. 4
  Admission Status ..................................................................................................................... 4
  Academic Requirements ......................................................................................................... 5
  Academic Dishonesty Policy .................................................................................................... 5
Policy Regarding Confidentiality in Experiential CED Courses.............................................. 5
Role of the Advisor.................................................................................................................. 6
Role of the Office Professional Staff.......................................................................................... 6

**PROGRAM PROCEDURES**.................................................................................................. 6
Conditional Admission to the Program...................................................................................... 6
Regular Admission Status ....................................................................................................... 7
Authorization of Graduate Degree Program .............................................................................. 7
Transfer of Credits ................................................................................................................... 8
Graduation .................................................................................................................................. 8

**THE COUNSELING CURRICULUM**................................................................................ 8
Program Options ....................................................................................................................... 8
  School Counseling ................................................................................................................ 8
    Preliminary Employment Authorization to Work as a School Counselor ......................... 9
  Professional Counseling ........................................................................................................ 9
    Preliminary Employment Authorization to Work as a School Counselor ......................... 9
Endorsements ........................................................................................................................... 10
Licensure (LPC) ....................................................................................................................... 10
School Counseling License ..................................................................................................... 10
Course Work .............................................................................................................................. 10
Human Development Clinic ..................................................................................................... 11
Group Experiences .................................................................................................................. 11
Requirements for Admission to Practicum (CED 690) ........................................................... 11
  Regular Admission ................................................................................................................. 12
  CED 660—Counseling Techniques ......................................................................................... 12
  Four Counseling Sessions ...................................................................................................... 12
Comprehensive Examination (CPCE) ................................................................................... 13
  Failure of the Comprehensive Examination ....................................................................... 14
Plan B Requirement ................................................................................................................ 14
Internships (CED 691/CED 791) ............................................................................................ 14

**CHECKLIST** ..................................................................................................................... 15
Appendix A: Technical Standards for Admission and Continuation ..................................... 16
Appendix B: Regular Admission Student Assessment Form ................................................. 17
INTRODUCTION

Welcome to the Central Michigan University Counseling Program! The purpose of this manual is to provide you with the information you will need to complete your educational experience. The Counseling Program is a dynamic and exciting approach to a career in the helping professions.

Philosophy Statement

The faculty has developed a program with a hands-on approach to learning, stressing personal growth and development. Communication and cooperation between students are considered essential parts of the learning process, and are strongly encouraged. Professional standards of conduct and sensitivity to multicultural and special needs issues are promoted. It is hoped that students will develop their own approach to counseling based on the integration of their own life experiences and the theories and concepts presented. Teaching excellence is a top priority of the faculty. The Counseling Program believes that an effective helper is a combination of a growing self and a person with special skills developed through exposure to counseling theory, techniques and personal experiences with self-examination.

Student Responsibilities

Deadlines

These are your responsibilities to meet. As stated in the Graduate Bulletin: “Graduate students are individually responsible for complying with the procedures, requirements, regulations and deadlines printed in this [Graduate] Bulletin, and the specific requirements of their department and program.” The Graduate Bulletin may be viewed at: https://bulletins.cmich.edu. This also responsibility also applies to information in the Class Schedule and any departmental requirements, deadlines and policies.

It is neither the staff’s nor your advisor’s responsibility to remind you of impending due dates. The faculty and staff will gladly answer any questions not covered in this manual. Graduate students are required to meet with their advisor. Appointments are to be scheduled in advance.

In a later section you will find a Checklist to help you remember important deadlines.

Admission Status

Your responsibility is to make sure that you are properly admitted to both the College of Graduate Studies and the Counseling Program. These are two separate things. Admission to the College of Graduate Studies does not automatically give you admission to the Counseling Program, even though you may be enrolled in Counseling classes. Admission procedures will be covered in the Program Procedures portion of this manual.

If you have ever been convicted of a felony offense, you should talk to an advisor before proceeding with classes in the Counseling Program. Some offenses, although historical, may result in the immediate dismissal from the program due to safety and liability issues.
Academic Requirements

As an adult learner, you will be expected to participate fully in the program. This means that simply taking classes will not sufficiently meet the requirements. For example, you must be willing to be open to self-exploration and personal growth, which is not an easy process for everybody. A certain amount of discomfort can be expected in this process. You will often be asked to take risks and explore opportunities in order to learn more about yourself.

You are expected to operate in an ethical and professional manner. Since you will be working with actual clients during the course of your studies, their privacy is to be respected and all information concerning them is confidential. A breach of confidentiality could result in course failure or dismissal from the program. Needless to say, you are also expected to present class work and assignments on time and in a professional manner.

Moving from Conditional to Regular Admission requires a formal evaluation of each student. The purpose is for you, and the faculty, to determine the appropriateness of your continuing pursuit of a Counseling degree. This is not, however, the only evaluation. All students are continuously evaluated by faculty (including adjunct faculty), and when concerns about suitability for graduate study or the counseling profession are raised you will be brought into these discussions as appropriate. This is an activity which is mandated by the faculty’s professional ethics and is in the best interest of yourself, the program, and the profession.

Academic Dishonesty Policy

CED students who are found to have committed academic dishonesty may be subject to one or more of the following sanctions:

1. Failing grade for any involved assignment.
2. Failing grade for any course in which the act occurred.
3. Probation within the degree program for a specified time period.
4. Removal from degree program for a period of not less than one year.
5. Permanent removal from degree program.
6. Referral of charges to the President’s office for possible University sanctions.

An initial determination of action will be made by the CED faculty. If action beyond a failing grade is being considered, the student will be invited to submit material (either in person or in writing) that may have bearing on the faculty’s decision. The final decision regarding action will be made by a majority vote of the CED faculty.

Policy Regarding Confidentiality in Experiential CED Courses

Confidentiality entails the ethical and legal responsibility of mental health professionals to safeguard clients from unauthorized disclosures of information given in the therapeutic relationship. There are three general exceptions to the legal and ethical requirement that counselors keep client confidentiality: (1) cases in which clients pose a clear and imminent danger to themselves or others, (2) cases in which clients request that their records be released to themselves or a third party, (3) cases in which a court orders a counselor to make records available, and (4) cases in which the client was/is a victim or perpetrator of child abuse or neglect.
Several courses in the CED program have experiential components during which graduate students hear the personal/private issues of other students and/or clients (CED 515, 520, 650, 660, 677, 690, 750, 790, 691, 791, etc.). It is important for those who reveal private information in classes to understand the concept of confidentiality, its limits and the risks of possible discomfort which may result from group self-disclosure. CED students are required to practice strict professional ethics in maintaining the confidentiality and privacy of fellow students and clients. Issues may be discussed in the classroom (for educational purposes) but may not be discussed beyond the supervised classroom experience. Any student who breaks confidentiality is subject to failure of the course in which it occurs and/or dismissal from the program (subject to due process and review by regular CED faculty).

Role of the Advisor

Your advisor will help you select your classes, work out an Authorization of Graduate Degree Program (planned program), give academic advice, consult with you on your Plan A (Thesis) or Plan B Paper/Project and answer any questions pertaining to the program.

Role of the Office Professional Staff

In the course of your educational experience, you will have considerable contact with office professional staff members. They are extremely knowledgeable about department/university policies and procedures. They are there to help you, but they cannot manage your program for you. Please try to make your requests of them specific and brief, as they have many responsibilities concerning the entire department. Don’t expect them to answer the questions that should more appropriately be directed to your advisor.

PROGRAM PROCEDURES

Conditional Admission to the Program
(Not to be confused with Regular Admission status.)

Obtain an application from the College of Graduate Studies and indicate that you are applying for admission to the Master of Arts in Counseling Program (include area of concentration). General admission requirements are as follows:

- Applicant screening meetings are conducted twice each year. Materials submission deadlines are February 1 and September 1.
- In addition to submitting the application, all transcripts, and written statement of purpose and general plans for graduate study, the applicant must arrange for a recent (not more than five years old) Miller Analogies Test (MAT) score to be sent directly to the Department of Counseling and Special Education and be received by the application deadline. The MAT score, undergraduate GPA, and the applicant’s statement of purpose and general plans for graduate study are all considered in determining admission. (The MAT is available through testing centers such as the Computer-Based and Placement Testing Center located on the CMU campus.)
Applicants must also meet the department’s Technical Standards for Admission and Continuation (see Appendix A).

Applicants chosen in the screening process will be initially admitted to the program on a CONDITIONAL basis. In addition to the above requirements, applicants seeking school counseling endorsement must have or be eligible for Michigan Teacher Certification. After you are accepted to the program on a CONDITIONAL basis you will be assigned an advisor. Be aware that you have seven years to complete your program. This means that at the time you graduate none of your course work can be older than seven years (including transfer credits).

Do not confuse CONDITIONAL Admission with NON-DEGREE admission! Taking Counseling classes while enrolled on a Non-Degree graduate basis does not constitute admission to the Counseling Program! Refer to your Graduate Bulletin, or ask an advisor, if you need clarification on this.

Regular Admission Status

To be eligible for REGULAR Admission status, you must first complete a minimum of 10 semester hours of course work, with a minimum 3.0 GPA, from the designated list of courses (refer to the program option handouts and Graduate Bulletin). You must then submit an application for REGULAR Admission, available in the CSE department office, which will be reviewed by the Counseling faculty to determine your suitability for REGULAR Admission status. In addition to the Technical Standards for Admission and Continuation, an evaluation form/criteria is used to determine suitability for REGULAR Admission (see Appendix B). Do not apply for REGULAR Admission if you are not accepted into the program on a CONDITIONAL basis!! If you are approved for REGULAR Admission, you will be notified by mail.

You must have been enrolled in 10 hours in this department prior to application. When taking your 10 hours, it is important to take classes from as many full-time faculty as possible; if they don’t know you, it’s difficult to determine your suitability for REGULAR Admission.

If you are not approved for REGULAR Admission, you will receive notification of either deferral or denial. Your advisor will provide you with details relevant to your situation, including the reasoning behind your deferral or denial.

Authorization of Graduate Degree Program

The Authorization of Graduate Degree Program is a form that you complete in consultation with your advisor that identifies the exact courses and requirements that must be completed before you can graduate. Some people may refer to this as the “planned program” or “authorized program.” Most students fill out their Authorization of Graduate Degree Program shortly after gaining REGULAR Admission to the program, but it can also be completed after you have been admitted on a CONDITIONAL basis. You cannot graduate until this form is on file with the College of Graduate Studies. This form is also required for continuing teacher certification.
Transfer of Credits

If you have earned a Master’s degree in another field from CMU, you may apply up to six credits toward the Master of Arts in Counseling with your advisor’s approval. Obtain the Graduate Transfer Credit Request form (on-campus programs) from the College of Graduate Studies website: www.grad.cmich.edu, and meet with your advisor to review the completed form. On the form your advisor checks whether or not they are recommending approval of the courses you wish to transfer, signs the form, and then sends it to the College of Graduate Studies. The Dean of Graduate Studies will determine the number of semester hours approved for transfer (if any). You will also need to contact the registrar’s office where you earned the credits to be transferred and arrange for an official transcript to be sent directly to the College of Graduate Studies.

Graduation

At the beginning of the semester you plan to graduate, you will need to complete a Graduation Application, available at the College of Graduate Studies. There is also an application fee that is due when you submit this form. It is your responsibility to submit the application and the fee to the College of Graduate Studies according to their deadline.

Upon receipt of your Graduation Application, the College of Graduate Studies will review your Authorization of Graduate Degree Program and then send you an Audit that will indicate what, if any, requirements are still outstanding before you can graduate. Any questions about your Audit may be directed to your advisor.

THE COUNSELING CURRICULUM

This section will help you understand the various parts of the Counseling curriculum. The courses and programs offered are designed to prepare you as a counselor in public and private schools, institutions of higher education, community-based social service agencies, and private practice. Please note that some of the explanations will be very brief, as the information is available in detail in other publications. You will be told what those publications are and where to find them.

Program Options

You will find more information on these program options in your Graduate Bulletin, which is available at the College of Graduate Studies, 100 Foust Hall, Central Michigan University, Mt. Pleasant, MI 48859 (telephone: 989-774-4723), or at https://bulletins.cmich.edu. There are also detailed handouts available in the CSE department office, but please make sure you have your Bulletin.

School Counseling

The 48-hour School Counseling option is designed for students with Michigan Teacher Certification who wish to earn a School Counselor Endorsement. Potential work settings would include: elementary schools, middle schools, secondary schools, or K-12 schools. In addition, school counseling graduates will meet the academic requirements for licensure as a Professional Counselor (LPC) in Michigan.
Preliminary Employment Authorization to Work as a School Counselor

In response to a school counselor shortage, on April 15, 1999 the Michigan Board of Education approved a new experimental preliminary employment authorization to enable students to work as school counselors in Michigan. This opportunity will permit CMU Counseling students who possess a valid Michigan teaching certificate to obtain a non-renewable preliminary employment authorization as a school counselor upon completion of 35 specific graduate credit hours and passing the Michigan Test for Teacher Certification (MTTC)—Test #51, Guidance Counselor. Upon completion of the required 33 specific credit hours students are eligible to apply for either a K-8 or 6-12 preliminary employment authorization and employment as a school counselor in Michigan. Students may apply for the preliminary employment authorization through the EHS Center for Student Services office (421 Education and Human Services Building, 989-774-3309), where they will also obtain information regarding taking the MTTC test.

Students who wish to pursue this opportunity must first be admitted to the School Counseling option through procedures described on page 6 of this handbook.

Once having received this preliminary authorization, the student must complete the additional degree requirements—the remaining 15 semester hours plus the Comprehensive Examination—within three years. Failure to do so will result in the preliminary employment authorization being revoked. Graduates may then apply for Permanent K-12 School Counselor Endorsement and licensure as a Professional Counselor (LPC) in Michigan.

Professional Counseling

This 48-hour option will prepare you academically as a Professional Counselor (LPC) in Michigan. You will gain knowledge and experience in the following areas: research, group techniques, counseling theories, ethics, counseling techniques, counseling philosophy, testing procedures, career development and consulting. Practicum and internship experiences will complete the minimum requirements. Elective hours will allow you to gain additional knowledge and experience in areas of particular interest to you.

Preliminary Employment Authorization to Work as a School Counselor

In July of 2000, the Michigan State Legislature approved PA288 authorizing individuals without teacher certification to be licensed as school counselors. This Act allows individuals enrolled in an approved School Counselor Education program, who meet criteria established by each counselor preparation program, to be recommended for a three-year non-renewable preliminary employment authorization to work as a school counselor, at either the elementary level (K-8) or secondary level (6-12). This opportunity will permit CMU Counseling students who do not possess a valid Michigan teaching certificate to obtain this preliminary employment authorization upon completion of 39 specific graduate credit hours and passing the Michigan Test for Teacher Certification (MTTC)—Test #51, Guidance Counselor. Students may apply for the preliminary employment authorization through the EHS Center for Student Services office (421 Education and Human Services Building, 989-774-3309), where they will also obtain information regarding taking the MTTC test.

Students who wish to pursue this opportunity must first be admitted to the Professional Counseling option through procedure described on page 6 of this handbook.
Once having received this preliminary authorization, the student must complete the additional degree requirements—the remaining semester hours plus the Comprehensive Examination—within three years. Failure to do so will result in the preliminary employment authorization being revoked. Graduates may then apply for a School Counselor License and licensure as a Professional Counselor (LPC) in Michigan.

**Endorsements**

You must complete a Master’s program in Counseling and a test, which is administered by the Michigan Department of Education, to be eligible for endorsement as a school counselor in Michigan. The required test is called the Michigan Test for Teacher Certification (MTTC)—Test #51, Guidance Counselor. Remember, however, that completing the Master of Arts requirements does not automatically give you the endorsement. You must file an application with the EHS Center for Student Services office, along with a copy of your teaching certificate. The applications and MTTC test information are available in the EHS Center for Student Services office (421 Education and Human Services Building, telephone: 989-774-3309). After completing the form, your advisor’s signature is necessary before the application is submitted. It is not your advisor’s responsibility to initiate this process. **Note:** If you take the MTTC test and do not apply for the endorsement within five years, the test results are void and you will need to retake it before you can apply for the endorsement.

Further information on endorsements can be found under Teacher Certification in the Graduate Bulletin. Please work closely with your advisor so that he or she may advise you appropriately.

**Licensure (LPC)**

Once you have completed the necessary 48-hour course work, you will need to obtain an application for limited licensure from the Michigan Department of Consumer and Industry Services, Board of Counseling, in Lansing. The address is: P.O. Box 30670, Lansing, Michigan, 48909; telephone: (517) 335-0918. Licensure is not processed through Central Michigan University.

**School Counseling License**

When you have completed all the required course work for school counselor licensure, you will need to take the Michigan Test for Teacher Certification (MTTC)—Test #51, Guidance Counselor, and then file an application with the EHS Center for Student Services office. The applications and MTTC test information are available in the EHS Center for Student Services office (421 Education and Human Services Building, telephone: 989-774-3309).

**Course Work**

All of the program options have some core courses in common. Some course titles include: Theories and Techniques of Group Counseling, Counseling Techniques, Standardized Tests, Theories of Counseling, Ethics and Professional Issues, and Career Development and Counseling. You will also participate in a supervised counseling experience (practicum) in the Human Development Clinic located in 326 the Education and Human Services Building. In the fall and spring semesters, all the courses are offered nights and weekends to better accommodate the non-traditional student. During the summer, courses are offered during the day. Make sure
you take courses in the proper sequence and fulfill all course prerequisites prior to enrolling for classes. Read your Graduate Bulletin, pick up the program option handouts, and consult with your advisor. If you have not been assigned an advisor, it is probable that you have not been admitted to this department. Thus, you will not be allowed to enroll in most classes.

Please note that there is a four-semester sequence of classes that will affect the length of time necessary to complete your program. CED 677 is a prerequisite for CED 660, which is a prerequisite for CED 690, which in turn is a prerequisite for CED 691. In other words, you must take Theories before Techniques, Techniques before Practicum, and Practicum before Internship.

**Human Development Clinic**

The Human Development Clinic, located in 326 Education and Human Services Building, is a multi-purpose counseling facility. Counseling is provided, along with special tutoring, and psychological assessment services for community residents, area schools, and CMU students. Among the services provided are: individual counseling for children, adolescents and adults; family and couples counseling; play therapy for children; referral help in finding appropriate services for identified problems; and consultation with community agencies and schools. As part of your counseling education, you will be required to perform these services under the supervision of the Counseling Program faculty.

**Group Experiences**

There are two courses (CED 515 and 520) designed to give you experience in a group counseling setting. By interacting with others in a trusting and accepting environment, you are given the opportunity to experiment with communications and receive honest feedback from others concerning the effects of your behavior.

The broad purpose of these courses is to increase your knowledge of yourself and others, assist you in clarifying the changes you most want to make in your life, and give you the tools necessary to make these changes. The substance of these courses is applicable not only to your professional life, but your personal life as well. They will also be very interesting and informative.

Please note that CED 515 and 520 are weekend classes only, and are offered on a Credit/No Credit basis. You will meet two consecutive weekends—Friday evening and all day Saturday, for CED 520. CED 515 has the same Friday and Saturday meeting schedule for only one weekend. You may only take one group class per semester, and you must take them in order.

**Requirements for Admission to Practicum (CED 690)**

The basic requirements are REGULAR Admission to the Counseling program, completion of CED 677 and CED 660 (with a grade of B or better), and completion of your four counseling sessions as a client. **There are no exceptions to these requirements!**

If you have completed the above basic requirements, you then need to apply by the deadline for practicum. Application deadlines are as follows: Spring semesters—applications are due the previous October 1; Summer semesters—applications are due the previous February 1; Fall semesters—applications are due the previous March 1. This information is posted on the CED
bulletin board outside of 321 Education and Human Services Building, and the applications are available in the CSE department office. You may also inquire about these deadlines by phone and have the application mailed to you.

Completed applications are reviewed by the Counseling faculty, who determine your acceptance into practicum. You will be notified by mail when a decision has been reached. Please note that it is not possible to register for CED 690 via the CMU Portal registration system. If you are accepted into practicum, the department staff will handle your registration.

Regular Admission

Please refer to the section on REGULAR Admission in the Program Procedures section of this manual (see page 7).

CED 660—Counseling Techniques

A grade of B or better in this course is mandatory due to the nature of the content relative to your preparation for practicum. Prerequisites for CED 660 are completion of CED 677 and REGULAR Admission.

Four Counseling Sessions

If you want to be a counselor, you need to feel, hear and see what it is like to be counseled. Although it is wonderful that you may have had previous experience in psychotherapy as a client, or may be working as a counselor or therapist in your professional setting, no exceptions will be made for previous experience as a client elsewhere or as a therapist. If you are now in therapy, request permission from your therapist to attend your four mandatory sessions in the Human Development Clinic.

This experience is also designed to provide you the opportunity to address some of your own personal concerns in our clinic environment, which is additional preparation for your future work with practicum clients. You may wish to focus on your values, how you use power in your life, your motivations to become a counselor, family of origin issues or unfinished business.

To sign up for your four counseling sessions, you will need to complete the Counselor Education Candidate’s Counseling Experience Form. The forms are distributed in many CED courses and are also available in the CSE department office. Since these forms are distributed in many classes, be sure you do not complete more than one. Multiple forms may result in your being assigned to more than one counselor. Also be sure you accurately indicate which semester you plan to actually complete your sessions.

Once your experience form is received in the CSE department office, you will be contacted by the practicum counselor assigned to you during the semester you indicated on your form. You are not to choose your own counselor! The practicum supervisors will make counselor assignments. *You are required to have all four sessions with the same counselor.*

As a practicum counselor, it is also not appropriate for you to “recruit” fellow Counseling students for their four-session requirement. Doing so often results in multiple assignments, where a CED client may be called by two or more counselors.
If this sounds like a complicated and difficult process, it is. This is a very important part of your preparation, as you will be working with real clients with real problems who will be looking to you for guidance. Please take this professional responsibility seriously.

Comprehensive Examination (CPCE)

The comprehensive examination is a summative evaluation to the eight core content areas of counseling. It is an essential benchmark to the preparation and readiness of students to graduate with an advanced degree in Counseling. Beginning with the Spring 2010 semester, the Counseling program at CMU now requires students to complete the Counselor Preparation Comprehensive Examination (CPCE) published by the Center for Credentialing and Education, a corporate affiliate of the National Board of Certified Counselors. It is a multiple choice examination to assess student comprehension in the eight content areas as provided by the Council for the Accreditation of Counseling and Related Educational Programs (CACREP).

These content areas are:

- **Human Growth and Development**
- **Social and Cultural Foundations**
- **Helping Relationships**
- **Group Work**
- **Career and Lifestyle Development**
- **Appraisal**
- **Research and Program Evaluation**
- **Professional Orientation and Ethics**

The CPCE consists of 160 items with 20 items per content area.

The CPCE allows students to compare their scores on a national level as well as prepare them for the National Counseling Examination which is required for all Licensed Professional Counselors in Michigan. Students will be eligible to take the comprehensive exam upon completion of the core CED coursework for their particular program (Professional or School Counseling): CED 503 or 504, 566, 610 or 611, 620, 630, 640, 650, 660, 677, 695 and 765.

To apply for taking the CPCE:

1. Submit your application to take the exam to the CSE department by the posted deadline.

2. There is a $45.00 testing fee for the exam, payable to the Center for Credentialing and Education (CCE) by **money order only**. Do not submit the fee along with the application. You will bring your money order with you on test day, along with appropriate picture identification.

3. The exam is administered in the Education and Human Services building on campus, according to the posted schedule and protocol established by the CCE.

There is not an official study guide for the CPCE. Since the CPCE and the National Counselor Examination for Licensure and Certification (NCE) are based on the same eight content areas,
any study materials developed for the NCE should be useful for the CPCE. The Counseling department at CMU does not have a preparation guide and does not endorse any particular guide.

You will be sent written notification from the CSE department indicating whether you passed or failed the exam.

If you have not achieved a passing score, you will be required to apply for and complete the entire exam during the next semester the exam is offered. You must make an appointment with your advisor before retaking the exam. (Don’t forget to fill out a new application.)

Failure of the Comprehensive Examination

Students failing the Comprehensive Examination on their first attempt must develop a written remediation plan before preparing to retake the entire exam in a subsequent semester. The plan should include an explanation of what factors led to failure of the exam (so that the faculty can better understand the needs of the student), documentation of any learning disorders which might impair the student in this process and delineation of specific accommodations required when appropriate, specific activities the student plans to undertake in order to achieve a passing score (this might include, but is not limited to, studying strategies, retaking/auditing of classes, or any other activities aimed at preparing the student for success in this endeavor), and a time-line of when the student will be carrying out these activities and retaking the exam. When the plan is completed, the student should arrange to meet with his or her advisor for mutual review of the plan.

Students failing to pass the examination on their second attempt must meet with their advisor to discuss their next step in completing their degree.

Plan B Requirement

Plan B consists primarily of coursework, requires no thesis, but includes additional significant evidence of scholarship. For the Master of Arts in Counseling degree from CMU, the Plan B requirement is met by successful completion of both CED 691 (6 credit hours)—Internship in Counseling and the comprehensive examination.

Internships (CED 691/CED 791)

You will be required to participate in an internship experience as part of your particular program. An internship usually consists of on-site work under the supervision of experienced professionals in the field. The internship site, supervisor, duties and duration will need to be approved by the internship coordinator the semester prior to beginning your internship.

Two course packs (CED 691 & CED 791 Student Internship Manual and CED 691 & CED 791 Internship Supervisor Manual), containing the course syllabus, forms, and evaluation materials, are available to start you on your internship experience. Purchase both course packs from the Bookstore, and then contact the internship coordinator for further information and to answer any questions you may have pertaining to registration procedures, etc. Please note that many of the required forms and approvals must be in place before you can begin at your internship site. You will need to plan ahead!
CHECKLIST

This checklist is included to help you keep track of the important deadlines and requirements for which you will be responsible. Once again, please consult with your advisor as necessary.

- Obtain and Read Copy of Graduate Bulletin
- Apply for Conditional Admission
- Apply for Regular Admission Status after successful completion of at least 10 credits
- Complete Authorized Program with Advisor
- Complete Transfer Credit Form (if applicable)
- Complete Four Personal Counseling Sessions in the Human Development Clinic
- Apply for Practicum (CED 690)
- Apply for Internship
- Apply for Comprehensive Examination
- Apply for Graduation
- Complete Course Substitution Request Form (if you have enrolled in any courses different from those on original Authorized Program)
- Apply for Michigan Test for Teacher Certification (MTTC)—Test #51, Guidance Counselor (if appropriate) through EHS-CSS, 421 EHS Building
- Apply for Endorsement (if appropriate)
- Apply for License (if appropriate)
APPENDIX A: TECHNICAL STANDARDS FOR ADMISSION AND CONTINUATION

Department of Counseling and Special Education (CSE)

The technical standards for admission set forth by the Counselor Education Program establish the essential qualities that are considered necessary for students admitted to this program to achieve the knowledge, skills and levels of competency stipulated for graduation by the faculty. All students admitted to this program are expected to demonstrate the attributes and meet the expectations listed below.

Candidates for admission to the Counselor Education Program must:

1. Be able to analyze, synthesize, integrate concepts, and problem solve.

2. Be able to use and understand the English language at a level consistent with competent professional practice such that they utilize appropriate and effective spoken, written and nonverbal communication.

3. Be able to maintain composure and emotional stability during periods of high stress.

4. Have the ability to communicate in both written and oral forms with accuracy, clarity, and efficiency.

5. Have the capacity to value diversity and develop knowledge and awareness of how to effectively work with clients and colleagues in multicultural environments.

6. Be able to accept supervision and respond by appropriate modification of behavior.

7. Possess the perseverance, diligence, and commitment to complete the counselor education curriculum as outlined and sequenced.

8. Demonstrate responsibility and accountability for development and maintenance of personal and professional skills, ethical standards and behaviors.

9. Have the capacity to form and maintain strong personal and professional relationships.

10. Be willing to address personal issues and respond by appropriate modification of behavior.
Students in the Counselor Education Program are continuously evaluated to determine their ability to perform the essential tasks and functions of both a graduate student and of a Professional Counselor. A formal review is conducted as each student applies for Regular Admission to the program or when a faculty member indicates a need to do so based upon observation of a student either in or out of class.

The following are representative of the characteristics, behaviors and qualities that are assessed in these reviews. This form is not filled out on every student, and it is not an exhaustive list; it is provided here simply as an example for your review and consideration.

<table>
<thead>
<tr>
<th>RESPONSIBILITY (overall)</th>
<th>Average</th>
<th>Exhibits low potential at this time</th>
<th>Exhibits high potential at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 N/A</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Behavior</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOLARSHIP (overall)</th>
<th>Average</th>
<th>Exhibits low potential at this time</th>
<th>Exhibits high potential at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 N/A</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Written Work</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Presentations</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Performance</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class Participation</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperativeness</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Grasp Theoretical Concepts</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PERSONAL CHARACTERISTICS (overall)</th>
<th>Average</th>
<th>Exhibits low potential at this time</th>
<th>Exhibits high potential at this time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 N/A</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Eagerness to Learn</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Appearance</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Work Habits</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intellectual Inquisitiveness</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Openness</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genuineness</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship Skills</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awareness of Self and Others</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Establish a Therapeutic Relationship</td>
<td>1 2 3 4 5 6 7 N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Average _________ Exhibits low potential at this time Exhibits high potential at this time

<table>
<thead>
<tr>
<th>COUNSELING SKILLS (overall)</th>
<th>1 2 3 4 5 6 7 N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empathic</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Self-Disclosure</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Non-Judgemental Attitude</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Attending Skills—Verbal</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Attending Skills—Non-Verbal</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Respect</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Clarification</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Congruence</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Encouragement</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Confrontation</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
<tr>
<td>Setting Goals</td>
<td>1 2 3 4 5 6 7 N/A</td>
</tr>
</tbody>
</table>

COMMENTS (please support any exceptionally high or low ratings):

====================================================================
In terms of potential as a counselor and graduate student, I rate this candidate:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very limited potential at this time</td>
<td>Low potential at this time</td>
<td>Average potential at this time</td>
<td>High potential at this time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

====================================================================
In my clinical judgement:

_____ I support this student’s continuation in the program.
_____ I am ambivalent about this student’s continuation in the program.
_____ I do not support this student’s continuation in the program

Note: Please provide an explanation of ambivalence or non-support.

Signature ___________________________ Date ____________________